



READING POLICE ACADEMY

815 WASHINGTON STREET, READING, PA 19601-3690

Lt. Andrew J. Winters
Training Director

610-655-6332
Fax: 610-655-6393

William M. Heim, Chief of Police

610-655-6241

NOTICE TO ALL APPLICANTS

The attached application and supplementary forms must be completed and returned, **IN PERSON**, to the Reading Police Academy (Alvernia University, Francis Hall, RM #136) by **4:00 P.M.** on Friday, November 06, 2015. **No applications will be accepted after that date and time!**

The application must be accompanied with a check or money order **ONLY**, made payable to the “City of Reading” in the amount of \$50.00. Any check not clearing banking systems (account closed, insufficient funds, etc) will be grounds for automatic rejection of the application. Cash will not be accepted. This is a non-refundable application fee.

Please print and sign your name below, where indicated, acknowledging this Notice. If this Notice is not signed you will be removed from the application process.

Have you:

1. Notarized the Release and Indemnity Agreement
2. Signed the application at the appropriate place
3. Completely and truthfully answered every question
4. Reviewed the attached information re; process, course outline, firearms, etc
5. Reviewed and signed Authorization to Conduct Criminal History Investigation
6. Have completed, both sides, of the Physical Examination form by a physician, ensuring that ALL information is documented and signed by the examining physician.
7. Enclosed a copy of your drug screening.
8. Reviewed and signed the *Notification Procedure Release*
9. Reviewed and signed *Essential Duties of a Police Officer*
10. Enclosed a copy of your driver’s license, birth certificate, and high school diploma or GED.
11. Complete Health history form.
12. Read, signed and dated this notice.

Print Applicant Name

Applicant Signature

Date