

Employment Application

Pendleton Police Department
550 N. Pendleton Ave
Pendleton, IN 46064

<u>FOR OFFICE USE ONLY</u>

INSTRUCTIONS FOR FILLING OUT APPLICATION

This application must be filled out by the applicant. It may be typed or printed in black ink. Answer all questions. If question does not apply, state: N/A. Place any additional information that you wish to add on a separate page(s) and attach to the application with an appropriate reference mark. Also, attach the following: birth certificate, high school diploma/transcripts or GED certificate, college diploma/transcripts if applicable, a 2 ½ inch square front view photograph taken in the last six months.

NAME: _____
 LAST FIRST MIDDLE

Current Address: _____ **City:** _____
State: _____ **Zip** _____

Previous Address: _____ **City:** _____
State: _____ **Zip** _____

Primary Phone: _____

How long have you lived at your current address? _____

Position:	Clerical _____	Dispatch _____	Police Officer _____
Employment Desired:	Full Time Only _____	Part Time Only _____	Reserve _____
Shifts Available:	Days _____	Nights _____	
Can you work weekends:	Yes _____	No _____	

PERSONAL INFORMATION

Date of Birth: _____ Height _____ Weight _____

Social Security Number: _____

Driver's License Number: _____

Are you a U.S. Citizen? _____

Are you at least 21 years of age? _____

Are you a high school graduate? _____

If no, have you been issued a GED? _____

Have you had any motor vehicle crashes in the past three years? _____

Have you had any traffic tickets in the past three years? _____

Has your driver's license ever been suspended or revoked? _____

Have you ever been arrested for a criminal offense? _____

If Yes what for? _____

Have you ever used drugs other than those prescribed by a physician? (Including Marijuana) If yes, explain _____

Have you ever been the defendant in civil court action? If yes, explain _____

Any special skills? _____

List past or present membership in all clubs, organizations: _____

FAMILY INFORMATION

Marital Status:	Married ____ Single ____ Divorced ____ Separated ____
Spouse Name:	_____
Number of Dependents:	_____
Father's Name:	_____
Mother's Name:	_____

EDUCATION INFORMATION

High school:	_____
Years Completed:	_____ Diploma: Yes ____ No ____
College:	_____
Years Completed:	_____ Degree: Yes ____ No ____
Vocational/Business:	_____
Years Completed:	_____
GED:	Yes ____ No ____

PERSONAL REFERENCES

Please list three references other than relatives or previous employers

Name: _____ Phone _____

Address _____

Name: _____ Phone _____

Address _____

Name: _____ Phone _____

Address _____

MILITARY HISTORY

Military Branch: _____ Dates: _____

Rank _____ Type of Discharge _____

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Rank _____ Type of Discharge _____

Military citations/awards received: _____

Are you now a member of organized reserves? _____ If so, Rank: _____

Give the name and location of the unit to which you are assigned: _____

EMPLOYMENT INFORMATION

List chronologically all past and current employment. (Use additional sheet if necessary)

Employer: _____ Phone _____

Address _____ City _____ State _____

Employed from _____ to _____ Job title _____

Supervisor _____ Reason for leaving _____

Employer: _____ Phone _____

Address _____ City _____ State _____

Employed from _____ to _____ Job title _____

Supervisor _____ Reason for leaving _____

Employer: _____ Phone _____

Address _____ City _____ State _____

Employed from _____ to _____ Job title _____

Supervisor _____ Reason for leaving _____

Employer: _____ Phone _____

Address _____ City _____ State _____

Employed from _____ to _____ Job title _____

Supervisor _____ Reason for leaving _____

Employer: _____ Phone _____

Address _____ City _____ State _____

Employed from _____ to _____ Job title _____

Supervisor _____ Reason for leaving _____

Attach photograph in this space
Must be 2 ½ by 2 ½ square. All other photos will not be accepted.

Photograph must be 2 ½ by 2 ½ and be front view, head and shoulders, and taken within the past six months.

NOTE: OTHER PHOTOGRAPHS ARE NOT ACCEPTABLE.

I have personally completed this application. I swear and affirm, under penalty of perjury, that all information contained in this application is true and accurate to the best of my knowledge.

Applicants Signature _____ Date _____

AUTHORIZATION TO RELEASE PERSONAL INFORMATION

INFORMATION TO BE DISCLOSED

Personal History, Education Records, Military Records, Employment Records, Financial Records, Criminal/Driving Records, Medical Records, Organizational Memberships, Other pertaining to suitability for employment with the department.

I hereby authorize and request all persons to whom this request (original or reproduced) is presented, having information relating to or concerning me, to furnish such information to a duly appointed officer of the Pendleton Police Department.

I'm aware that this information may be of personal nature and may otherwise be protected from disclosure by my constitutional, statutory, or common law privileges. I hereby expressly waive all privileges which may attach to such communication or disclosure and release all persons, firms, corporations, for all claims, of any nature, as a result of said communication or disclosure.

Signature of person waiving rights to information

Date

Witness

Date

THIS AUTHORIZATION AND APPLICATION IS VALID FOR ONE YEAR FROM DATE OF SIGNATURE