

Mt. Vernon Police Department

Employment Application

Police Officer

The Mt. Vernon Police Department is an equal opportunity employer and does not discriminate in hiring or employment practices on the basis of race, color, religion, creed, national origin, ancestry, familial status, disability, as defined by law, political affiliation, or on the basis of age or sex, except when age, sex, or physical requirements constitute a bona fide occupational qualification necessary for the proper and efficient administration of the department or as provided by law. No question on this application is intended to secure information to be used for such discrimination+.

Under the guidelines of the A.D.A., reasonable accommodations will be made in the hiring process if requested by the applicant.

This application must be filled out only by the applicant. Print in black ink, accurately and thoroughly. Attach supplements if necessary. 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 offered employment.

Because of the sensitive and important position of a patrol officer, the City of Mt. Vernon must select individuals who possess the best mental, moral, and emotional character for the performance of the duties.

In order to best ascertain who those individuals are, it is necessary to gather as much information about each applicant which may have a bearing on their ability to perform. Several questions in this application are designed to give the department a complete background on each applicant. Because of the unique and sensitive nature of police work, it is necessary to obtain certain information from individuals. No question on this application is intended to secure information to be used for unlawful discrimination.

Do not misstate or omit material since information made herein is subject to verification to determine your qualifications for employment.

All directions must be followed completely. If any part or section is left out or omitted, the application will be considered incomplete and will not be considered for employment.

I have read and understand the above statements.

Date:_____

Signature:_____

Applicant Instruction Sheet

Read Items Carefully

All applications must be filled out in black ink and in the applicant's own printing. The following items are to be included with this completed application:

Original or photo static copies of the following:

Birth Certificate

High school diploma or G.E.D.

Form # DD214 if you served in the military

Current, valid driver's license

Recent photograph of head and shoulders

If any of the above listed items are not included, the application will be considered incomplete and will not be considered for employment.

Applicants must be at least **21** years of age, but not yet **39** years of age at date of hire.

*40 ½ if 20 years of military service with honorable discharge.

* Should there be extenuating circumstances, such as sending out of state or city for papers, please contact the police department to request an extension.

Use a separate piece of paper, if necessary, to answer any questions or provide information.

I have read and understand the above statements.

Date: _____

Signature: _____

Employment Process

Applicants must successfully complete the following process:

- A. Application
- B. Physical Agility Test
- C. Written Aptitude Test
- D. Officer interview board
- E. Background and criminal history investigation
- F. Ride along with MVPD Supervisor
- G. Hiring Board interview

A conditional offer of employment will then be made to the most qualified candidate. This candidate must then successfully pass:

- A. Medical questionnaire/Physical/Drug Screen
- B. Psychological evaluation (MMPI and other psychological testing)
- C. Acceptance into PERF (Public Employee Retirement Fund)

IC 36-8-4-12

Probationary appointments

Sec. 12. The safety board may provide that all appointments to the police or fire departments are probationary for a period not to exceed one (1) year. If the safety board finds, upon the recommendation of the chief of the department during the probationary period, that the conduct or capacity of a member is not satisfactory, the safety board shall notify the member in writing that he is being suspended or that he will not receive a permanent appointment. If a member is notified that he will not receive a permanent appointment, his employment immediately ceases. Otherwise, at the expiration of the probationary period, the member is considered regularly employed.

As added by P.L. 361-1983, SEC.2.

I have read and understand the above statements.

Date: _____

Signature: _____

Policy statement on employment of ex-offenders

Consideration for employment of ex-offenders will be given without regard to race, creed, color, national origin, sex, religion, ancestry, familial status, disability, or age. The term ex-offender, as used herein, refers to anyone convicted of any criminal statute or a military offense while in the service.

Felony convictions

In accordance with Indiana State Law, any individual convicted of a felony shall be ineligible for appointment to the police force. A felony is defined by Indiana Law as any offense for which a person may receive one (1) year or more of confinement in a state or federal penal institution.

Evaluation

With respect to all other criminal convictions which are not felonies, the department will consider in each case whether the prior 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 for the position for which considered, 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 department head, department supervisors, and Board of Public Works of the candidate's record.

34.71 POLICE OFFICER'S DEPARTURE FROM DEPARTMENT WITHIN FOUR YEARS FROM DATE OF HIRE.

(A) In the event a person hired as a police officer with the Police Department departs, either voluntarily or involuntarily, from employment with the Department within one year of that person's date of hire (including probationary period), and after completing training at the law enforcement academy, that person shall reimburse to the city the amount of \$8,000 for expenses incurred by the city in providing academy training for the person.

(B) In the event a person hired as a police officer with the Police Department departs, either voluntarily or involuntarily, from employment with the Department within two years of that person's date of hire (including probationary period), and after completing training at the law enforcement academy, that person shall reimburse to the city the amount of \$6,000 for expenses incurred by the city in providing academy training for the person.

(C) In the event a person hired as a police officer with the Police Department departs, either voluntarily or involuntarily, from employment with the Department as follows:

(1) within three years of that person's date of hire (including probationary period), and after completing training at the law enforcement academy, that person shall reimburse to the City the amount of \$4,000 for expenses incurred by the City in providing academy training for the person.

(2) within four years of that person's date of hire (including probationary period), and after completing training at the law enforcement academy, that person shall reimburse to the City the amount of \$2,000 for expenses incurred by the City in providing academy training for the person.

