

Standards for Appointment to the Rushville Police Department

For appointment as a police officer with the City of Rushville, Indiana, the following requirements must be met by the applicant:

- The applicant must be at least twenty-one (21) years of age and less than thirty six (36) years of age before appointment to the department.
- The applicant must have a high school diploma issued by a high school accredited by the department or agency of the State authorized to accredit high schools or have certification of an equivalent education, a GED.
- The applicant shall possess a valid driving license from the State of Indiana at the time of appointment.
- The applicant must submit to oral interviews before the Police Training Board and the Chief of Police for the purpose of determining such characteristics as the applicant's ability to communicate and handle stress and to examine the applicant's experience and background.
- The applicant must be of good moral character as determined by a thorough background investigation and must submit to a psychological exam and drug screening exam prior to appointment.
- Applicants must successfully pass a general aptitude test and a physical agility test per statewide guidelines.
- After a job offer is made, the applicant must pass a psychological screening and physical examination performed by a licensed physician and be accepted into the Public Employees' Retirement Fund.

Instructions

1. Read each item carefully
2. This form must be typed or printed neatly in black ink
3. All items must be completed and necessary documentation attached.
4. If additional space is needed, add supplemental pages using the format found in the application form.
5. The completed application packet must be signed and dated by the applicant.
6. The Authorization to Release Information Form must be signed by the applicant and a witness.
7. The completed form must be returned to the Rushville Police Department, 270 W 15th Street, Rushville, IN 46173, by the specified deadline.

Copies of the following documents should be attached to this completed application:

- Birth Certificate
- High School/GED and College Diplomas
- DD214 Form and Military Records if applicable
- Driver's License
- Law Enforcement Certification if applicable
- Any other applicable training certificates or documentation
- Resumes are encouraged as supplemental information to this application but are not required

Rushville Police Department
270 W 15th Street
Rushville, IN 46173
(765) 932-3907 Fax (765) 932-2131



City of
Rushville
Indiana

Application Form

Equal Opportunity Employer – Discrimination in employment because of race, religion, creed, color, natural origin, ancestry, disability, age, sex, or liability for service in the Armed Forces is prohibited by City policy. In addition, the City employment policy requires compliance with national and state employment practices, laws, and regulations. The City is an equal opportunity employer.

Date: _____

Position Applied For: Patrol Officer Reserve Officer Communications Officer

Last Name First Name M.I.

Address1

Address2

City State Zip

Home Phone Cell Phone

Date of Birth: _____ SSN: _____ Sex: _____

Are you at least 21 years old and not more than 36 years old? Yes No

Email Address: _____

Have you ever worked for the City of Rushville? Yes No

If yes, Name used when employed: _____

Department Worked In: _____ Dates of Employment: _____

Is any member of your family employed by the City of Rushville? Yes No

If yes, provide Name, Relation, and Department: _____

Have you ever been convicted, pled nolo contendere, plead guilty, or had the adjudication of guilt withheld for any offense(s) other than Minor Traffic Violations? Yes No

If yes, what charge(s)? _____

County/State: _____ Date(s): _____

Can you show proof of eligibility to work in the United States? Yes No

If offered employment with the City, you will be required by federal law, to furnish documents showing you are eligible to work in the U.S. Individuals who do not furnish these documents cannot work for the City.

Education

High School: _____

Address: _____

Received: ___ Diploma ___ Certificate of Completion ___ GED

College, University or Professional School:

Address: _____

Major/Minor Course of Study: _____ Did you graduate? ___ Yes ___ No

Type of Degree received: _____

Experience

Describe your work experience beginning with your current or most recent job. Use a separate block to describe each position. Include volunteer work, if applicable. Indicate number of employees supervised. Provide an explanation of any gaps of employment. If needed, attach additional sheets, using the same format as on the application. Resumes are acceptable as supplemental information. All information in this section must be completed.

Name of Present or Last Employer: _____

Street/City/State/Zip: _____

Telephone: _____ Job Title: _____ Dates: _____

Supervisor's Name: _____

Duties and Responsibilities: _____

Reason(s) for Leaving: _____

May we contact your employer? ___ Yes ___ No

Wage/Salary: \$ _____ ___ Part Time ___ Full Time

Name of Previous Employer: _____

Street/City/State/Zip: _____

Telephone: _____ Job Title: _____ Dates: _____

Supervisor's Name: _____

Duties and Responsibilities: _____

Reason(s) for Leaving: _____

May we contact your employer? ___ Yes ___ No

Wage/Salary: \$ _____ ___ Part Time ___ Full Time

Name of Previous Employer: _____

Street/City/State/Zip: _____

Telephone: _____ Job Title: _____ Dates: _____

Supervisor's Name: _____

Duties and Responsibilities: _____

Reason(s) for Leaving: _____

May we contact your employer? Yes No

Wage/Salary: \$ _____ Part Time Full Time

Name of Previous Employer: _____

Street/City/State/Zip: _____

Telephone: _____ Job Title: _____ Dates: _____

Supervisor's Name: _____

Duties and Responsibilities: _____

Reason(s) for Leaving: _____

May we contact your employer? Yes No

Wage/Salary: \$ _____ Part Time Full Time

Comments including explanation of any gaps in employment: _____

Military Service

Include copy of DD214 Form and Military Records

Branch: _____ Dates: _____

Rank at Discharge: _____ Type of Discharge: _____

If other than honorable, explain: _____

Drivers License

Issuing State: _____ License #: _____

Drivers License Type: _____ Height: _____ Weight: _____

CDL Classification, if applicable: _____

Other Licensure, Registration, Certification: *Examples ILEA Certified, Pre-Basic Certified, or EMT-B. If needed, attach additional sheets, using the same format as on the application.*

Type of License: _____ Issuing State: _____

License or Certification #: _____

List additional experience, education, or training you have which particularly qualifies you for the job for which you are applying. _____

List Clerical Skills, Interaction Skills, or Organizational Skills:

List Computer Skills/Knowledge:

Personal References

Please list three individuals who are not related to you and do not live with you.

Name 1: _____

Address: _____

Phone #: _____ Relationship: _____

How Do You Know This Person? _____ How Long Have You Known? _____

Name 2: _____

Address: _____

Phone #: _____ Relationship: _____

How Do You Know This Person? _____ How Long Have You Known? _____

Name 3: _____

Address: _____

Phone #: _____ Relationship: _____

How Do You Know This Person? _____ How Long Have You Known? _____

Residency

List your previous addresses for the past ten years. If needed, attach additional sheets, using the same format as on the application.

Street & Number	City & State	From Date to Date
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Credit

List all the places you have now or have ever had credit with. If needed, attach additional sheets, using the same format as on the application.

Firm	Address
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Declaration

Do you know of any reason that may prohibit your being hired by the City of Rushville Police Department? (If so, explain)

Applicant Signature

Date

Applicant Name (Printed/Typed)

Rushville Police Department
270 W 15th Street
Rushville, IN 46173
(765) 932-3907 Fax (765) 932-2131



City of
Rushville
Indiana

Authorization to Release Information

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

I hereby release such person, agency, partnership or corporation from any liability, which may be incurred in releasing this information to the Rushville Police Department, including liability under any Federal Law.

NAME: _____

SSN: _____

DOB: _____

(Signature)

(Date)

(Witness)