

# FORTVILLE POLICE DEPARTMENT

714 EAST BROADWAY STREET

FORTVILLE, INDIANA 46040

CHIEF WILLIAM KNAUER  
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(317) 485-4044

## EMPLOYMENT APPLICATION

Please list full mailing addresses where addresses are requested including zip code. Please Type Or Use Black Ink Only and Print Legibly.

<b><u>Position Applied For</u></b>		<b><u>Type of Employment</u></b>		<b><u>Date Of Application</u></b>	<b><u>OFFICE USE ONLY</u></b>
		<b><u>Full Time</u></b> <input type="checkbox"/> <b><u>Part Time</u></b> <input type="checkbox"/> <b><u>Reserve</u></b> <input type="checkbox"/>			
<b>Name Of Applicant (please indicate how you wish to be addressed)</b>					
<b><u>Last Name</u></b>	<b><u>First Name</u></b>	<b><u>Full Middle Name</u></b>	<b><u>Maiden Name (if applicable)</u></b>	<b><u>Suffix (If Applicable)</u></b>	
<b>Address (Number, Street, City State, Zip Code)</b>					
<b>Date of Birth</b>	<b>Social Security #</b>	<b>Telephone Number (Home)</b>		<b>Telephone Number (Cellular)</b>	
<b>Are you Legally Allowed to Work in the US?</b>	<b>Are you a U.S. Citizen?</b>	<b>Current Driver's License Number &amp; State Issued</b>		<b>List all Citations ever written to you.</b>	
<b>List All States Lived In</b>		<b>Has Your Driving Privileges Ever Been Suspended or Revoked?</b> Yes <input type="checkbox"/> No <input type="checkbox"/>	<b>Have You Ever Been a Suspect In An Investigation? (Other Than Background)</b>		<b>Have You Ever Been Arrested For Domestic Battery?</b>
<b>Secondary School Attended (High School) and Location</b>		<b>Highest Grade Completed</b>	<b>Year Graduated</b>	<b>Major Subjects of Specialization</b>	
<b>College Attended and Location</b>		<b>Number of Years</b>	<b>Year Graduated</b>	<b>Other Educational Training That You Believe Pertains to This Position</b>	
<b>HAVE YOU EVER BEEN CONVICTED OF A MISDEMEANOR?</b> If so, what charge were you convicted of? (List City of Occurrence, State, with Month and Year)					
<b>HAVE YOU EVER BEEN ARRESTED FOR A FELONY? If so, what charge – List City, State, with Month and Year)</b>			<b>HAVE YOU EVER BEEN CONVICTED OF A FELONY?</b> If so, what charge were you convicted of? (List City of Occurrence, State, with Month and Year)		
<b>List all Social Media That You Take Part In.</b>					
<b>List Any Clubs Memberships</b>					
<b>Languages (Spoken, Written, Read) Note Fluency</b>					

**LIST ALL EMPLOYEMENT HISTORY. INCLUDE ADDRESS, AREA CODES, PHONE NUMBERS, AND ZIP CODES.**

**MAY WE ASK YOUR CURRENT EMPLOYER? YES OR NO**

Yes No

NAME OF EMPLOYER				ADDRESS		PHONE NUMBER	
						Business #	Supervisor #
POSITION		ANNUAL PAY (STARTING & ENDING)		DATE HIRED / LAST DATE WORKED			
NAME OF EMPLOYER				ADDRESS		PHONE NUMBER	
						Business #	Supervisor #
POSITION		ANNUAL PAY (STARTING & ENDING)		DATE HIRED / LAST DATE WORKED			
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**LIST ALL EMPLOYEMENT HISTORY. INCLUDE ADDRESS, AREA CODES, PHONE NUMBERS, AND ZIP CODES.**

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		Business #	Supervisor #
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**REFERENCES – PLEASE DO NOT LIST RELATIVES OR FORMER EMPLOYERS**

<b>NAME</b>	<b>ADDRESS</b>	<b>PHONE NUMBER / YEARS KNOWN</b>

**WE APPRECIATE YOUR INTEREST IN SEEKING EMPLOYMENT WITH THE FORTVILLE POLICE DEPARTMENT. FEEL FREE TO MAKE ANY ADDITIONAL REMARKS IN THE SPACE PROVIDED BELOW OR ATTACH ANY ADDITIONAL INFORMATION THAT WOULD BE HELPFUL IN EVALUATING YOUR QUALIFICATIONS.**

