

Police Officer Eligibility List Testing Information

Clarion Borough Civil Service Commission Notice of Police Officer Testing for Eligibility List

The Clarion Borough Civil Service Commission will be accepting applications for an eligibility list for police officers. Applications may be obtained at the Borough Offices, 1400 East Main Street, Clarion, Pennsylvania from 8:30 a.m. until 3:30 p.m., Monday – Friday, and at clarionboro.org. Applicants must return the application in person, present a valid Driver's License and pay a nonrefundable \$50.00 (cash, check, or money order) application fee. **Deadline to turn in application is Friday June 19th, 2026, no later than 3 p.m.**

This is in accordance with the Clarion Borough Civil Service Rules and Regulations. EOE

Additional requirements and documentation required:

1. At time of application, candidate must provide current ACT 120 MPOETC Certification, ACT 120 Eligibility Waiver, or proof of enrollment in a Certified ACT 120 Basic Training Program with an anticipated graduation date.
2. High school diploma required, or GED.
3. A valid Pennsylvania Driver's license.
4. 21 years of age at least at time of application
5. Become a resident of Clarion County within one (1) year after being hired.
6. Must be a U.S. citizen.
7. The applicant must make an oath or affirmation that the application is completed truthfully, and the application is subject to the penalties of 18 Pa. C.S.A. Section 4904 relating to unsworn falsification to authorities.
8. In addition to passing the written and physical ability test, the five highest scores will be required to participate in the oral examination. Also, whoever is the successful candidate will be required to pass a medical exam and a psychological exam before being hired.
19. **Note:** Applicants claiming **veterans' preference** must submit the following documents with their application: A photocopy of service discharge, **DD Form 214** or other military document(s) showing date of entry, successful completion of basic training, character of service and completion of the military service commitment.
10. When your initial application is returned to the Borough Office, you will be required to sign your Affirmation in the presence of a Borough employee. You will also be given a more extensive application to complete for your background check. This application must be turned in when you take the written exam.

Clarion Borough
Civil Service Commission
Police Officer Examinations
Schedule June- July 2026

Written Examination

The written examination will be given on Monday June 29th, 2026, at 10 AM, in Seifert Mooney Center Conference Room on the Penn West Clarion Campus. Address is 197 Greenville Ave, Clarion, PA 16214. Use the main entrance from the parking lot.

Physical Agility Testing

The physical agility test will be held on Monday June 23rd, 2026, at 2:00 PM at Penn West Clarion University's Memorial Stadium, 23 W Main St, Clarion, PA 16214. Athletic attire and running shoes must be worn. In case of inclement weather, an alternative site will be announced at the conclusion of the written exam.

Oral Examination

The oral examination will be held on Wednesday July 1st, 2026. A time will be assigned at the completion of the physical agility test. Individual oral exams will begin at 6 PM in Clarion Public Library basement Meeting room, 644 Main St, Clarion PA 16214. Applicants will be notified of their scheduled arrival time. Metered parking only. Please use side basement entrance.

PA State Civil Service Commission

Veterans' Preference in State Civil Service

WHAT IS VETERANS' PREFERENCE?

Job Seekers who pass civil service examinations required for appointment to positions covered by the State's Merit System receive additional benefits in recognition of their military service. These benefits commonly are referred to as veterans' preference. The authority for veterans' preference in Pennsylvania government employment is contained in The Act of August 1, 1975 (P.L. 233, No. 92), as amended, in Title 51 of the Pennsylvania Consolidated Statutes, "Military and Veterans Code."

HOW DO I APPLY FOR VETERANS' PREFERENCE?

Job Seekers claiming veterans' preference must submit the following documents with their application:

- a. A photocopy of service discharge, DD Form 214 or other military document(s) showing date of entry, successful completion of basic training, character of service and completion of the military service commitment.
- b. Widows and Widowers. A photocopy of spouse's service discharge DD Form 214 or other military document(s) showing date of entry, successful completion of basic training, completion of the military service commitment, character of service and a certified copy (not a photocopy) of the death certificate of spouse.
- c. Spouses of Disabled Veterans. A photocopy of spouse's service discharge, DD Form 214 or other military document(s) showing date of entry, successful completion of basic training, completion of the military service commitment, character of service, a Department of Veterans Affairs letter dated within the past six months verifying that the veteran is receiving compensation for a service connected disability and a signed statement from the disabled veteran showing social security number and agreeing to transfer credit to spouse.

These documents need to be submitted to establish your claim and create your record. Originals should NOT be submitted as documents cannot be returned. You may be required to present originals if copies are unreadable or if needed to prove authenticity.

IS VETERANS' PREFERENCE TRANSFERABLE?

