



**PRELIMINARY APPLICATION
FOR EMPLOYEMENT
(Full-Time)**

THE PITTSBORO POLICE DEPARTMENT IS AN EQUAL OPPORTUNITY EMPLOYER

Pittsboro Police Department

80 North Meridian Street

P.O. Box 185

Pittsboro, IN 46167

(317) 892-3329

TO: All Pittsboro Police Officer Applicants

The Pittsboro Police Department is an Equal Opportunity Employer. The Department is interested in good citizens who are seeking a career in law enforcement.

From time to time the Department will have openings for Police Officers. The active pool of applicants will include all individuals who have submitted a pre-application prior to the posted deadline and who meet the minimum qualifications for the position.

All applicants will be notified in writing (at the address listed on the pre-application) advising them of a scheduled examination session. The letter will indicate the date, location, and time of the exam. It will also include a brief explanation of the exam's content and procedure. Before being permitted to enter the testing site, applicants must provide picture identification (preferably a Driver's License or Passport).

All applicants desiring to participate in the examination will be required to pay a non-refundable fee the thirty dollars (\$30), which cover the related exam costs. Failure to appear for scheduled tests and/or appointment may result in disqualification.

Upon completion of screening phases 1-6, the Pittsboro Police Department will create an eligibility hiring list. Police Officers will be hired as positions come open. In some instances, because of lack of available openings and the age of the hiring list, the Department may decide to begin another hiring process. If you are on the hiring list and the Department starts a new hiring process, you should reapply.

All applicants must give truthful answers to all questions. Any misrepresentation or omission of facts may disqualify the applicant from further consideration. Applicants will, during the investigative process, be required to take a polygraph examination of voice stress and analysis.

DUE TO THE SENSITIVE NATURE OF POLICE WORK, ALL APPLICANTS MUST MEET CERTAIN REQUIREMENTS. The following page contains a list of the minimum requirements for Police Officer applicants to the Pittsboro Police Department.

MINIMUM REQUIREMENTS FOR A FULL-TIME POLICE OFFICER ARE AS FOLLOWS:

1. Must be a legal United States resident.
2. Must be at least 21 years of age and be able to qualify for the Indiana Public Employee's Retirement Fund.
3. Applicants must have completed at least 60 semester or 90 quarter hours of credit from an accredited college or university and have at least a 2.0 grade point average based on a 4.0 grading scale as evidenced by a certified transcript,
Or,
Must be a high school graduate, as evidenced by a transcript issued by an accredited high school, an achievement test certificate from an accredited high school or State Board of Education is acceptable, plus one (1) of the following:
 - a. At least two (2) years previous Law Enforcement experience (Full-time Sworn Police Officer, Reserve Police Officer, or Corrections Officer included), in which the essential job functions were performed at a satisfactory or above level, as witnessed by employer or documented by employee evaluations,
Or,
 - b. At least two (2) years of successful, active, military duty honorably discharged or currently serving at the rank of E-4 (or its equivalent), or above in the United States military service.
4. Must have the ability to obtain or must have obtained, a valid State of Indiana Driver's License within time prescribed by State of Indiana Law and have no more than six (6) active points.
5. Must be insurable through the Town of Pittsboro's current liability policy.
6. Must be free of mental illness as defined by the Indiana Public Employee's Retirement Fund.
7. Must be physically fit as defined by the Indiana Public Employee's Retirement Fund.
8. Eye requirement: correctable to 20/50.
9. Must have the ability to be bonded.
10. Must be able to read and write the English language.
11. May not have been discharged from the United States Military under less than honorable conditions.
12. Must be of good moral character.

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13. Shall have no felony convictions.
14. Shall have no convictions for any Class A misdemeanor.
15. Shall have no convictions for selected Class B misdemeanors (list attached). The Chief of Police will make the final decision regarding disqualification in this area.
16. Shall have no convictions for driving under the influence of drugs.
17. Must pass a mandatory drug screening test.
18. Shall have no alcohol-related violations as a minor (18-21 years of age).
19. Shall not have a conviction for operating a vehicle while intoxicated (OWI), or operating a vehicle with blood alcohol content (BAC) in excess of the legal limit as set by state law.
20. Must be able to legally possess and carry a firearm.
21. Must demonstrate an intent to reside, and must reside within Hendricks County, State of Indiana, and within 10 miles of the Town of Pittsboro, State of Indiana, within 6 months of hire date.
22. Must have adequate means of transportation into the Town of Pittsboro.
23. Must maintain telephone service inside of the residence.

The provisions above constitute the minimum standards for a full-time Police Officer with the Pittsboro Police Department. Police Officers will be selected in a competitive process that will not discriminate based on any criteria prohibited by law including, but not limited to provisions of the Equal Opportunity Employment Act, and any State or Federal antidiscrimination laws.

If you meet these minimum standards and wish to apply, please fill out the pre-application COMPLETELY AND TRUTHFULLY and return pages 1 through 7.

INCOMPLETE PRE-APPLICATIONS WILL NOT BE CONSIDERED

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The following CLASS B MISDEMEANORS may be cause for disqualification. Convictions will be evaluated by the Chief of Police on a case-by-case basis.

