

Mitchell
Police
Department



APPLICATION FOR EMPLOYMENT
(Police Officer)

APPLICANT NAME: _____

DATE OF APPLICATION: _____

Mitchell Police Department
EQUAL OPPORTUNITY EMPLOYER

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.

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

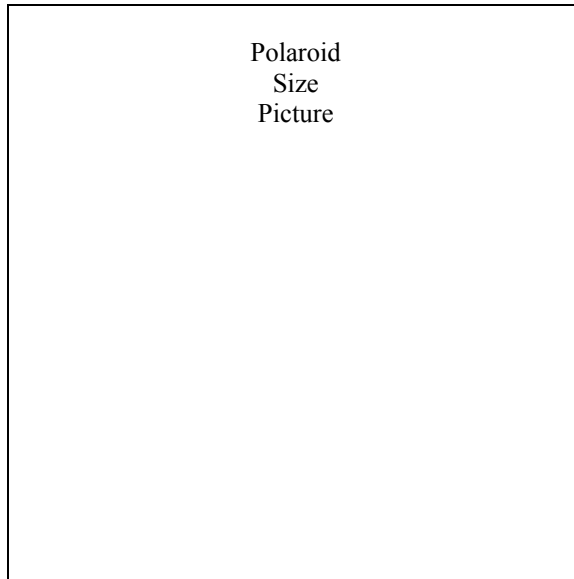
The following is a list of items that need to be with your application when it is presented as completed in order to be considered by the Mitchell Police Department.

Copies of:

1. Birth Certificate
2. Transcripts of High School grades.
3. Transcripts of College grades, if applicable.
4. Certificates pertaining to other schools or classes you may have taken.
5. DD214, if you served in the Armed Forces.
6. Current Drivers License

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)

NAME:	AGE	RELATIONSHIP

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:	_____	_____	_____
	_____	_____	_____
	_____	_____	_____

You must include copies of all transcripts from schools attended in order to prove status with the institution. These transcripts will become the property of the Mitchell Police Department and will not be returned to the applicant at the end of the process.

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 FROM TO	HIGHEST RANK ATTAINED AND RANK AT SEPARATION	TYPE OF DISCHARGE 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.

MISCELLANEOUS

- 1) Do you own your home? _____ If yes, amount of current mortgage indebtedness\$ _____
- 2) What is the amount of your indebtedness, other than than home? \$ _____
- 3) Annual Income: Applicant: \$ _____ Spouse \$ _____
- 4) Are you a proprietor or part-owner of any business or firm? _____ If yes, describe nature of business: _____

Are there any licenses for this/these business(es) in your name; i.e., liquor license? _____

5) Have you ever applied for a permit to carry a handgun? _____ Reason: _____

Status: _____

6) What special skills have you developed through hobbies, education, occupation, or other special interests?

EQUIRMENTS FOR EMPLOYMENT

All prospective employees must be able to meet the minimum physical standards as set by the Indiana Law Enforcement Academy. The minimum standards are as follows:

TEST	STANDARD
VERTICAL JUMP	16 INCHES
ONE MINUTE SIT-UP	29
300 METER RUN	71 SECONDS
MAXIMUM PUSH-UP	25
1.5 MILE RUN	16 MINUTES 28 SECONDS

More information on the standards is available by request.

Also if you are offered a position you will be required to pass an extensive physical as mandated by the Pension Plan prior to being hired. If you are aware of any possible medical problems you should make us aware of them so that we can check into whether the condition would be one that might possibly disqualify you from being accepted. If you have any questions on this feel free to discuss it with us.

We also reserve the right to establish or amend any standards for employment unless prohibited by law as we may deem necessary to ensure that all required standards are met.

