

NEW WHITELAND POLICE DEPARTMENT

INSTRUCTIONS FOR APPLICATION AND PERSONAL HISTORY STATEMENT

GENERAL INSTRUCTIONS: Print or type an answer to each question. If a question does not apply to you, mark the block N/A. If the space is not large enough for your answer use a separate sheet of blank paper and precede each continued answer with information to identify where it fits into the application, such as page number and area of application.

The statements you make on the application are subject to verification. Do not misstate or omit any facts.

Attach the following items to the application:

1. Birth certificate copy.
2. High school diploma or equivalency certificate.
3. College transcript(s) if appropriate.
4. Indiana Law Enforcement Academy transcript if appropriate.
5. Diplomas for other schools attended if appropriate.
6. Military Discharge (DD Form 214) if appropriate.

A written test and a physical standards test will be given to applicants who progress in the system and are not Indiana Law Enforcement Academy graduates. For the physical standards test the applicant will need to meet the standards for entrance into the academy listed on the following page.

Successfully completing the Indiana Law Enforcement Academy an up to sixteen week live-in academy is a requirement of employment, unless already completed.

If selected, you will be required to carry several different firearms while on duty. Maintaining the required marksmanship score semi-annually is a requirement of employment.

The police department shifts cover twenty-four hours-a-day, three hundred sixty-five days a year. Being able to work any shift assigned is a requirement of employment.

Police officers are required to operate police vehicles as part of their routine duties. Maintaining a current Indiana Driver's License is a requirement of employment.

At times police officers may have to physically restrain uncooperative suspects in performance of their duties. Maintaining the required physical tactics techniques is a requirement of employment.

ILEA Entry Standards
(Beginning January 2003)

Vertical Jump	13.5 Inches
One Minute Sit-ups	24
300 Meter Run	82 Seconds
Maximum Push-ups	21
1.5 Mile Run	18 Minutes 56 Seconds

New Whiteland Police Department Application for Employment

We consider applicants for all positions without regard to race, color, religion, sex, national origin, age, martial or veteran status, the presence of a non-job-related medical condition or handicap, or any other legally protected status. Use additional typed sheets if required to explain answers.

Date: _____ Position applied for: **Police Officer**

Last Name _____ First Name _____ Middle Name _____

Address: _____ Street _____ City/State _____ Zip _____

Telephone No. _____ Date of Birth: _____ Social Security Number: _____ Driver's License No. and State: _____

Height: _____ Weight: _____ Eye Color: _____ Hair Color: _____ Scars/Tattoos/Physical Defect: _____

Are you over 18 years of age? Yes ___ No ___

Have you ever filed an application with us before? Yes ___ No ___
If yes, give date _____

Have you ever been employed with us before? Yes ___ No ___
If yes, give date _____

Are you currently employed? Yes ___ No ___

May we contact your present employer? Yes ___ No ___

Are you prevented from lawfully becoming employed in the United States because of Visa or Immigration Status? Yes ___ No ___

Are you currently on "lay-off" status and subject to recall by another employer? Yes ___ No ___

Have you been convicted of a felony or misdemeanor within the last 7 years? Yes ___ No ___

Are you now or have you ever been a member of an organization that promotes the violent or unlawful overthrow of the United States government? Yes ___ No ___

EDUCATION

	Elementary					High School				College/University			
Years Completed	4	5	6	7	8	9	10	11	12	1	2	3	4

Last School Attended Name and Address: _____

Describe Course of study: _____

Describe any scholastic honors you have received:

Indicate any foreign languages you can speak, read and/or write

	Fluent					Good				Fair			
Speak	/			/					/				
Read	/			/					/				
Write	/			/					/				

Often employment applications do not provide enough room to fully describe an individual's ability. Please use the space below to add any individual personal skills, abilities, or special interests you have that you feel make you the best applicant.

EMPLOYMENT EXPERIENCE

Start with your present or last job. Include any job related military service assignment and volunteer activities. You may exclude organizations which indicate race, color, religion, gender, national origin, handicap or other protected status.

1. Employer: _____ From/To: _____ Work Performed: _____
Address: _____
Telephone Number(s): _____ Starting & Final Salary: _____
Job Title: _____ Supervisor: _____
Reason for Leaving: _____

2. Employer: _____ From/To: _____ Work Performed: _____
Address: _____
Telephone Number(s): _____ Starting & Final Salary: _____
Job Title: _____ Supervisor: _____
Reason for Leaving: _____

3. Employer: _____ From/To: _____ Work Performed: _____
Address: _____
Telephone Number(s): _____ Starting & Final Salary: _____
Job Title: _____ Supervisor: _____
Reason for Leaving: _____

SPECIAL SKILLS

Special Skills and qualifications: (Computer/Specialized Equipment/Trade Skill, etc.)

PERSONAL REFERENCES

Give name, address and telephone number of three references not related to you and are not previous employers.

1. _____
2. _____
3. _____

CREDIT REFERENCES

Give name, address and telephone number of three credit references who have extended you credit.

1. _____
2. _____
3. _____

APPLICANT'S STATEMENT

I certify that answers given herein are true and complete to the best of my knowledge.

I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision.

In the event I am offered employment, I understand that false or misleading information given in my application or interview(s) may result in immediate discharge. I understand, also that I am required to abide by all the rules and regulations of the Town of New Whiteland and the New Whiteland Police Department.

Signature of Applicant _____ Date _____

New Whiteland Police Department
Authorization for Release of Information

I _____, hereby give the New Whiteland Police Department and its agents the authority to conduct a comprehensive investigation of my background including, but not limited to, oral discussions with any person concerning my background. I also authorize a review and full disclosure of all records and information concerning myself whether such records and other information are public, private, privileged, or confidential. This includes records maintained by past and present employers, law enforcement, public utility companies, and state and federal agencies, health care facilities and state and federal income tax information.

To the custodian of the records discussed herein, I hereby authorize you to release information to the bearer of the Authorization of Release of Information. I consider a copy of the Authorization for Release of Information to be as valid as the original even though a copy does not have my original signature.

I hereby release the New Whiteland Police Department and its agents and anyone who gives written or oral information about me to the New Whiteland Police Department from any claims of liability or damages which may occur as a result of the background investigation. This release of liability also extends to my heirs, associations, assigns, and representatives.

Signature

Date

Printed Name

Witness

Date