1. Battery
2. Criminal Recklessness
3. False Crime Reporting
4. Disorderly Conduct
5. Unlawful Use of Police Radio
6. Possession of a Switchblade
7. Visiting a Common Nuisance
8. Public Intoxication
9. Reckless Driving
10. Furnishing Alcohol to a Minor
11. Speed Contest
12. Leaving the Scene of an Accident
13. Harassment
14. Criminal Mischief
15. Voyeurism
16. Unlawful Gambling
17. Provocation
18. Refusal to Aid an Officer
19. Obstructing an Emergency Medical Person
20. Interference with Jury Service
21. Interference with Witness Service
22. Unlawful Use of Communication Medium
23. Invasion of Privacy
24. Using or seeking to use a false, counterfeit or altered handgun carrying license to obtain a handgun contrary to the provisions of Regulation 35-47-2-8

PITTSBORO POLICE OFFICER PRE-APPLICATION
(PLEASE PRINT LEGIBLY OR TYPE)

NAME _____ DATE _____
Last First Middle

SOCIAL SECURITY NUMBER _____ - _____ - _____ DOB _____

HOME PHONE () _____ CELL () _____

ADDRESS _____

CITY _____ STATE _____ ZIP _____

EMAIL ADDRESS _____

SOCIAL MEDIA WEBSITES AND PASSWORDS: _____

DRIVERS LICENSE NUMBER _____ STATE _____ EXP DATE _____

CURRENT EMPLOYER _____

ADDRESS _____

CITY _____ STATE _____ ZIP _____

PHONE () _____ POSITION HELD _____

DUTIES: _____

EDUCATION

DO YOU HAVE A HIGH SCHOOL DIPLOMA OR G.E.D.? YES _____ NO _____

HIGH SCHOOL _____ CITY _____ STATE _____

COLLEGE _____ CITY _____ STATE _____

CREDIT HOURS _____ DEGREE ATTAINED _____

COLLEGE _____ CITY _____ STATE _____

CREDIT HOURS _____ DEGREEE ATTAINED _____

ADDITIONAL SCHOOLING, TRAINING, AND/OR CERTIFICATIONS _____

QUESTIONS

1. Have you ever been detained by any law enforcement agency for any reason? _____ YES _____ NO

If yes, explain _____

2. To your knowledge, have you ever been the subject of, or a suspect in, any criminal investigation?

_____ YES _____ NO

If yes, explain _____

3. To your knowledge, has any member of your immediate family ever been arrested for anything other than a traffic violation? _____ YES _____ NO

If yes, indicate below:

NAME	RELATIONSHIP	OFFENSE	WHERE ARRESTED	DATE

4. Have you ever been fingerprinted for any reason (arrest, job application, military, etc.)?

NAME OF ORGANIZATION	DATE	PURPOSE OF FINGERPRINTING

5. Have you ever been placed on probation? _____ YES _____ NO

If yes, explain _____

6. Have you ever been convicted of a felony? _____ YES _____ NO

Have you ever been arrested for a felony? _____ YES _____ NO

If yes, explain _____

7. Have you ever been convicted of a misdemeanor? _____ YES _____ NO

Have you ever been arrested for a misdemeanor? _____ YES _____ NO

If yes, explain _____

8. Have you ever been convicted of domestic battery? _____ YES _____ NO

Have you ever been arrested of domestic battery? _____ YES _____ NO

If yes, explain _____

9. Have you ever received a traffic ticket? (include parking) _____ YES _____ NO

If yes, explain _____

10. Has your driver's license ever been suspended/revoked? _____ YES _____ NO

If yes, explain _____

11. Have you ever committed or assisted another person in the crime of murder, kidnapping, rape,
robbery, burglary, arson, theft or conversion? _____ YES _____ NO

If yes, explain _____

12. Have you ever purchased or sold anything you knew or suspected was stolen? _____ YES _____ NO

If yes, explain _____

13. Do you now, or have you ever used, purchased, possessed, supplied or sold marijuana or hashish?

_____ YES _____ NO

If yes, explain _____

14. Do you now, or have you ever used, purchased, possessed, supplied, and/or sold any narcotic or controlled substance such as, but not limited to, cocaine, LSD, amphetamines, heroin, steroid or any drug of similar nature? (*Exclude lawfully prescribed drugs*)

If yes, please complete the following:

a. Drug(s): _____

b. Circumstances: _____

c. Number of times used, purchased, possessed, supplied and/or sold: _____

d. First time used, purchased, possessed, supplied and/or sold: _____

e. Last time used, purchased, possessed, supplied and/or sold: _____

15. Have you ever abused a prescription drug? _____ YES _____ NO

If yes, explain _____

16. Have you ever been arrested for an alcohol-related violation? (i.e., public intoxication, operating while intoxicated, illegal possession or consumption of alcohol) _____ YES _____ NO

17. Have you ever been dismissed or asked to resign from a position of employment? _____ YES _____ NO

If yes, explain _____

18. Are you now issued or have you ever been issued a license to engage in a business or profession?

_____ YES _____ NO

If yes, explain _____

19. Was your business or occupation license ever cancelled, suspended or revoked? _____ YES _____ NO

If yes, explain _____

20. Do you have any sources of income other than your salary or the salary of your spouse?

_____ YES _____ NO

If yes, explain _____

ORGANIZATION MEMBERSHIP

1. Are you now or have you ever been a member of a Fascist Organization, any Communist Organization (s), Subversive Terrorist Organization or any other organization that discriminates against gender, religion, racial or ethnic background?

