

BEDFORD

POLICE

DEPARTMENT



APPLICATION FOR EMPLOYMENT

Applicant Name: _____

Date of application: _____

Email: _____

BEDFORD POLICE DEPARTMENT
EQUAL OPPORTUNITY EMPLOYER

The Bedford Police Department shall not discriminate against, or show favor with respect to a person's hire, tenure, terms, conditions, or privileges of employment or any matter directly or indirectly related to employment because of his/her race, color, sex, religion, national origin, or ancestry as relates to any applicant or employee of the Bedford Police Department. Each applicant and employee will be limited only by his or her abilities and qualifications, and the Department shall endeavor to select, hire, and maintain in its employ only the best qualified persons available for any particular position.

INSTRUCTIONS FOR APPLICATION

1. Please read each section carefully before beginning. Each section of the application must be filled out in full in order for the application to be processed. All pertinent papers must accompany the application before it can be processed. A list of items needed appears on the following page.
2. Your application must be typed or hand printed in black ink so that no confusion should exist when the application is being processed.
3. Applications will be held by the Bedford Police Department for the period of **ONE YEAR ONLY!** If the applicant wishes to remain eligible for consideration, the file must be updated after that.

ITEMS NEEDED WITH APPLICATION

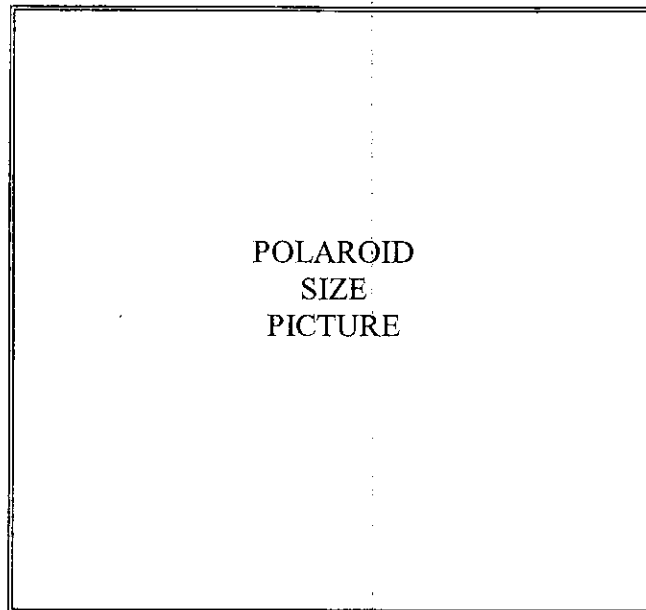
The following is a list of items that need to be with your application when it is presented as completed in order to be considered by the Bedford Police Department.

Copies of:

1. Birth Certificate
2. Transcripts of High School grades.
 - A. Copy of High School diploma or GED certificate.
3. Transcripts of College grades, if applicable.
4. Certificates pertaining to other schools or classes you may have taken.
5. DD214, if you served in the Armed Forces.
6. Two letters of recommendation.
7. Copy of Driver's License.

NO APPLICATION WILL BE PROCESSED UNLESS ALL ITEMS ARE TURNED IN WITH THE APPLICATION!!!!

In the space provided, include a photograph of yourself taken within the last six months. A polaroid photo is best, but the picture must be from the shoulders up and must be large enough to fill the provided space.



PERSONAL INFORMATION

NAME _____
 LAST FIRST MIDDLE

SOCIAL SECURITY NUMBER _____

PRESENT ADDRESS _____

TELEPHONE NUMBER _____

DATE OF BIRTH _____

Were you previously employed by us? _____ If so, when? _____

List any friends or relatives that are currently employed with the Bedford Police Department or the City of Bedford:

On what date will you be available to begin? _____

Are you a U.S. Citizen? _____

Have you ever had your name legally changed? _____

If yes, list all names used other than listed:

FAMILY DATA

Marital Status: Married__ Single__ Divorced__ Separated

Spouse's Name (if applicable) _____

Dependents (if applicable):

NAME	AGE	RELATIONSHIP

If divorced, are you legally required to make child support payments?

Are you current on child support payments? _____ If no, explain _____

RECORD OF EDUCATION

<u>SCHOOL</u>	<u>NAME AND ADDRESS OF SCHOOL</u>	<u>COURSE OF STUDY</u>	<u>DEGREE</u>
Elementary	_____	_____	_____
	_____	_____	_____
	_____	_____	_____
High:	_____	_____	_____
	_____	_____	_____
	_____	_____	_____
College:	_____	_____	_____
	_____	_____	_____
	_____	_____	_____
	_____	_____	_____
Other:	_____	_____	_____
	_____	_____	_____

You must include copies of all transcripts from schools attended in order to prove status with the institution. These transcripts will become the property of the Bedford Police Department and will not be returned to the applicant at the end of the process.

If you did not finish high school, did you receive a G.E.D.? _____

If you received a G.E.D., please list the date and location the test was taken.

Have you ever been certified as a law enforcement officer? _____

If so, please list the academy attended, location, and dates attended.

FOREIGN LANGUAGE: Enter foreign language and indicate your knowledge of each by placing "X" in proper column.

LANGUAGE	READING/WRITING			SPEAKING			COMPREHENSION		
	EXC.	GOOD	FAIR	EXC.	GOOD	FAIR	EXC.	GOOD	FAIR

MILITARY HISTORY AND STATUS

Have you ever served in the Armed Forces? _____ If yes, attach a copy of your DD214.

MILITARY BRANCH	<u>DATES OF SERVICE</u> FROM TO	HIGHEST RANK ATTAINED AND RANK AT SEPARATION	TYPE OF DISCHARGE/ REENLISTMENT CODE

Are you eligible to reenlist? _____ If no, explain fully on separate sheet.
List any citations and awards received.

