



Position for which you are applying :

FULL
TIME

PART
TIME

AS
NEEDED

Date :

APPLICANTS INFORMATION

Name Last First Middle Date Of Birth :

Maiden/Alias Names : SSN :

Full Address :

EMAIL : PHONE :

ALTERNATE PHONE :

CURRENT EMPLOYMENT STATUS

Present Position : Salary :

Employer's Name : Employer's Phone :

Full Address : May we contact : ☐ YES ☐ NO

Job Description :

Employment Dates : From: To:

Reason for Leaving :

EMPLOYMENT HISTORY

☐ We respect your time applying for a position with the City of Alexandria. If you have all the requested employment experience information listed on a resume you include with this application, please check this box and skip on to the next section.

Please list chronologically the last 6 years of employment. Use additional blank paper if needed.

Present Position : Salary :

Employer's Name : Employer's Phone :

Full Address : May we contact : ☐ YES ☐ NO

Job Description :

Employment Dates : From: To:

Reason for Leaving :

EMPLOYMENT HISTORY - CONTINUED

Present Position :		Salary :	
Employer's Name :		Employer's Phone :	
Full Address :		May we contact :	<input type="checkbox"/> YES <input type="checkbox"/> NO
Job Description :			
Employment Dates :	From: <input type="text"/>	To: <input type="text"/>	
Reason for Leaving :			
Present Position :		Salary :	
Employer's Name :		Employer's Phone :	
Full Address :		May we contact :	<input type="checkbox"/> YES <input type="checkbox"/> NO
Job Description :			
Employment Dates :	From: <input type="text"/>	To: <input type="text"/>	
Reason for Leaving :			

EDUCATION

School :		Course of Study :	
Address :			
School :		Course of Study :	
Address :			
School :		Course of Study :	
Address :			

LAW ENFORCEMENT EXPERIENCE

<input type="checkbox"/> YES <input type="checkbox"/> NO	Have you ever been employed as a sworn or merit police officer by a law enforcement agency?
<input type="checkbox"/> FULL TIME <input type="checkbox"/> RESERVE / VOLUNTEER	
<input type="checkbox"/> YES <input type="checkbox"/> NO	Did you complete a state certified law enforcement academy?
If yes,	Academy Name : <input type="text"/> Location : <input type="text"/>
	Date law enforcement training was completed : <input type="text"/>

LAW ENFORCEMENT EXPERIENCE - CONTINUED

☐ YES

☐ NO

Did you receive a certification upon completion of training?

If yes,

Numbers of basic training weeks :

Total training hours :

Date law enforcement training was completed :

Agency	Dates		List Full Time or Reserve and highest rank held	Reason for leaving
	From	To		

☐ YES

☐ NO

Are you eligible for re-employment? If no, explain fully on a separate sheet.

List any specialty training you have received.

☐ YES

☐ NO

Were you ever disciplined? If yes, explain fully on a separate sheet.

MILITARY HISTORY AND STATUS

☐ YES

☐ NO

Have you ever served in the military on active duty?

Include initial active duty training with the National Guard and the Reserves.

If yes, attach a copy of your DD214

Military Branch	Dates		Highest rank attained and rank at separation	Type of discharge
	From	To		

☐ YES

☐ NO

Are you eligible to re-enlist? If not, explain fully on a separate sheet.

☐ YES

☐ NO

Are you currently on active duty (full-time)?

What is your expected end-of-service obligation date?

List any citations and award received.

☐ YES

☐ NO

Were you ever disciplined (court martial, article 15, captain's mast, etc.) while on duty?

If yes, explain fully on a separate sheet.

QUALIFICATIONS

☐ YES ☐ NO

Is there anything that will prevent you from performing the essential functions of this job, with or without, reasonable accommodations?

If yes, please explain.

What experiences do you have from past employment that would qualify you for this position?

What experiences do you have that show you can work well with people?

ADDITIONAL INFORMATION

Please add any other employment, training, special skills, or autobiographical information that will assist us arriving at an assessment of your qualifications that were not mentioned above.

CHARACTER REFERENCES

Please list three (3) professional and three (3) personal references.

Professional Reference	Name	Address	Contact Number
Personal References	Name	Address	Contact Number

REQUEST FOR BACKGROUND INFORMATION

Dear Applicant:

Jobs with the City of Alexandria involve contact with people. We ask that you complete the questions below to help us evaluate your suitability to work with people. All Applicants for employment are expected to provide us with background information. You are not being singled out from other applicants for closer inspection. This insert is part of the application. Any misrepresentation or omission of fact may be grounds for disqualification from further consideration or termination from employment regardless of when the misrepresentation or omission is discovered.