(D) In addition to subdivisions (A)–(C) above, in the event a person hired as a police officer with the Police Department departs, either voluntarily or involuntarily, from employment with the Department within three years of that person's date of hire (including probationary period), and after completing training at the law enforcement academy, that person shall reimburse to the city the cost of any specialized schools or training which the person attended at the city's expense. The amount to be reimbursed to the city includes the costs of tuition for the schooling and costs for books, materials or equipment purchased for the person by the city.

(E) Any amounts required to be reimbursed pursuant to subdivisions (A)–(D) above shall be certified for the Clerk-Treasurer by the Chief of Police, and a copy of the certification shall be sent to the person departing from employment at his or her last known address.

(1) Payment shall be made to the city by a deduction equal to the amount to be reimbursed from the person's last pay from the city. In the event the person's last pay issued is insufficient to cover the amount to be reimbursed, the person departing from employment shall pay the balance within 30 days from the effective date of his or her departure.

(2) In the event reimbursement is not made, the city may collect the amount to be reimbursed by any means available under the laws of the State of Indiana.

I acknowledge I read and understand Ordinance 34.71

Signature _____

Date _____

Mt. Vernon Police Department

Applicant's waiver to release information

I hereby authorize and request all persons to whom a copy of this waiver is presented, having information relating to and concerning me, to furnish such information to a duly appointed officer of the Mt. Vernon Police Department.

I am aware that this information may be of a 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, and corporations from all claims, of any nature, and as a result of said communication or disclosure.

Information to be disclosed:

- financial records
- criminal history check
- educational records
- organizational memberships
- past and/or present employment records
- any background material relevant to reputation or moral character

These records will be retained on file in the Mt. Vernon Police Department personnel files.

Signature of applicant

Date

PERSONAL HISTORY

Full Name (last, first, middle)_____

Social Security Number_____

List all other names you have used including nicknames. If applicable, furnish maiden name. If you have ever used any last name other than your true name, during what period and under what circumstances were these names used? If you have ever legally changed your name, give date, place and court.

Date of Birth (month, day, year)_____

Birth Place (city, state)_____

Driver's License Number_____ Driver License State _____

Are you a United States citizen? () Yes () No

Have you ever been convicted of a traffic or criminal offense? () Yes () No

If yes, list

Date	Offense	County	State	Disposition
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_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

RESIDENCES

Current residence (number, street, city, state, zip code, telephone; if apartment include name and location of complex):

Address: _____

City: _____ State: _____ Zip Code _____

Phone Number (_____) _____ Cell Phone (_____) _____

E-mail address _____

List chronologically (most current first) all of your addresses in the past ten years. Include addresses while attending school if away from home and ALL military addresses, including off base locations. Also include towns or cities located in the immediate vicinity of military complexes. If apartment, include name and location of complex.

Date From/To	Number Street	City	State/Zip Code

EDUCATION

List all schools attended at the high school level and above.

	Years attended From/to	Address	Degree Diploma
High Schools			

Colleges/Universities

Graduate School

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Other: Vocational, Technical

Law Enforcement Certification

EMPLOYMENT RECORD

List chronologically (most current first) all employers. Include full-time, part-time, and temporary/seasonal work, and all periods of unemployment. Make sure all phone numbers and emails are correct. Use additional sheet of paper if necessary.

If currently employed, may we contact your employer for a reference at this time? () Yes () No

Employment Dates: From _____ to _____

Current Employer _____

Address _____ Zip Code _____

Phone Number and Extension _____

Position Held _____

Name of Supervisor _____

Email Address _____

Current Salary _____

Reason for Leaving _____

Employment Dates: From _____ to _____

Employer _____

Address _____ Zip Code _____

Phone Number and Extension _____

Position Held _____

Name of Supervisor _____

Email Address _____

Current Salary _____

Reason for Leaving _____

Employment Dates: From _____ to _____
Employer _____
Address _____ Zip Code _____
Phone Number and Extension _____
Position Held _____
Name of Supervisor _____
Email Address _____
Current Salary _____
Reason for Leaving _____

Employment Dates: From _____ to _____
Employer _____
Address _____ Zip Code _____
Phone Number and Extension _____
Position Held _____
Name of Supervisor _____
Email Address _____
Current Salary _____
Reason for Leaving _____

Employment Dates: From _____ to _____
Employer _____
Address _____ Zip Code _____
Phone Number and Extension _____
Position Held _____
Name of Supervisor _____
Email Address _____
Current Salary _____
Reason for Leaving _____

MILITARY SERVICE

Have you ever served in the armed forces of the United States? () Yes () No

Branch of service: _____

Date of Active Duty (month, day, year)_____

Are you currently or have you ever been a member of any United States Armed Forces Reserve or National/State Guard Unit? () Yes () No

While in military service, were you ever convicted of any offense? () Yes () No

When? _____

Explain: _____

ORGANIZATION MEMBERSHIP

List all organizations, clubs, unions, and associations of which you are or have been associated, including positions held:

REFERENCES

List four character references (other than relatives and former or current employers). If references can't be reached by phone, a questionnaire will be sent by email. Make sure phone number and email are correct:

Name_____

Occupation_____

Address_____

Daytime Phone_____ Email_____

Name_____

Occupation_____

Address_____

Daytime Phone_____ Email_____

Name_____

Occupation_____

Address_____

Daytime Phone_____ Email_____

Name_____

Occupation_____

Address_____

Daytime Phone_____ Email_____

I affirm that the information provided on this application is true and accurate to the best of my knowledge and that misrepresentation or deliberate omission of a fact on my application may be justification for refusal of, or if employed, termination from employment.

Signature

Date