Yes. A disabled veteran may assign his or her preference to a spouse by submitting the documentation listed in C under "HOW DO I APPLY FOR VETERANS' PREFERENCE". The preference may be recovered by the disabled veteran if the spouse is not on a current civil service list with veterans preference or is not currently employed in a civil service position achieved as a result of veterans preference.

HOW IS VETERANS' PREFERENCE APPLIED TO CIVIL SERVICE TESTS?

- a. Veterans, qualified widows and widowers of veterans and spouses of disabled veterans who

pass civil service appointment tests, receive ten points added to their final score. They must pass the test before points are awarded.

b. Job Seekers who take a civil service examination BEFORE being honorably discharged from their military service commitment will never be entitled to receive an additional ten points added to that test score. However, upon completing their commitment and being honorably discharged, they will immediately become eligible for preference as a veteran. If such Job Seekers thereafter retest or take other examinations successfully, they will receive both the ten additional points and preference.

c. Job Seekers entitled to veterans' preference who are among the top three available candidates on certifications have mandatory preference in appointment over non-veterans.

d. Job Seekers entitled to veterans' preference on a civil service list may be appointed regardless of their rank on the list.

IS VETERANS' PREFERENCE USED FOR PROMOTIONS?

Veterans' preference does NOT apply to promotions. However, current civil service employees holding less than full-time or permanent employment in intermittent, seasonal, wage, part-time, emergency and temporary positions continue to receive veterans' preference. In addition, Job Seekers appointed to emergency, temporary, provisional or qualifier status will also continue to receive veterans' preference.

IS VETERANS' PREFERENCE USED FOR FURLOUGH PURPOSES?

Certain periods of military service are counted in computing seniority used for furlough purposes if a reduction in the work force becomes necessary.

Clarion Borough
 1400 E. Main Street
 Clarion, PA 16214
 814-226-7707

APPLICATION FOR EMPLOYMENT

PERSONAL INFORMATION			
			DATE
NAME		LAST FOUR DIGITS OF SOCIAL SECURITY #	
LAST	FIRST	MIDDLE	
PRESENT ADDRESS			
STREET		CITY	STATE
PERMANENT ADDRESS			
STREET		CITY	STATE
PHONE NO.	REFERRED BY		
EMPLOYMENT DESIRED			
POSITION		DATE YOU CAN START	SALARY DESIRED
ARE YOU EMPLOYED?		IF SO, MAY WE INQUIRE OF YOUR PRESENT EMPLOYER?	
EVER APPLIED TO THE BOROUGH BEFORE?		WHERE?	WHEN?
EDUCATION			
NAME AND LOCATION OF SCHOOL		DID YOU GRADUATE?	SUBJECTS STUDIED / DEGREE EARNED
GRAMMAR SCHOOL			
HIGH SCHOOL			
COLLEGE			
TRADE, BUSINESS OR CORRESPONDENCE SCHOOL			
GENERAL			
SUBJECTS OF SPECIAL STUDY OR RESEARCH WORK			
DO YOU SPEAK ANY FOREIGN LANGUAGES FLUENTLY?		READ	WRITE
U.S. MILITARY OR NAVAL SERVICE	RANK	PRESENT MEMBERSHIP IN NATIONAL GUARD OR RESERVES	
SPECIAL QUESTIONS			
CITIZEN OF U.S.? <input type="checkbox"/> YES <input type="checkbox"/> NO			
IF NO, PROOF OF LEGAL STATUS WILL BE REQUIRED PRIOR TO HIRE			
<u>FOR PUBLIC WORKS CANDIDATES ONLY:</u>			
DO YOU HAVE A COMMERCIAL DRIVER'S LICENSE? <input type="checkbox"/> YES <input type="checkbox"/> NO			

(CONTINUED ON OTHER SIDE)

PHYSICAL RECORD:

DO YOU HAVE ANY PHYSICAL DEFECTS THAT PRECLUDE YOU FROM PERFORMING ANY WORK FOR WHICH YOU ARE BEING CONSIDERED?

WERE YOU EVER INJURED? GIVE DETAILS:

HAVE YOU ANY DEFECTS IN HEARING? IN VISION? IN SPEECH?

FORMER EMPLOYERS

(LIST BELOW LAST FOUR EMPLOYERS, STARTING WITH LAST ONE FIRST)

DATE MONTH AND YEAR	NAME AND ADDRESS OF EMPLOYER	SALARY	POSITION	REASON FOR LEAVING
FROM				
TO				
FROM				
TO				
FROM				
TO				
FROM				
TO				

REFERENCES:

GIVE BELOW THE NAMES OF THREE PERSONS NOT RELATED TO YOU, WHOM YOU HAVE KNOWN AT LEAST ONE YEAR.