Conviction of a crime or any affirmative answer provided by you on this is not an automatic bar to employment. The City of Alexandria will consider the nature of any conviction or alleged underlying an affirmative response, the date of the alleged conduct in question, your intervening conduct, the relationship between an offense or alleged conduct underlying an affirmative response, and the position for which you are applying.

☐ YES ☐ NO

If you are now working, is your conduct as an employee or the quality of your work the focus of any investigation by your current employer?

If yes, **describe below.**

☐ YES ☐ NO

Have you ever resigned from a job after being disciplined by your employer or after being offered the opportunity to resign rather than being terminated?

If yes, **describe below**

☐ YES ☐ NO

Have you ever been investigated for, charged with, plead guilty or "no contest" to any crime?

If yes, **describe and give disposition below.**

Date	Location	Charge	Fine or Sentence

☐ YES ☐ NO

Have you ever been charged with a crime, other than minor traffic offenses, where the court has deferred further proceedings without entering a finding of guilt, placed you on probation, in a public service program and/or an educational program?

If yes, **describe below.**

Date	Location	Charge	Fine or Sentence

☐ YES ☐ NO

Have you ever been arrested for or convicted of a crime that the Court has NOT expunged?

If yes, **please explain fully on a separate sheet of paper.**

REQUEST FOR BACKGROUND INFORMATION - CONTIUNED

☐ YES ☐ NO

Have you ever been or are you currently involved as a plaintiff, defendant, petitioner or respondent in ay civil court case?

If yes, **please explain fully on a separate sheet of paper.**

☐ YES ☐ NO

Do you currently possess a handgun permit?

☐ YES ☐ NO

Have youever been denied a handgun permit or had a handgun permit revoked?

If yes, **please explain why.**

☐ YES ☐ NO

Do you currently possess a valid driver license?

Expiration Date :

License Number :

License State :

☐ YES ☐ NO

Has your driver's license ever been suspended/revoked?

If yes, what state(s) :

Reason for the suspension(s) :

☐ YES ☐ NO

As a diver, have you been involved in any traffic accidents in the last five years?

Date	Location	Description

Please provide a list of cities and states where you have resided in the past ten years.

I affirm that all information contained in this application is true and accurate to the best of my knowledge. If I have given any information on this application, shown to be omitted, untrue, or altered on this application now or in the future, I understand I will be subject to termination from my position.

Signature

Date

**CHECK APPLICATION CAREFULLY - BE CERTAIN ALL ITEMS
ARE COMPLETE BEFORE SUBMITTING OR MAILING.**

Upload photo as a separate
attachment when emailing
your application
or securely affix photo

2.5"x2.5"

Photograph to be front view, head, and shoulders, 2.5"
square, and taken within the past six months.

Other photographs are not acceptable.

Be sure all required items are included with the application

- Birth certificate (copy only)
- High School, GED, and, if applicable, college transcript (grade reports are not accepted)
- Military - DD214 (if applicable), DD217 (if active duty)
 - If active duty, a letter of endorsement from a military commander
 - Any supporting letters of commendations from a military personnel file
 - Copies of specialized training certificates and awards
- Previous law enforcement documentation
 - Copy of law enforcement academy certificate
 - Copies of commendations and awards
- Photograph - 2.5"x2.5" head and shoulders
- Provide a copy of your driver's license.

This application will not be considered if all information is not complete and all required documents are not attached

**Applications should be emailed to:
records@cityofalexandria.in.gov**

- An Equal Opportunity/Affirmative Action Employer -
Complying with all provisions of the Americans with Disabilities Act

THANK YOU FOR YOUR INFORMATION



**CITY OF ALEXANDRIA
ALEXANDRIA POLICE DEPARTMENT
AUTHORIZATION AND RELEASE**

I authorize the administration of the City of Alexandria to check my employment history, including without limitation, reference check, and to seek release of investigatory information, including a "limited criminal history", possessed by any private or public employees or local, state, or federal agencies to provide the City of Alexandria any information they may need. I will cooperate to the extent necessary to obtain the release of the information.

I expressly waive in connection with any request for, or provision of such information, any claims, causes or action, without limitation, defamation, infliction or emotional distress, invasion or privacy, or interference with contractual relations that I might otherwise have against the City of Alexandria, its officials, employees, trustees or agents, or against any provider of such information.

I HAVE READ THIS AUTHORIZATION AND RELEASE OF ALL CLAIMS, AND I EXPRESSLY AGREE TO THE TERMS SET OUT HERIN.

Please print your name :

Signature : _____

Date : _____