Were you ever disciplined (court martial, article 15, captain's mast, etc.) while on duty? _____
If yes, explain on separate sheet.
List duties in service including specialized training.

SPECIALIZED TRAINING FOR POLICE WORK

Have you had any specialized training pertinent to police work that you have not previously listed?
If yes, please describe here.

EMPLOYMENT RECORD

List below all present and past employment, beginning with your most recent job.

1) Company Name _____
Address _____

Phone _____
Type of Business _____
Dates employed _____
Title held and work description _____

Weekly salary _____
Reason for leaving _____
Name of supervisor _____

2) Company Name _____
Address _____

Phone _____
Type of Business _____
Dates employed _____
Title held and work description _____

Weekly salary _____
Reason for leaving _____
Name of supervisor _____

3) Company Name _____
Address _____
Phone _____
Type of Business _____
Dates employed _____
Title held and work description _____
Weekly salary _____
Reason for leaving _____
Name of supervisor _____

4) Company Name _____
Address _____
Phone _____
Type of Business _____
Dates employed _____
Title held and work description _____
Weekly salary _____
Reason for leaving _____
Name of supervisor _____

May we contact the employers listed above? ____ If not, indicate which one(s) you do not wish us to contact and why.

Have you ever been discharged or resigned to prevent being discharged from a position of employment?

If yes, please explain fully on separate sheet.

PERSONAL REFERENCES

Please list the names of three references that are not past employers or relatives. These people may be called on to answer questions about your personal background.

Name: _____

Address: _____

Occupation: _____

Phone Number: _____ Years known: _____

Upon which of the following conditions is your acquaintance with this person based:

social business education neighbor

Name: _____

Address: _____

Occupation: _____

Phone Number: _____ Years known: _____

Upon which of the following conditions is your acquaintance with this person based:

social business education neighbor

Name: _____

Address: _____

Occupation: _____

Phone Number: _____ Years known: _____

Upon which of the following conditions is your acquaintance with this person based:

social business education neighbor

Name: _____

Address: _____

Occupation: _____

Phone Number: _____ Years known: _____

Upon which of the following conditions is your acquaintance with this person based:

social business education neighbor

CRIMINAL HISTORY

Have you ever been arrested for any crime, misdemeanor, or felony, since your 18th birthday?

Date of Arrest	Agency	Charge	Disposition

Have you ever been arrested for an act that would have been a crime had it been committed by an adult? ___ If yes, describe: _____

Have you ever been or are you currently involved as a plaintiff, defendant, petitioner, or respondent in any civil court action? ___ If yes, explain fully on a separate sheet.

TRAFFIC OFFENSES

Do you have a valid Indiana driver's license? _____

Type	License #	Expiration Date	Restrictions

Have you received any traffic citations since your 18th birthday? () yes () no
If yes, list below (exclude parking meter tickets):

Date	Agency	Charge	Disposition

Has your driver's license ever been suspended, revoked, or restricted? () yes () no
If yes, give details.

List all traffic accidents you have been involved in as a driver since your 18th birthday.

Date	Agency	Location	At Fault

List all states that you have ever held a license with. Include military licenses.

MISCELLANEOUS

1) Do you own your home? ___ If yes, amount of current mortgage indebtedness\$ _____

2) What is the amount of your indebtedness, other than home?\$ _____

3) Annual Income: Applicant \$ _____ Spouse \$ _____

4) Are you a proprietor or part-owner of any business or firm? ___ If yes, describe nature of business: _____

Are there any licenses for this/these business(es) in your name; i.e., liquor license?
If yes, explain: _____

5) Have you ever applied for a permit to carry a handgun? ___ Reason: _____
Status _____

6) What special skills have you developed through hobbies, education, occupation, or other special interests? _____

AUTHORIZATION TO RELEASE INFORMATION

I, _____, hereby authorize any person, agency, partnership, or corporation having any information concerning my CREDIT RECORD, EDUCATIONAL RECORD, MEDICAL RECORD, EMPLOYMENT RECORD, MILITARY RECORD, OR SELECTIVE SERVICE RECORD, to release such information to the Bedford Police Department. This information is to be used for possible employment with the Bedford Police Department and will not be available for public inspection

Signature of Applicant

Date

The facts set forth in my application for employment are true and complete. I understand that, if employed, false statements on this application shall be considered sufficient cause for dismissal. I also understand that any false information contained within this document will eliminate me for consideration in all future employment processes conducted by the Bedford Police Department.

I also understand that an investigative consumer report may be made whereby information is obtained through personal interviews with my neighbors, friends, or others with whom I am acquainted. This inquiry, if made, may include information as to my character, general reputation, personal characteristics, and mode of living. I understand that I have the right to make a written request within a reasonable period of time to receive additional, detailed information about the nature and scope of any such investigative report.

Signature of Applicant

Date

STATE OF INDIANA)
) ss:
COUNTY OF _____)

Subscribed and sworn to before me, a Notary Public in and for the State of Indiana and County above named, by the said _____ who is personally known, (applicant) on this ___ day of _____, 20__.

Notary's signature and seal _____ **SEAL**
Notary's name (type of print) _____
County of Residence _____ Commission expiration date: _____



CITY OF BEDFORD POLICE DEPARTMENT

Our policy of maintaining a drug-free workplace:

The unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the workplace. The workplace consists of city property, rights-of-way, vehicles, and equipment.

In addition to the risk of criminal sanctions, violating employees face personnel action up to and including termination consistent with the requirements of the Rehabilitation Act of 1973, as amended, and our Personnel Policies, or a requirement that the employee participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency.

In addition, an employee must, as a condition of continued employment, abide by the terms of this policy, and notify the city in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction.