



WHITELAND POLICE DEPARTMENT

Employment Application

The Whiteland Police Department is an equal opportunity employer and does not discriminate in hiring on basis of, color, sex, religion, creed, national origin, ancestry, handicap as defined by law, political affiliation, or on the basis of age against individuals whose age is between 40 and 70, except when age, sex or physical requirement constitute a bona fide occupational qualification necessary to proper and efficient administration, or for the health, safety and welfare of the applicant and others, or as provided by law. No question on this application is intended to secure information to be used for unlawful discrimination.

The Whiteland Police Department, pursuant to and in accordance with the Americans with Disabilities Act ("ADA"), specifically Title I of the "ADA", shall not discriminate against a qualified individual with a disability because of the disability in regard to job application procedures, the hiring, advancement or discharge of employees, employee compensation, job training and other terms, conditions and privileges of employment. Additionally, no qualified individual with a disability may, on the basis of disability, be subjected to discrimination in employment under any service, program or activity conducted by the Whiteland Police Department.

The Whiteland Police Department encourages and invites applicants to identify themselves as individuals with disabilities in order for the Department to collect and analyze information for satisfaction of affirmative action requirements, "ADA" requirements and determination of appropriate accommodations for the applicant. No qualified applicant shall be refused employment because of such person's need for an accommodation required under the "ADA", unless such accommodation causes undue hardship to the Whiteland Police Department.

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This application must be completed by the applicant only; however, the applicant may request any needed accommodation to participant in the applicant process unless such accommodation caused undue hardship to the Whiteland Police Department. Print legibly in black ink or type neatly, accurately, and thoroughly. Attach supplements, if necessary, to amplify any information requested. All information will be regarded as confidential. This application will be given every consideration, but its receipt does not imply that the applicant will be employed.

Because of the sensitive and important nature of law enforcement, the Whiteland Police Department must select employees who possess the best physical, mental, moral and emotional character for the performance of these duties. In order to best ascertain who those individuals are, it is necessary to gather as much information as possible about each applicant which may have bearing on his/her ability to perform the duties required with or without reasonable accommodation. Several questions in this application are designed to give the department a complete background on each applicant. Those particular responses to questions marked with an asterisk (*) shall not act as an automatic bar to selection, but will be considered along with attendant facts.

DO NOT MISSTATE OR OMIT MATERIAL SINCE INFORMATION MADE HEREIN IS SUBJECT TO VERIFICATION TO DETERMINE YOUR QUALIFICATIONS FOR EMPLOYMENT

WPD POLICY STATEMENT ON EMPLOYMENT OF EX-OFFENDERS:

Consideration for employment of ex-offenders shall be given without regard to race, color, sex, religion, creed, national origin, ancestry, handicap as defined by law, political affiliation, or on the basis of age against individuals whose age is between 40 and 70, except when age, sex or physical requirements constitute a bona fide occupation qualification necessary to proper and efficient administration, or the health, safety and welfare of the applicant and others, or as provided by law. The term "ex-offender" as used herein, refers to anyone convicted of any criminal statute or military offense while in the service.

FELONY CONVICTIONS:

Any individual convicted of a felony shall be ineligible for employment by the Whiteland Police Department. A felony is defined by Indiana Law (35-50-2-1) as any offense for which a person may receive more than one (1) year of confinement in a state or federal institution.

EVALUATION:

With Respect to all other criminal convictions which are not felonies, in each case the department will consider whether the prior criminal conviction or military offense conviction of the applicant will have a bearing on the applicant's job performance or tend to measure job capability. The date and nature of the offense, the requirements of the position which is being applied for, as well as the applicant's other qualifications will be considered.

CONFIDENTIALITY:

As a matter of policy, every effort will be made to keep the applicant's criminal record confidential. During the selection and placement process, it will be necessary to inform the appropriate persons participating in the selection process of the applicant's criminal record.

WPD POLICY STATEMENT ON BACKGROUND INVESTIGATIONS:

It is the policy of the Whiteland Police Department to recruit qualified individuals for positions in the department. In pursuing this goal, a background investigation of each applicant is conducted with respect to factors that may have a bearing upon the applicant's job performance or tend to measure job capability as a member of the Whiteland Police Department.

Members of the Department are public servants. Police officers are placed in situations of public trust and must be of high integrity and character. A police officer's job often involves critical and dangerous situations and he/she should not be prone to external pressures that would affect his/her ability to perform the job.

Accordingly, the following items and the circumstances surrounding such items are reviewed:

1. Contents and completeness of employment application.
2. Driver responsibility; copy of driving summary is furnished by Indiana Bureau of Motor Vehicles
3. Former employment
4. Criminal record of applicant pursuant to "Policy Statement on Employment of Ex-Offenders".
5. Personal character references
6. Personal history of applicant

A negative finding on any one of these factors shall not, in and of itself, be reason for an automatic rejection of an applicant. Instead, the circumstances underlying such matters will be considered as they relate to the applicant's ability to perform the job. The date and circumstances surrounding any negative findings in the background investigation, the requirements of the position, as well as the applicant's other qualifications, will be considered.

Date Application received in Office: _____ Received by: _____

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I. PERSONAL HISTORY

Name in full (Last, First, Middle): _____

Social Security Number: _____

List all other names you have used, including nicknames:

If female, furnish maiden name

If you have ever used any surname other than your true name, during what period and under what circumstances where those names used?

If you have ever legally changed your name, give date, place and court

(This information is being collected to assist the Department in conducting a thorough background investigation)

Birthday (Month/Day/Year): _____

Birth Place (City/State): _____

(Attach a copy of your birth certificate)

Are you a United States citizen? _____

Driver's License Number: _____ State: _____

(Attach a copy of your Driver's License)

Home Address: _____

City: _____ State: _____ Zip Code: _____

Phone #: _____ Email: _____

II. JOB DATA

Position Desired: _____

Date Available to Begin Work: _____

Have you ever been employed by the Whiteland Police Department? _____

If yes, when? _____ What capacity? _____

APPLICANT'S REQUEST/WAIVER TO RELEASE INFORMATION

I hereby authorize and request all persons to whom this request, original or reproduced, is presented and having information relating to or concerning me, to furnish such information to the appointed representative of the Whiteland Police Department.

I am 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 a persons, firms, and corporations from all claims, of any nature, as a result of said communication or disclosure.

Information to be disclosed may include:

- Criminal History
- Educational Records
- Organizational Memberships
- Past/Present Employment Records
- Material Information relevant to reputations and/or moral character

These records will be retained in a private confidential file in the Whiteland Police Department.

Signature of Applicant

Date

PRINT ONLY:

Name: _____
Last
First
Middle

Address: _____
Street
City
State
Zip

Phone: _____ DOB: _____ Soc. Sec. # _____

STATE OF INDIANA)
) SS:
 COUNTY OF JOHNSON)

Subscribed and sworn to before me, a Notary Public, in and for said County and State

this _____ day of _____, 20_____

Notary Public

Printed Name

County of Residence

My Commission expires

III. ACADEMIC EDUCATION

Please specify highest grade level attained.

(Attach transcripts from all educational institutions attended)

ACADEMIC EDUCATION	NAME & ADDRESS OF SCHOOL	MAJOR COURSES OF STUDY	YEARS ATTENDED TO-FROM	DEGREE/DIPLOMA EARNED
HIGH SCHOOL				
VOCATIONAL SCHOOL				
CORRESPONDENCE SCHOOL				
UNDERGRADUATE COLLEGE/UNIVERSITY				
PROFESSIONAL/GRADUATE				

IV. MILITARY RECORD

Have you ever served on active duty in the Armed Forces of the U.S.? _____

Branch of Service _____

Dates of Active Duty _____

Military Serial Number _____

Type of Discharge _____

Are you currently enlisted in the U.S. Reserve or National Guard? _____

If yes, what is your reserve obligation, unit, and location? _____

*While in military service were you ever convicted of any offenses? _____

If yes, when? _____ Explanation of Conviction: _____

****(Attach a copy of your DD214)***

No applicant will be automatically rejected because of a less than honorable discharge (except a dishonorable discharge), but such a discharge will be considered in conjunction with other information. If discharge is less than honorable, explain on a supplement page.

