APPLICATION FOR EMPLOYMENT

We consider applications for all positions without regard to race, color, religion, creed, gender, national origin, age, disability, sexual orientation, citizenship status, genetic information or any other legally protected status.

(PLEASE PRINT)

Position(s) Applied For	Date of Application

How Did You Learn About Us?

☐ Advertisement ☐ Relative ☐ Inquiry
☐ Employment Agency ☐ Friend ☐ Other _____

Last Name	First Name	Middle Name

Address *Number*	*Street*	*City*	*State*	*Zip Code*

Telephone Number(s)	Social Security Number (Voluntary)

Best time to contact you at home is: ____:_____ AM PM

If you are under 18 years of age, can you provide required proof of your eligibility to work? ☐ Yes ☐ No

Have you ever filed an application with us before? ..... ☐ Yes ☐ No

..... If Yes, give date _____

Have you ever been employed with us before?..... ☐ Yes ☐ No

If Yes, give date _____

Do any of your friends or relatives, other than spouse, work here? ..... ☐ Yes ☐ No

Are you currently employed? ..... ☐ Yes ☐ No

May we contact your present employer? ..... ☐ Yes ☐ No

Are you prevented from lawfully becoming employed in this country because of Visa or Immigration Status?
Proof of citizenship or immigration status will be required upon employment. ..... ☐ Yes ☐ No

Date available for work ____/____/____ What is your desired salary range? _____

Are you available to work: ☐ Full-Time (please indicate 1 2 3 shift)

☐ Part-Time (please indicate Mornings Afternoon Evenings)

☐ Temporary (please indicate dates available ___/___/___ - ___/___/___)

Are you currently on "lay-off" status and subject to recall? ..... ☐ Yes ☐ No

Can you travel if a job requires it? ..... ☐ Yes ☐ No

WE ARE AN EQUAL OPPORTUNITY EMPLOYER

EDUCATION

	Name and Address of School	Course of Study	Number of Years Completed	Diploma Degree
Elementary School				
High School				
Undergraduate College				
Graduate Professional				
Other (Specify)				

Describe any specialized training, apprenticeship, skills and extra-curricular activities.

Describe any job-related training received in the United States military.

Employment Experience

Start with your present or last job. Include any job-related military service assignments and volunteer activities. You may exclude organizations which indicate race, color, religion, gender, national origin, disabilities or other protected status.

1.

Employer		Dates Employed From	Dates Employed To	Work Performed
Address				
Telephone Number(s)		Hourly Rate/Salary Starting	Hourly Rate/Salary Final	
Job Title	Supervisor			
Reason for Leaving				

2.

Employer		Dates Employed From	Dates Employed To	Work Performed
Address				
Telephone Number(s)		Hourly Rate/Salary Starting	Hourly Rate/Salary Final	
Job Title	Supervisor			
Reason for Leaving				

3.

Employer		Dates Employed From	Dates Employed To	Work Performed
Address				
Telephone Number(s)		Hourly Rate/Salary Starting	Hourly Rate/Salary Final	
Job Title	Supervisor			
Reason for Leaving				

4.

Employer		Dates Employed From	Dates Employed To	Work Performed
Address				
Telephone Number(s)		Hourly Rate/Salary Starting	Hourly Rate/Salary Final	
Job Title	Supervisor			
Reason for Leaving				

If you need additional space, please continue on a separate sheet of paper.

List professional, trade, business or civic activities and offices held.

You may exclude membership which would reveal gender, race, religion, national origin, age, ancestry, disability or other protected status:

_____

_____

_____

_____

_____

Additional Information

Other Qualifications

Summarize special job-related skills and qualifications acquired from employment or other experience.

_____

_____

_____

_____

_____

Specialized Skills (Check Skills/Equipment Operated)

		Production/Mobile Machinery (list)	Other (list)
___Terminal	___Spreadsheet		
___PC/MAC	___Word Processing	_____	_____
___Typewriter	___Shorthand	_____	_____
WPM ___	WPM ___	_____	_____
		_____	_____

State any additional information you feel may be helpful to us in considering your application.

_____

_____

_____

_____

Note to Applicants: DO NOT ANSWER THIS QUESTION UNLESS YOU HAVE BEEN INFORMED ABOUT THE REQUIREMENTS OF THE JOB FOR WHICH YOU ARE APPLYING.

Can you perform the essential functions of the job, for which you are applying, either with or without a reasonable accommodation? ____YES ____NO

References

1. _____ (_____) _____
(Name) Phone #

_____
(Address)

2. _____ (_____) _____
(Name) Phone #

_____
(Address)

3. _____ (_____) _____
(Name) Phone #

_____
(Address)

FOR PERSONNEL DEPARTMENT USE ONLY

Position(s) Applied For Is Open: ☐ Yes ☐ No

Position(s) Considered For: _____

_____

Date _____

NAME: _____ POSITION: _____ DATE: ___ / ___ / ___

APPLICANT'S STATEMENT

I certify that answers given herein are true and complete.

