



CITY OF ALEXANDRIA
POLICE OFFICER APPLICATION

204 S. HARRISON STREET, ALEXANDRIA, IN 46001

BUSINESS: (765) 724-3222 FAX: (765) 724-5003



Last, First Middle

Name: _____ Date: _____

Address: _____ City: _____ State: _____ Zip: _____

Date of Birth: _____ Home Phone: _____ Alternate phone: _____

Position for which you are applying: _____ Full time: Part time: As needed:

CURRENT EMPLOYMENT STATUS

Present Position: _____ Salary: _____

Employer's Name : _____ Telephone: _____

Address: _____

(Street) (City) (State) (Zip)

Job Description: _____

Employment Date: From: _____ To: _____ May we contact above: _____

EMPLOYMENT HISTORY

(Please list chronologically)

Position : _____ Salary: _____

Employer's Name : _____ Telephone: _____

Address: _____

(Street) (City) (State) (Zip)

Job Description: _____

Employment Date: From: _____ To: _____ May we contact above: _____

Position : _____ Salary: _____

Employer's Name : _____ Telephone: _____

Address: _____

(Street) (City) (State) (Zip)

Job Description: _____

Employment Date: From: _____ To: _____ May we contact above: _____

MILITARY HISTORY AND STATUS

A. yes no Have you ever served in the military on active duty?

Include initial active duty training with the National Guard and the Reserves.

If yes, attach a copy of your DD214.

Military Branch	Dates		Highest rank attained and rank at separation	Type of discharge
	From	To		

B. yes no Are you eligible to re-enlist? No If no, explain fully on a separate sheet.

C. yes no Are you currently on active duty (full-time)?

What is your expected end-of-service obligation date? _____

D. yes no List any citations and awards received.

E. yes no Were you ever disciplined (court martial, article 15, captain's mast, etc.) while on duty?

If yes, explain fully on a separate sheet.

QUALIFACATIONS

Is there anything that will prevent you from performing the essential functions of this job, with or without, reasonable accommodation? If yes, please explain.

What experiences do you have from past employment that would qualify you for this position?

What experiences do you have that show you can work well with people?

Additional Information

Please add any other employment, training, special skills, or autobiographical information that will assist us arriving at an assessment of your qualifications that were not mentioned above.

CHARACTER

Please list three (3) job and three (3) personal references.

Name:

Address:

Telephone number:

1.)

2.)

3.)

4.)

5.)

6.)

REQUEST FOR BACKGROUND INFORMATION

Dear Applicant:

Jobs with the City of Alexandria involve contact with people. We ask that you complete the questions below to help us evaluate your suitability to work with people. All applicants for employment are expected to provide us with back ground information. You are not being singled out from other applicants for closer inspection. This insert is part of the application and any misrepresentation or omission of fact may be ground for disqualification from further consideration or for termination from employment regardless of when the misrepresentation or omission is discovered.

Conviction of a crime or any affirmative answer provided by you on this is not an automatic bar to employment. The City of Alexandria will consider the nature of any conviction or alleged underlying an affirmative response, the date of the alleged conduct in question, your intervening conduct and the relationship between an offense or alleged conduct underlying an affirmative response and the position for which you are applying.

A. yes no If you are now working, is you conduct as an employee or the quality of your work the focus of any investigation by your current employer? If yes, describe below.

B. yes no Have you ever resigned from a job after being disciplined by your employer or after being offered the opportunity to resign rather than being terminated? If yes, describe below.

C. yes no Have you ever been investigated for, charged with, plead guilty to or "no contest" to any crime involving the sexual abuse of a person or investigated, charged with, plead guilty to or "no contest" to public indecency? If yes, describe below.

Date	Location, Police Dept., or Court	Charge	Fine or Sentence

D. yes no Have you ever been charged with a crime, other than minor traffic offenses, where the court has deferred further proceedings without entering a finding of guilt, placed you on probation, placed you in a public service program and/or an educational program? If yes, describe below.

Date	Court / Location	Charge	Fine or Sentence

E. yes no Have you ever been convicted of a misdemeanor? If yes, please list a separate sheet of paper all such convictions and the court in which the charges were filed.

F. yes no Have you ever been convicted of a felony? If yes, please list a separate sheet of paper all such convictions and the court in which the charges were filed.

G. yes no Have you ever been or are you current involved as a plaintiff, defendant, petitioner or respondent in any civil court case? If yes, please explain fully on a separate sheet of paper.

H. yes no Do you currently possess a handgun permit?

I. yes no Have you ever been denied a handgun permit or had a handgun permit revoked?

If yes, why?

I. yes no Do you currently possess a valid drivers license?

Expiration Date: _____ License Number: _____ License State: _____

J. yes no Has your driver license ever been suspended/revoked?

If yes, what state(s). _____

Reason for the suspension(s). _____

K. yes no As a driver, have you been involved in any traffic accidents in the last 5 years?

Date	Location	Description

L. Please provide a list any other city and states in which you have resided in the past 10 years.

I affirm all information contained in this application is true and accurate to the best of my knowledge.

Signature _____ Date _____

Check application carefully - be certain all items are complete before submitting or mailing.

Mount photograph
in
this space.

Affix Securely

Photograph to be front view, head and shoulders,
2½" square, and taken within the past six months.

Other photographs are not acceptable.

Be sure all required items are included with this application.

- A. Birth Certificate (copy only)**
- B. High School, GED and, if applicable, college transcripts
(grade reports are not accepted)**
- C. Military - DD214 (if applicable), DD217 (if active duty)**
 - **If active duty, letter of endorsement from military commander**
 - **Any supporting letters of commendations from military personnel file**
 - **Copies of specialized training certificates and awards**
- D. Previous law enforcement documentation**
 - **Copy of law enforcement academy certificate**
 - **Copies of commendations and awards**
- E. Photograph - 2½" x 2½" head and shoulders**
- F. Provide a copy of drivers license.**

**This application will not be considered if all information is not complete
and all required documents are not attached.**

Mail to:
Alexandria Police Department
204 South Harrison Street
Alexandria, Indiana 46001
Email alexdispatch@sbcglobal.net

- An Equal Opportunity/Affirmative Action Employer -
Complying with all provisions of the Americans with Disabilities Act

CITY OF ALEXANDRIA
ALEXANDRIA POLICE DEPARTMENT
AUTHORIZATION AND RELEASE

I authorized the administration of the City of Alexandria to check my employment history, including without limitation, reference check, and to seek release of investigatory information, including a "limited criminal history", possessed by any private or public employees or local, state, or federal agencies to provide the City of Alexandria any information they may need. I will cooperate to the extent necessary to obtain the release of this information.

I expressly waive in connection with any request for, or provision of such information, any claims, causes or action, without limitation, defamation, infliction or emotional distress, invasion or privacy, or interference with contractual relations that I might otherwise have against the City of Alexandria, its officials, employees, trustees or agents, or against any provider of such information.

I HAVE READ THIS AUTHORIZATION AND RELEASE OF ALL CLAIMS, AND I EXPRESSLY AGREE TO THE TERMS SET OUT HERIN.

Please print you name: _____

Signature: _____ Date: _____