V. SPECIAL SKILLS AND QUALIFICATIONS

List any experiences, skills or special qualifications which you feel make you especially well-suited for work with the Whiteland Police Department.

Also list any mechanical skills you possess which are relevant to the job for which you are applying.

(Attach copies of any pertinent certificates, awards, citations, commendations, etc. which may apply to this section)

VI. EMPLOYMENT

Beginning with your present or most recent employer, list your employment history. Include part-time, temporary or seasonal and all periods of unemployment.

EMPLOYER	TYPE OF BUSINESS	DATES OF EMPLOYMENT		FINAL SALARY	REASON FOR LEAVING
Name:		Start:	End:		
Address:	Job Title/Duties:				
Phone #:					
EMPLOYER	TYPE OF BUSINESS	DATES OF EMPLOYMENT		FINAL SALARY	REASON FOR LEAVING
Name:		Start:	End:		
Address:	Job Title/Duties:				
Phone #:					
EMPLOYER	TYPE OF BUSINESS	DATES OF EMPLOYMENT		FINAL SALARY	REASON FOR LEAVING
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EMPLOYER	TYPE OF BUSINESS	DATES OF EMPLOYMENT		FINAL SALARY	REASON FOR LEAVING
Name:		Start:	End:		
Address:	Job Title/Duties:				
Phone #:					

VII. PERSONAL REFERENCES

List four personal references:

NAME	ADDRESS	PHONE NUMBER	YEARS KNOWN

May we contact your present employer? Yes _____ No _____

VIII. MISCELLANEOUS

Have you ever been convicted of a felony? Yes _____ No _____

Have you ever been arrested or detained by a law enforcement agency, including juvenile delinquency and traffic offenses? Yes _____ No _____

Have you ever been fingerprinted for any reason? (Arrest, job application, gun permit, etc.) Yes _____ No _____

*If YES to any of the questions in this section, **attach a supplement** listing:
Date, Place, and full details including the disposition of each incident*

APPLICANT: Please read the following statement carefully before signing.
If you have any questions regarding the following statement or any questions on this application, please ask them of a qualified representative of the department before signing.

I CERTIFY THAT THE INFORMATION CONTAINED IN THIS APPLICATION IS CORRECT AND COMPLETE TO THE BEST OF MY KNOWLEDGE. I AGREE TO INFORM THE DEPARTMENT OF ANY ADDITIONAL INFORMATION RELATING TO QUESTIONS RAISED ON THE APPLICATION WHICH OCCUR SUBSEQUENT TO MY COMPLETION OF THE APPLICATION. I REALIZE THAT MISREPRESENTATION OF FACTS OR THE FAILURE TO DATE ANY INFORMATION RELATING TO QUESTIONS ON THE APPLICATION MAY BE CAUSE FOR REJECTION OF THIS APPLICATION OR DISMISSAL AFTER EMPLOYMENT. FINAL EMPLOYMENT IS CONTINGENT UPON SATISFACTORY COMPLETION OF ALL PRE-EMPLOYMENT PROCEDURES INCLUDING INTERVIEW, EXAMINATIONS, VERIFICATION OF ALL RELEVANT INFORMATION, PHYSICAL EXAMINATION AND ANY APPLICABLE STATUTORY PROVISIONS. THE WHITELAND POLICE DEPARTMENT SHALL PROVIDE THE APPLICANT WITH ALL REASONABLE ACCOMMODATIONS IN THE APPLICATION PROCESS UPON NOTIFICATION AND REQUEST OF SUCH ACCOMMODATIONS REQUIRED BY THE APPLICANT. I ACKNOWLEDGE THAT I HAVE READ AND FULLY UNDERSTAND THIS STATEMENT.

Signature of Applicant _____
Date

STATE OF INDIANA)
) SS:
COUNTY OF JOHNSON)

Subscribed and sworn to before me, a Notary Public, in and for said County and State
this _____ day of _____, 20_____

Notary Public

Printed Name

County of Residence _____
My Commission expires