I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision.

This application for employment shall be considered active for a period of time not to exceed 45 days. Any applicant wishing to be considered for employment beyond this time period should inquire as to whether or not applications are being accepted at that time.

I hereby understand and acknowledge that, unless otherwise defined by applicable law, any employment relationship with this organization is of an *"at will"* nature, which means that the Employee may resign at any time and the Employer may discharge Employee at any time with or without cause.

In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in discharge. I understand, also, that I am required to abide by all rules and regulations of the employer.

_____ _____

Signature of Applicant Date

FOR PERSONNEL DEPARTMENT USE ONLY

Arrange Interview ☐ Yes ☐ No

Remarks _____

_____ _____

INTERVIEWER DATE

Employed ☐ Yes ☐ No Date of Employment _____

Job Title _____ Hourly Rate/ Salary _____ Department _____

By _____

NAME AND TITLE DATE

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CITY OF FRANKFORT
POLICE DEPARTMENT
201 W. WASHINGTON STREET
FRANKFORT, INDIANA 46041-1859
PH. 765-654-4245
FAX 765-654-9197

CHRIS McBARNES
MAYOR
TROY BACON
CHIEF
GLENN TALBOT
DEPUTY CHIEF

Police Officer Application

Salary: $44,399 per year plus benefits (2016)

Job Description:
Performs duties related to law enforcement such as preventing crimes, investigate suspicious activity, apprehending violators, assisting persons in trouble, directing vehicular and pedestrian traffic, and enforcing traffic laws.

EMPLOYMENT REQUIREMENTS:

1. Must be a Citizen of the United States
2. The applicant shall be at least 21 years of age and shall not have reached his/her 36th birthday.
3. Must be free from any major impediment of the senses
4. Must be a high school graduate in possession of a high school diploma or an accredited GED
5. Must possess a valid driver's license free of any major traffic offenses
6. Must be of good reputation and character
7. Must be able to pass a written examination, a physical agility test with standards set by the Indiana Law Enforcement Academy, a polygraph examination and oral interview,
8. Must submit to an extensive personal history and background investigation; including a criminal history investigation
9. Must pass a physical examination and psychological examination as required by the governing body Public Employees' Retirement Fund (P.E.R.F.)
10. Must not have any Domestic Battery or Felony convictions in any State.
11. A dishonorable discharge from military service shall disqualify the applicant and a discharge other than honorable may be grounds for rejection

LATERAL ENTRY PROGRAM:

In order to qualify for the Lateral Entry Program incentives an applicant must meet all established pre-employment minimum requirements, as well as successfully complete all testing, screening and background components. To be eligible for consideration within the Lateral Entry Program, the applicant must possess an Indiana Law Enforcement Academy (I.L.E.A.) Basic Certification or any State/Federal Certification accepted through the I.L.E.A. Waiver Requirement. Applicants must also have not been terminated by their previous employer.

- The Lateral Entry Program will honor up to 5 years of previous continual service for establishing vacation days.
- Applicants with more than 1 (one) year of experience will be credited with 30 days sick leave
- Applicants with prior certifications will be eligible for the Frankfort Police Department Technical Skills and Certification compensation pay up to $1050.00.

APPLICATION PROCEDURE:
Applications are available at the Frankfort Police Department between the hours of 7 A.M. to 3 P.M. Monday through Friday or by visiting http://www.frankfort-in.gov. A completed application, which must include a copy of his or her driver's license, a copy of their birth certificate and a copy of his or her high school diploma or GED certificate, must be received by the Frankfort Police Department no later than **3:00 p.m. on FRIDAY, February 19, 2016**. Applications received after this date will not be accepted.

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REQUEST FOR CRIMINAL HISTORY RECORDS

I, _____, hereby authorize the Frankfort Police Department to review and release my Criminal History Records. Our records include all of Clinton County.

APPLICANT'S NAME_____

ADDRESS_____

DATE OF BIRTH_____

SOCIAL SECURITY #_____

The following information now appears on the above named and described person's Criminal History Record.

_____

_____

_____

_____

This request for Criminal History must be signed by the applicant releasing his or her information in the presence of an employee of the Frankfort Police Department or a Notary Public.

_____
APPLICANT'S SIGNATURE

_____ _____
RECORDS DEPARTMENT DATE

Frankfort Police Department
Application Checklist

[ ] Signed application
[ ] Copy of Driver's License
[ ] Copy of Birth Certificate
[ ] Copy of Social Security Card
[ ] Copy of High School Diploma
[ ] Signed Criminal History Request Form