

**Mitchell**  
**Police**  
**Department**



**APPLICATION FOR EMPLOYMENT**  
**(Reserve Officer)**

**APPLICANT NAME:** \_\_\_\_\_

**DATE OF APPLICATION:** \_\_\_\_\_

**Mitchell Police Department**  
**EQUAL OPPORTUNITY EMPLOYER**

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The Mitchell Police Department shall not discriminate against, or show favor with respect to a person's hire, tenure, terms, conditions, or privileges of employment or any matter directly or indirectly related to employment because of his or her race, color, sex, religion, national origin, ancestry, age or for any reason. Each applicant and employee will be limited only by his or her abilities and qualifications, and the Mitchell Police Department shall endeavor to select, hire, and retain in its employ only the most qualified persons for the position.

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**INSTRUCTIONS FOR APPLICATION**

1. Please read each section carefully before beginning. Each section of the application must be filled out in full in order for the application to be processed. All pertinent papers must accompany the application before it can be processed. A list of items required appears on the following page.
2. Your application must be typed or hand printed in black ink so that no confusion should exist when the application is processed.
3. Applications will be held by the Mitchell Police Department for a period of one year only! It shall be the duty of the applicant to update his or her application yearly should they still desire employment.
4. Incomplete applications or those missing required items shall immediately be disposed of with no further consideration or notification. This does not mean you cannot later submit a completed application with all documentation as required.

### **ITEMS NEEDED WITH APPLICATION**

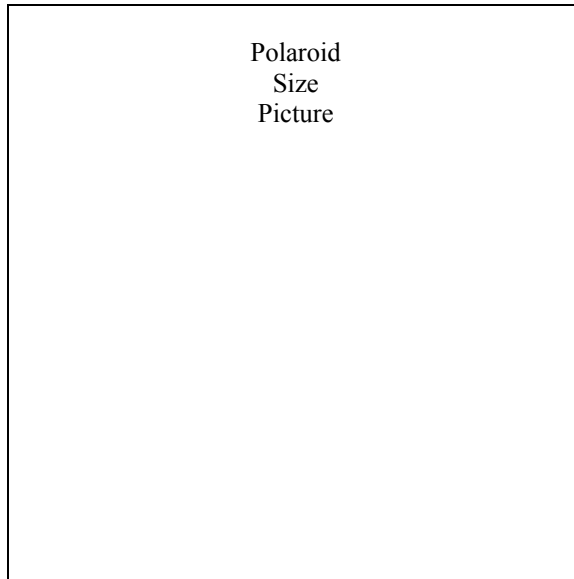
The following is a list of items that need to be with your application when it is presented as completed in order to be considered by the Mitchell Police Department.

Copies of:

1. Current Drivers License
2. Indiana Handgun Permit
3. DD214, if you served in the Armed Forces.
4. Certificates pertaining to other schools or classes you may have taken.

### **NO APPLICATION WILL BE PROCESSED UNLESS ALL ITEMS ARE TURNED IN WITH THE APPLICATION!!!!**

In the space provided, include a photograph of yourself taken within the last six months. A polaroid photo is best, but the picture must be from the shoulder up and must be large enough to fill the provided space.





**FAMILY DATA**

**Marital Status:** Married \_\_\_\_\_ Single \_\_\_\_\_ Divorced \_\_\_\_\_ Seperated \_\_\_\_\_

**Spouse's Name (if applicable)** \_\_\_\_\_

**Dependents (if applicable)**

| <b>NAME:</b> | <b>AGE</b> | <b>RELATIONSHIP</b> |
|--------------|------------|---------------------|
|              |            |                     |
|              |            |                     |
|              |            |                     |
|              |            |                     |
|              |            |                     |
|              |            |                     |
|              |            |                     |
|              |            |                     |

**If divorced, are you legally required to make child support payments?** \_\_\_\_\_

**Are you current on child support payments?:** \_\_\_\_\_ **If no, explain:**  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**RECORD OF EDUCATION**

| SCHOOL      | NAME AND ADDRESS OF SCHOOL | COURSE OF STUDY | DEGREE |
|-------------|----------------------------|-----------------|--------|
| Elementary: | _____                      | _____           | _____  |
|             | _____                      | _____           | _____  |
|             | _____                      | _____           | _____  |
| High:       | _____                      | _____           | _____  |
|             | _____                      | _____           | _____  |
|             | _____                      | _____           | _____  |
| College:    | _____                      | _____           | _____  |
|             | _____                      | _____           | _____  |
|             | _____                      | _____           | _____  |
| Other:      | _____                      | _____           | _____  |
|             | _____                      | _____           | _____  |
|             | _____                      | _____           | _____  |

If you did not finish high school, did you receive a G.E.D.?: \_\_\_\_\_  
If you received a G.E.D., please list the date and location the test was taken.

