

# CHARLESTOWN CITY POLICE DEPARTMENT

*CITY OF CHARLESTOWN*

703 MAIN STREET, CHARLESTOWN, INDIANA 47111 (812) 256-6345



## Application for Employment

The Charlestown Police Department is an Equal Opportunity Employer. The Department is interested in good citizens who are seeking a career in law enforcement. From time to time the City will have openings for police officers. The active pool of applicants will include all individuals who have submitted an application prior to the posted deadline and who meet the minimum qualifications for the position.

### **Qualifications and Requirements for Police Patrolman Employment:**

The minimum initial requirements for appointment as a regular full-time police officer of the Department shall be:

1. Applicant must be a citizen of the United States of America per Indiana Code 36-8-3.5-12 (a) (1);
2. Applicant must be at least twenty-one (21) years of age to apply and not have reached their 36<sup>th</sup> birthday by the date of appointment;
3. Applicant must have a high school diploma or GED certificate;
4. Applicant cannot have a felony conviction;
5. Applicant cannot have a misdemeanor conviction involving domestic violence under [18 USC §922 (g)];
6. Applicant must be drug-free, and have no convictions for driving under the influence of drugs;
7. Applicant cannot have a conviction for operating a vehicle while intoxicated (OWI), or operating a vehicle with a breath alcohol content (B.r.A.C.) in excess of 0.08%;
8. Applicant must be of good moral character;
9. Applicant shall not have received other than an honorable discharge from the military, or other discharge with honorable conditions;
10. Applicant shall, if appointed, establish residency as required by state law or local ordinance.
11. Applicant must possess a valid driver's license from their state of residence;
12. Applicant must submit to a background investigation, including but not limited to, a credit check, reference check, and/or complete criminal history inquiry;
13. Applicant must submit to a physical fitness evaluation, parallel with the Indiana Law Enforcement Training Board's Basic Course Academy exit standards.
14. Applicant must achieve a minimum score of 75% on a comprehensive written exam.

### **Appointment Process:**

It is the policy of the Charlestown Police Department to conduct an open, extensive hiring process which identifies and retains highly qualified persons for the position of police patrolman. When police officer positions become available, the department will conduct an appointment process for purposes of creating a hiring list. The hiring list will consist of the top scoring process applicants, in descending order from highest process point total. The first position vacancy shall be offered to the first position on the hiring list, the second position vacancy shall be offered to the second position on the hiring list, and so on and so forth.

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Position Applying for: Police Officer



Full- time  Reserves (check one or both)

**Directions:** Application must be completed by the applicant, in printed black ink only, do not type. Applications not properly completed may not be accepted. Complete each section, using "N/A" for questions that do not apply. Judgment will be made regarding neatness and professionalism of content. All applications must be submitted to the Office of the Chief upon completion. Failure to complete this application according to these instructions may result in applicant disqualification.

1.) Name: \_\_\_\_\_ Gender: \_\_\_\_\_  
Last First Middle

2.) Current Address: \_\_\_\_\_  
Street Apt.# City State Zip Code

3.) Phone Number(s): \_\_\_\_\_ Amount of Time at Current Address: \_\_\_\_\_  
 Email Address: \_\_\_\_\_

4.) List past four (4) addresses: (In chronological order, last first, do not include current address)

Street	Apt. #	City	State	Zip	Date= From:	To:

5. Social Security Number: \_\_\_\_\_ Marital Status: \_\_\_\_\_

6. Date of Birth: \_\_\_\_\_ Birthplace (including city & state): \_\_\_\_\_

7. Are you a citizen of the United States of America? (circle one) Yes / No  
 (If Naturalized, give details on a separate sheet (date of final papers, country of birth, date & port of entry, etc.))

8. Current Age: \_\_\_\_\_ Height: \_\_\_\_\_ (without shoes) Weight: \_\_\_\_\_ lbs.

9. Have you ever applied for any other law enforcement agency? Yes / No

Where? _____ When? _____	Where? _____ When? _____
Where? _____ When? _____	Where? _____ When? _____

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10. Is your spouse employed? \_\_\_\_\_ Where? \_\_\_\_\_

11. Names & ages of children: \_\_\_\_\_

12. Is any member of your family in poor health? \_\_\_\_\_ Who/Relation? \_\_\_\_\_  
Illness: \_\_\_\_\_

13. List the following Father's Name: _____ Mother's Maiden Name: _____ Spouse's (Maiden) Name: _____	Place of Birth: _____	Age: _____
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14. Have you ever been in the Military? \_\_\_\_\_ Branch: \_\_\_\_\_  
 Date of Discharge \_\_\_\_\_ Type of Discharge (attach DD-214): \_\_\_\_\_  
 If medical, state type and percentage of disability: \_\_\_\_\_

15. Can you speak, read or write any foreign languages? *(Specify below, and to what degree.)*  
 \_\_\_\_\_  
 \_\_\_\_\_

16. Are you a member, or have you ever been associated with any Communist group; or, any group/organization advocating to over throw of the United States Government by force?  
*(circle one)*      Yes      /      No      *(If Yes, explain on a separate sheet)*

17. Do you use any intoxicating liquor? \_\_\_\_\_ If Yes, How often? \_\_\_\_\_

18. Do you rent, own your home, or live with relatives? \_\_\_\_\_  
 If applicable, list the name & address of your landlord: \_\_\_\_\_

19. Have you ever been sued, filed bankruptcy, or had your wages garnished?    Yes / No  
*(If Yes, explain on a separate sheet)*