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**I HEREBY CERTIFY THAT TO THE BEST OF MY KNOWLEDGE AND BELIEF THE ANSWERS GIVEN BY ME TO THE FOREGOING QUESTIONS AND ALL STATEMENTS MADE BY ME IN THE APPLICATION ARE CORRECT.**

**IF EMPLOYED, I AGREE THAT ALL MATERIAL CREATED AND PRODUCED WHETHER IN WRITTEN, GRAPHIC OR BROADCASTING FORM, ALL INVENTIONS NEW OR CHANGES IN PROCESSES DEVELOPED DURING MY EMPLOYMENT ARE THE EXCLUSIVE PROPERTY OF THE COMPANY TO USE AND/OR SELL AND THAT SUBSEQUENT TO MY EMPLOYMENT WITH THIS COMPANY I WILL NOT DISCLOSE, USE OR REVEAL ANY CONFIDENTIAL INFORMATION RELATED TO THE COMPANY WITHOUT FIRST OBTAINING WRITTEN CONSENT FROM AN OFFICER OF THE COMPANY.**

**I HEREBY APPLY FOR EMPLOYMENT UPON THE BASIS AND UNDERSTANDING THAT SUCH EMPLOYMENT MAY BE TERMINATED AT ANY TIME UPON NOTICE GIVEN TO ME PERSONALLY OR SENT TO MY LAST KNOWN ADDRESS.**

**I CONSENT TO THE FORTVILLE POLICE DEPARTMENT OBTAINING SUCH PERSONAL AND JOB-RELATED INFORMATION AS REQUIRED IN CONNECTION WITH THIS FOR EMPLOYMENT**

\_\_\_\_\_  
DATE

\_\_\_\_\_  
SIGNATURE OF APPLICANT

# AUTHORIZATION TO RELEASE INFORMATION

I hereby authorize the Fortville Police Department to check my driving record with the corresponding state in which I have held a license through a drivers license check through the Bureau of Motor Vehicles. **I understand that if I do not grant this authorization I will no longer be considered for employment with the Fortville Police Department.** I authorize the Fortville Police Department to make all necessary investigations concerning me, my work habits, character, or my action in any transaction. I also authorize the Fortville Police Department to receive my academic records or other material pertinent to my qualifications, and further authorize and request each former employer, persons listed as references, educational institution or organization (including Law Enforcement Agencies) to provide all information that may be sought in connection with my application for employment.

\_\_\_\_\_  
**Applicant's Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**(PLEASE PRINT)**

<b>LAST NAME</b>	<b>FIRST NAME</b>	<b>MIDDLE NAME</b>	<b>SFX</b>
<b>STREET ADDRESS</b>	<b>CITY</b>	<b>STATE</b>	<b>ZIP CODE</b>
<b>SOCIAL SECURITY NUMBER</b>	<b>OPERATOR LICENSE NUMBER</b>	<b>DATE OF BIRTH</b>	
<b>HEIGHT</b>	<b>WEIGHT</b>	<b>HAIR COLOR</b>	<b>EYE COLOR</b>

(THIS AUTHORIZATION EXPIRES 90 DAYS FROM THE DATE OF SIGNATURE)

**PLEASE SUBMIT A COPY OF THE FOLLOWING DOCUMENTS WITH YOUR APPLICATION:**

- 1. DRIVERS LICENSE**
  - 2. SOCIAL SECURITY CARD**
  - 3. GUN PERMIT IF APPLICABLE**
  - 4. HIGH SCHOOL DIPLOMA**
  - 5. HIGH SCHOOL TRANSCRIPT (CERTIFIED)**
  - 6. MILITARY DISCHARGE AND / OR RELEASE PAPERWORK**
  - 7. ANY TRAINING CERTIFICATES RELATED TO LAW ENFORCEMENT**
  - 8. INCLUDE A RECENT COLOR PHOTO WITHIN THE PAST YEAR (SMALLER THAN 4" x 6")**
  - 9. PLEASE SUBMIT A RESUME WITH YOUR APPLICATION**
- \* APPLICATIONS NOT LEGIBLE OR INCOMPLETE COULD BE REJECTED.**
  - \* APPLICATIONS MUST BE TYPED OR WRITTEN IN BLACK INK.**