	NAME	ADDRESS	BUSINESS	YEARS KNOWN
1				
2				
3				

I AUTHORIZE INVESTIGATION OF ALL STATEMENTS CONTAINED IN THIS APPLICATION. I UNDERSTAND THAT MISREPRESENTATION OR OMISSION OF FACTS CALLED FOR IS CAUSE FOR DISMISSAL, FURTHER, I UNDERSTAND AND AGREE THAT MY EMPLOYMENT IS FOR NO DEFINITE PERIOD AND MAY, REGARDLESS OF THE DATE OF PAYMENT OF MY WAGES AND SALARY, BE TERMINATED AT ANY TIME WITHOUT ANY PREVIOUS NOTICE SUBJECT TO THE TERMS OF A COLLECTIVE BARGAINING AGREEMENT IF APPLICABLE.

DATE SIGNATURE

INTERVIEWED BY DATE

THIS FORM HAS BEEN DESIGNED TO COMPLY WITH STATE AND FEDERAL FAIR EMPLOYMENT PRACTICE LAWS PROHIBITING DISCRIMINATION ON THE BASIS OF AN APPLICANT'S AGE, DISABILITY, SEX OR MINORITY STATUS. QUESTIONS DIRECTLY OR INDIRECTLY REFLECTING SUCH STATUS HAVE BEEN INCLUDED ONLY WHERE NEEDED TO DETERMINE A BONA FIDE OCCUPATIONAL QUALIFICATION OR FOR OTHER PERMISSIBLE PURPOSES, SUCH QUESTIONS ARE APPROPRIATELY NOTED ON THE APPLICATION.

Applicant Affirmation

Do Not Sign

This affirmation must be signed in the presence of a Borough employee at the time your application is submitted.

I, _____ swear and affirm that the application I am submitting for the position of police officer has been truthfully completed, and that I am subject to the penalties of 18 PA C.S.A. Section 4904

Signature

Date

Witness

Date

§ 4904. Unsworn falsification to authorities.

(a) **In general.**--A person commits a misdemeanor of the second degree if, with intent to mislead a public servant in performing his official function, he:

- (1) makes any written false statement which he does not believe to be true;
- (2) submits or invites reliance on any writing which he knows to be forged, altered or otherwise lacking in authenticity; or
- (3) submits or invites reliance on any sample, specimen, map, boundary mark, or other object which he knows to be false.

(b) **Statements "under penalty"**--A person commits a misdemeanor of the third degree if he makes a written false statement which he does not believe to be true, on or pursuant to a form bearing notice, authorized by law, to the effect that false statements made therein are punishable.

(c) **Perjury provisions applicable.**--Section 4902(c) through (f) of this title (relating to perjury) applies to this section.

(d) **Penalty.**--In addition to any other penalty that may be imposed, a person convicted under this section shall be sentenced to pay a fine of at least \$1,000.

CONTACT INFORMATION RELEASE

TO BE COMPLETED BY APPLICANT

(Please print legibly with ink)

TO: Clarion Borough Civil Service Commission

FROM: _____

DATE: _____

I have submitted an application for employment as a Police Officer in Clarion Borough. I recognize that, throughout the civil service process, it will be necessary to contact me to request additional information and to convey results of the various examinations which I may be eligible to take. For that purpose, I am providing the following contact information via U.S. Mail:

I recognize that the Clarion Borough will contact me using the above-provided information. I also acknowledge that I am responsible for keeping the Clarion Borough informed of any change in this information. I release the Clarion Borough from any and all liability flowing from me not receiving and/or responding to any correspondence which is sent to the above address. I also understand that, if the Clarion Borough is unable to contact me at the above address, I will be eliminated from further processing and consideration.

Date

Signature

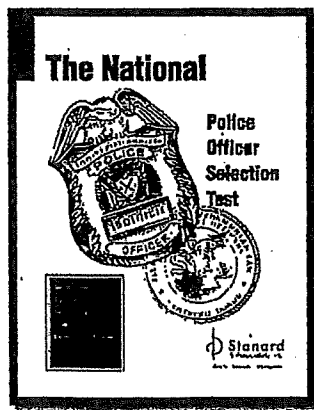
POLICE OFFICER SELECTION TEST

Study and Practice Material

Standards and Associates, Inc has available both an online practice test and online study materials to better prepare for the written portion of the Police Officer Civil Service Test.

If you would like to purchase the materials yourself, please visit:

[Https://applytoserve.com/Study](https://applytoserve.com/Study)



\$15 Online Test

\$5 Study Guide