20. Have you ever been arrested, FOR ANY REASON? Have you ever received a traffic citation? Yes/No (Circle Appropriate Answer).  
 \_\_\_\_\_ *(If Yes, list the date(s), arresting agency, charge and case disposition on the following lines.)*  
 \_\_\_\_\_  
 \_\_\_\_\_

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21. Which of the following office machines can you operate? *(Indicate to the left of each, with a ✓)*

<input type="checkbox"/> Typewriter	<input type="checkbox"/> Fax machine	<input type="checkbox"/> Telephone (PBX) system
<input type="checkbox"/> Personal computer	<input type="checkbox"/> Copier machine	<input type="checkbox"/> _____

22. Have you ever received any firearm familiarization or orientation training? Yes / No  
Where & from whom? \_\_\_\_\_

23. What are your hobbies? \_\_\_\_\_  
\_\_\_\_\_

24. Give the names of any relatives employed by the City of Charlestown, including relationship and department employed: \_\_\_\_\_  
\_\_\_\_\_

25. Do you know of anything that might possibly disqualify you for appointment to or prevent the full discharge of the duties of the position applying for? Yes / No  
*(If Yes, explain on a separate sheet)*

26. Indicate, in the space provided or on an additional sheets, any experience, training or ability that you believe will qualify you for a law enforcement position.

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

**27. Education:**

Name	City/State	From (mo/yr)	To (mo/yr)	Diploma/Degree
Grade School	_____			
Jr. High	_____			
High School	_____			
College/Tech	_____			
Other	_____			

Did you graduate from high school (grade 12)?      YES                  NO                  *(circle one)*

If applicable, list college major and minor courses of study: \_\_\_\_\_

If applicable, list all degrees or educational certificates received: \_\_\_\_\_  
\_\_\_\_\_

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## 28. References:

List the names, addresses, occupation and acquaintance time of four (4) people, **other than relatives or past employers**, who know you well enough to give information about you, your work ethic and personality.

<i>Name</i>	<i>Address</i>	<i>Phone #</i>	<i>Occupation</i>	<i>Years Acquainted</i>

## 29. Employment History:

*Starting with your current employer, list all previous employers since you began working. Show all periods of unemployment. If former employers are out of business, please indicate appropriately. If self employed, indicate the nature of business, location, and names of two clients. Be accurate, all time must be accounted for. If additional space is needed, attach a sheet and continue as shown below.*

<i>Company Name &amp; Address</i>	<i>From</i>	<i>To</i>	<i>Total in Months</i>	<i>Salary/Wage</i>	<i>Position/Duties</i>	<i>Reason for Leaving</i>
Last or Present Employer	Month	Month	_____	_____	_____	_____
Address	Year	Year	_____	_____	_____	_____
Previous Employer	Month	Month	_____	_____	_____	_____
Address	Year	Year	_____	_____	_____	_____
Previous Employer	Month	Month	_____	_____	_____	_____
Address	Year	Year	_____	_____	_____	_____
Previous Employer	Month	Month	_____	_____	_____	_____
Address	Year	Year	_____	_____	_____	_____
Previous Employer	Month	Month	_____	_____	_____	_____
Address	Year	Year	_____	_____	_____	_____

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## 30. Authorization to Release Information:

I, \_\_\_\_\_, hereby authorize any person, agency, partnership, or corporation having any information concerning my CREDIT RECORD, EDUCATIONAL RECORD, MEDICAL RECORD, EMPLOYMENT RECORD, MILITARY RECORD or SELECTIVE SERVICE RECORD, to release such information to the Charlestown Police Department, Charlestown, Indiana. This information is to be used for possible employment with the Charlestown Police Department.

I hereby release such person, agency, partnership, or corporation from any liability which may be incurred in releasing this information to the Charlestown Police Department, including liability under any Federal law.

**(This form must be completed and witnessed by a Notary; failure to do so will result in disqualification from the hiring process).**

\_\_\_\_\_  
(signature)

\_\_\_\_\_  
(date)

\_\_\_\_\_  
(notary witness signature)

\_\_\_\_\_  
(printed notary name)

\_\_\_\_\_  
(notary address)

\_\_\_\_\_  
(Commission Expires)

\_\_\_\_\_  
(County & State of Commission)



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## 32. Certification & Supporting Documents:

Attach to this application form, one (1) photocopy of each of the following:

\_\_\_\_\_ Birth Certificate                      \_\_\_\_\_ College Degree(s)                      \_\_\_\_\_ Military Discharge (if applicable)  
\_\_\_\_\_ High School Diploma                      \_\_\_\_\_ Trade Certificate(s)                      \_\_\_\_\_ Indiana Drivers License  
\_\_\_\_\_ Indiana LETB Pre-Basic Course Certificate

### Certificate:

I hereby certify that there are no willful misrepresentations or falsifications in the previous statements and answers to questions of this application for employment. I am aware that should investigation disclose such misrepresentations or falsifications, my application will be rejected and I will be disqualified from applying in the future for any position in the service of the Charlestown Police Department. I also authorize my former employers to give information regarding my employment history, together with any information they may have regarding me, whether or not it is on record. I hereby release them and their company for any damage whatsoever for issuing the same.

*Applicant Signature:* \_\_\_\_\_ *Date:* \_\_\_\_\_

## 33. Application Photograph:

Paste, within the space provided below, an individual photograph of yourself, taken within the last two (2) years. Print your name, age and date taken, in ink, on the back of the photograph.

Application photograph will not be returned, and become the property of the Charlestown Police Department.

Date taken: \_\_\_\_\_

Age: \_\_\_\_\_

*(paste photo here)*