_____ YES _____ NO

2. Are you now or have you ever been a member or attended meetings of an organization that advocates violence against a group based on religion, racial or other ethnic characteristics?

_____ YES _____ NO

3. Are you now or have you ever been a member of any organization, association, movement group or combination of persons which advocates the overthrow of our constitutional form of government, or which has adopted the policy of advocating or approving the commission of acts of force or violence to deny other persons their rights under the Constitution of the United States or which seeks to alter the form of government of the United States by unconstitutional means?

_____ YES _____ NO

4. Are you now or have you ever been affiliated or associated with any organization of the type referred to in 1 through 3, as an agent, official, or employee?

_____ YES _____ NO

5. Are you now associating with, or have you associated with any individuals, including relatives, and/or present/past in-laws, who you know or have reason to believe are or have been members of any other organizations referred to in questions 1 through 3?

_____ YES _____ NO

6. Have you ever been engaged in any of the following activities of any organization of the type described above: Contribution(s) to, attendance at or participation in any organizations, social or other activities of said organizations or any projects sponsored by them; the sale, gift, or distribution of any written, printed, or other matter, prepared, reproduced, or published, by them or any of their agents or instrumentalities?

_____ YES _____ NO

7. Have you ever made a financial or other material contribution to any organization of this type described in question 1 through 3 above?

_____ YES _____ NO

8. At the time of your membership, participation, or contribution did you know of any unlawful aims of the organization?

_____ YES _____ NO

9. Did you intend to promote any unlawful aims of those organization listed in questions 1 through 3?

_____ YES _____ NO

If yes to any of the answers above, describe the circumstances below. Provide a full detailed statement. If associated with any of these organizations, specify nature and extent of associate with each, including office or position held, also include dates, places and credentials now or formerly held. If associations have been with individuals who are members of these organizations, then list the individuals and the organizations with which they were or are affiliated.

I HAVE ANSWERED ALL THE ABOVE QUESTIONS FULLY AND TRUTHFULLY, I UNDERSTAND THAT ANY MISREPPRESENTATION OR OMISSION OF REQUESTED INFORMATION COULD ELIMINATE ME FROM CONSIDERATION AS AN APPLICANT WITH THE PITTSBORO POLICE DEPARTMENT. IF ANY OF THE INFORMATION CHANGES, I UNDERSTAND THAT I AM RESPONSIBLE FOR PROMPTLY UPDATING THAT INFORMATION IN WRITING.

SIGNED _____ DATE _____

Please Remit To:

Chief of Police
Pittsboro Police Department
P.O. Box 185
Pittsboro, IN 46167

NOTE: THIS PRE-APPLICATION WILL EXPIRE AFTER THE FIRST PHASE OF APPLICANT TESTING IS HELD, EVEN IF YOU DO NOT PARTICIPATE. IF NO TESTING IS HELD, THE PRE-APPLICATION WILL EXPIRE ONE YEAR FROM DATE RECEIVED. IT IS YOUR RESPONSIBILITY TO RESUBMIT A NEW PRE-APPLICATION AFTER EXPIRATION.

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Pittsboro Police Department

KNOW ALL MEN / WOMEN BY THESE PRESENTS:

I, _____ do hereby authorize a review of and full disclosure of all records concerning myself to any duly authorized agent of the Pittsboro Police Department, whether the said records are public, private, or confidential nature.

The intent of this authorization is to give my consent for full and complete disclosure of the records of educational institutions; financial or credit institutions, including records of loans, medical and psychiatric treatment and/or consultation, including hospitals, clinics, private practitioners, and the U.S. Veteran's Administration; employment and pre-employment records, including background reports, efficiency ratings, complaints or grievances filed by me or another person in any case, either civil or criminal, which I presently have, or have had an interest.

I understand that any information obtained by a personal history background investigation which is developed directly or indirectly, in whole or in part, upon this release authorization will be considered in determining my suitability for employment by the Pittsboro Police Department. I also certify that any person(s) who may furnish such information in anyway: and do hereby release said person(s) from any and all liability which may be incurred as a result of furnishing such information.

A photocopy of this release form will be valid as an original hereof even though said photocopy does not contain an original writing of my signature.

Signature (include maiden name, if applicable)

Date of Birth

Address

Social Security Number

City, State, Zip

Home Phone Number

State of _____))

Work Phone Number

County of _____))

BEFORE ME, A notary Public in and for said County and State, personally appeared

Who acknowledged the execution of the foregoing Authority for Release of Information and Waive, and who, being first duly sworn upon oath, stated that the matters contained therein are true.

Witness my hand and Notarial Seal, this _____ day of _____ 20_____. My commission expires: _____

Notary Public residing in _____ County