\_\_\_\_\_

Have you ever been certified as a law enforcement officer? : \_\_\_\_\_  
If so, please list the academy attended, location, and dates attended.:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**FOREIGN LANGUAGE:** Enter foreign language and indicate your knowledge of each by placing "X" in proper column.

| LANGUAGE | Reading/Writing |      |      | Speaking |      |      | Comprehension |      |      |
|----------|-----------------|------|------|----------|------|------|---------------|------|------|
|          | EXC             | GOOD | FAIR | EXC      | GOOD | FAIR | EXC           | GOOD | FAIR |
|          |                 |      |      |          |      |      |               |      |      |
|          |                 |      |      |          |      |      |               |      |      |
|          |                 |      |      |          |      |      |               |      |      |

**MILITARY HISTORY AND STATUS**

Have you ever served in the Armed Forces?: \_\_\_\_\_ If yes, attach a copy of your DD214.

| MILITARY BRANCH | DATES OF SERVICE<br>FROM TO | HIGHEST RANK<br>ATTAINED AND RANK<br>AT SEPARATION | TYPE OF DISCHARGE<br>REENLISTMENT CODE |
|-----------------|-----------------------------|--|--|
|                 |                             |  |  |
|                 |                             |  |  |
|                 |                             |  |  |

Are you eligible to reenlist?: \_\_\_\_\_ If no, explain fully on separate sheet.

List any citations and awards received. \_\_\_\_\_  
\_\_\_\_\_

Were you ever disciplined (court martial, article 15, captain's mast, etc.) while on duty? \_\_\_\_\_  
If yes, explain on separate sheet.

List duties in service including specialized training. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**SPECIALIZED TRAINING FOR POLICE WORK**

Have you had any specialized training pertinent to police work that you have not previously listed? \_\_\_\_\_  
If yes, please describe here.: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## EMPLOYMENT RECORD

List below all present and past employment, beginning with your most recent job.

- 1) Company Name \_\_\_\_\_  
Address \_\_\_\_\_  
\_\_\_\_\_  
Type of Business \_\_\_\_\_  
Dates employed \_\_\_\_\_  
Title held and work description \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Weekly salary \_\_\_\_\_  
Reason for leaving \_\_\_\_\_  
Name of Supervisor \_\_\_\_\_
  
- 2) Company Name \_\_\_\_\_  
Address \_\_\_\_\_  
\_\_\_\_\_  
Type of Business \_\_\_\_\_  
Dates employed \_\_\_\_\_  
Title held and work description \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Weekly salary \_\_\_\_\_  
Reason for leaving \_\_\_\_\_  
Name of Supervisor \_\_\_\_\_
  
- 3) Company Name \_\_\_\_\_  
Address \_\_\_\_\_  
\_\_\_\_\_  
Type of Business \_\_\_\_\_  
Dates employed \_\_\_\_\_  
Title held and work description \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Weekly salary \_\_\_\_\_  
Reason for leaving \_\_\_\_\_  
Name of Supervisor \_\_\_\_\_
  
- 4) Company Name \_\_\_\_\_  
Address \_\_\_\_\_  
\_\_\_\_\_  
Type of Business \_\_\_\_\_  
Dates employed \_\_\_\_\_  
Title held and work description \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Weekly salary \_\_\_\_\_  
Reason for leaving \_\_\_\_\_  
Name of Supervisor \_\_\_\_\_



5) Company Name \_\_\_\_\_  
Address \_\_\_\_\_  
\_\_\_\_\_  
Type of Business \_\_\_\_\_  
Dates employed \_\_\_\_\_  
Title held and work description \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Weekly salary \_\_\_\_\_  
Reason for leaving \_\_\_\_\_  
Name of Supervisor \_\_\_\_\_

