

**Greendale Police Department
480 Ludlow Street, Greendale, Indiana 47025
Equal Opportunity Employer
Application for Employment**

Instructions: Please complete this form completely and accurately. Please fill in the appropriate boxes in this application. If you must write on this form, please use black ink ONLY and print clearly. Any applicant that requires assistance completing this form, please request help from a member of the Greendale Police Department.

Section I- Personal Information

Position(s) applied for: _____

Date of Application: _____

Name: _____

Street Address: _____

Home/Mobile Phone #: _____ Work Phone #: _____

Best time to Contact: _____

Date of Birth: _____

Are you prevented from lawfully becoming employed by this City because of VISA or Immigration Status? Yes No

Are you currently in "lay-off" status and subject to recall? Yes No

Date Available to Start: _____

Proof of Citizenship or Immigration Status will be required upon employment

Section II- Employment History

Please list in chronological order beginning with most recent employment.

1. Employer's Name: _____
Street Address: _____
Dates Employed: From _____ To: _____
Job Title: _____
Describe your duties, responsibilities, etc for position(s) held: _____

2. Employer's Name: _____
Street Address: _____
Dates Employed: From _____ To: _____

Job Title: _____
Describe your duties, responsibilities, etc for position(s) held: _____

3. Employer's Name: _____
Street Address: _____
Dates Employed: From _____ To: _____
Job Title: _____
Describe your duties, responsibilities, etc for position(s) held: _____

Section III- Education and Training History

1. School Attended (Name and Location): _____
Years Completed: _____ Diploma/Degree/Major: _____
2. School Attended (Name and Location): _____
Years Completed: _____ Diploma/Degree/Major: _____
3. School Attended (Name and Location): _____
Years Completed: _____ Diploma/Degree/Major: _____

Other schools attended: _____

Please describe the courses taken, technical training received, or skills you have attained which you feel will help you perform the job for which you are applying. Please list any special classes, certifications, hobbies, volunteer work projects, etc which have taught you qualifying skills: _____

Section IV: Position-Related Questions

The following information will only be used if it is directly related to the classification/position for which you are applying.

AS AN ADULT OR A JUVENILE:

Have you ever filed an application with this office before? If yes, When? _____ Yes No

Have you ever been employed with this office before? If yes, When & Position Held? _____ Yes No

Have you ever been employed in the state or county service of the State of Indiana? Yes No

If yes, Please explain: _____

Have you had any job-related training in the United States Military? Yes No

If yes, Please explain: _____

Have you ever been convicted of a felony? Yes No

Have you ever been convicted of a felony? Yes No

If yes, Please explain: _____

Have you ever been convicted of a misdemeanor? Yes No

Have you ever been arrested for a misdemeanor? Yes No

If yes, Please explain: _____

Have you ever been convicted of domestic battery? Yes No

Have you ever been arrested for domestic battery? Yes No

If yes, Please explain: _____

Have you ever received a traffic violation? Yes No

If yes, Please explain: _____

Has your driver's license ever been suspended or revoked? Yes No

If yes, Please explain: _____

Have you ever committed or assisted another person in the crime(s) of murder, kidnapping, rape, robbery, burglary, arson, theft, or conversion? Yes No

If yes, Please explain: _____

Have you ever purchased or sold anything you knew or suspected was stolen? Yes No

If yes, Please explain: _____

Have you ever possessed, purchased, sold or distributed any illegal drugs? Yes No

If yes, Please explain: _____

Have you ever used an illegal substance? Yes No

If yes, Please explain (include all substances used & last time that you used them): _____

Have you ever been arrested for an alcohol related violation? Yes No

(i.e. OWI, Public Intoxication, Illegal Possession of Alcohol, etc)

If yes, Please explain: _____

Have you ever been dismissed or asked to resign from a position of employment? Yes No

If yes, Please explain: _____

I have answered all of the above questions fully and truthfully. I understand that any misrepresentation or omission of requested information could eliminate me from consideration as an applicant with the Greendale Police Department. If any of the information changes, I understand that I am responsible for promptly updating that information in writing.

Signed: _____ Date: _____

Printed: _____

Section V: References

Please give the name, address, and telephone number of three references not related to you who would know of your skills for this position.

Reference #1

Name: _____

Address: _____

Telephone #: _____

Reference #2

Name: _____

Address: _____

Telephone #: _____

Reference #3

Name: _____

Address: _____

Telephone #: _____

I hereby authorize that the information provided by me in this application for employment is true, correct, and complete to the best of my knowledge. I understand that, if employed, any misstatement or omission of fact on the application shall be considered cause for dismissal.

I authorize the Greendale Police Department to obtain information through contacts with my former employers and references listed above.

Signature: _____ Date: _____

Printed: _____

***NOTE: This application will expire after the first phase of applicant testing is held, even if you do not participate. If no testing is held, this application will expire one year from date received. It is your responsibility to re-submit a new application after hiring or expiration.

**GREENDALE POLICE DEPARTMENT
APPLICANTS STATEMENT OF CONSENT, WAIVER AND ACKNOWLEDGEMENT**

- I. In applying for employment, I want the Greendale Police Department to be fully informed of my previous record. Accordingly, I hereby authorize the Greendale Police Department to investigate by background and to obtain any & all information which may concern me, including information set forth in my application.
- II. I hereby release all persons, including schools, companies, corporations, credit bureaus and law enforcement agencies from any liability on account of furnishing such information.
- III. I fully understand that if employed, any misrepresentation of facts on this application is sufficient reason for my immediate termination.
- IV. I fully understand that any initial offer of employment is conditional upon my passing a medical examination, including a drug test, to which I consent, along with disclosure of any absolute disqualifying factors, such as the detection of certain illegal substances during a confirmed drug test.
- V. In addition to my authorization and release of information and entities set forth in paragraphs 1, 2, and 4 above, I hereby authorize the Greendale Police Department to discuss the results of any pre-employment investigation with those persons who conduct the interview(s) and any investigation with those persons responsible for hiring.
- VI. I understand that nothing contained in this application, or in the granting of conducting of an interview, is intended to create a contract between the Greendale Police Department and myself.

I have read and understand the above statement carefully and I agree to abide by all of its terms

Applicant Signature: _____ Date: _____

Printed Name: _____