6) Company Name \_\_\_\_\_  
Address \_\_\_\_\_  
\_\_\_\_\_  
Type of Business \_\_\_\_\_  
Dates employed \_\_\_\_\_  
Title held and work description \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Weekly salary \_\_\_\_\_  
Reason for leaving \_\_\_\_\_  
Name of Supervisor \_\_\_\_\_

May we contact the employers listed above? \_\_\_\_\_ If not, indicate which one(s) you do not wish us to contact and why.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Have you ever been discharged or resigned to prevent being discharged from a previous position of employment?  
\_\_\_\_\_ If yes, please explain on fully on a separate sheet.

**PERSONAL REFERENCES**

Please list the names of three references that are not past employers or relatives. These people may be called on to answer questions about your personal background.

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Occupation: \_\_\_\_\_  
Phone Number: \_\_\_\_\_ Years Known: \_\_\_\_\_  
Upon which of the following conditions is your acquaintance with this person based:  
( ) Social ( ) Business ( ) Education ( ) neighbor ( ) other \_\_\_\_\_

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Occupation: \_\_\_\_\_  
Phone Number: \_\_\_\_\_ Years Known: \_\_\_\_\_  
Upon which of the following conditions is your acquaintance with this person based:  
( ) Social ( ) Business ( ) Education ( ) neighbor ( ) other \_\_\_\_\_

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Occupation: \_\_\_\_\_  
Phone Number: \_\_\_\_\_ Years Known: \_\_\_\_\_  
Upon which of the following conditions is your acquaintance with this person based:  
( ) Social ( ) Business ( ) Education ( ) neighbor ( ) other \_\_\_\_\_

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Occupation: \_\_\_\_\_  
Phone Number: \_\_\_\_\_ Years Known: \_\_\_\_\_  
Upon which of the following conditions is your acquaintance with this person based:  
( ) Social ( ) Business ( ) Education ( ) neighbor ( ) other \_\_\_\_\_

**LIST THE LAST SIX ADDRESSES WHERE YOU HAVE RESIDED**

1) Address: \_\_\_\_\_  
\_\_\_\_\_

2) Address: \_\_\_\_\_  
\_\_\_\_\_

3) Address: \_\_\_\_\_  
\_\_\_\_\_

4) Address: \_\_\_\_\_  
\_\_\_\_\_

5) Address: \_\_\_\_\_  
\_\_\_\_\_

6) Address: \_\_\_\_\_  
\_\_\_\_\_

**CRIMINAL HISTORY**

Have you ever been arrested for any crime, misdemeanor, or felony, since your 18th birthday?

| Date of Arrest | Agency | Charge | Disposition |
|----------------|--------|--------|-------------|
|                |        |        |             |
|                |        |        |             |
|                |        |        |             |

Have you ever been arrested for an act that would have been a crime had it been committed by an adult? \_\_\_\_\_  
If yes, describe: \_\_\_\_\_

Have you ever been or are you currently involved as a plaintiff, defendant, petitioner, or respondent in any civil court action? \_\_\_\_\_ If yes, explain fully on a separate sheet.

**TRAFFIC OFFENSES**

Do you have a valid Indiana drivers license? \_\_\_\_\_

| Type | License# | Expiration Date | Restrictions |
|------|----------|-----------------|--------------|
|      |          |                 |              |

Have you received any traffic citations since your 18th birthday? ( ) yes ( ) no  
If yes, list below (exclude parking meter tickets):

| Date | Agency | Charge | Disposition |
|------|--------|--------|-------------|
|      |        |        |             |
|      |        |        |             |
|      |        |        |             |

Has your drivers license ever been suspended, revoked, or restricted? ( ) yes ( ) no  
If yes, give details.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

List all traffic accidents you have been involved in as a driver since your 18th birthday.

| Date | Agency | Location | At-Fault | Comments |
|------|--------|----------|----------|----------|
|      |        |          |          |          |
|      |        |          |          |          |
|      |        |          |          |          |

List all states that you have ever held license with. Include military licenses.

\_\_\_\_\_  
\_\_\_\_\_



