

**Batesville Police Department  
104 East Catherine Street Batesville, Indiana  
Equal Opportunity Employer  
Application for Employment**

**Instructions: Please complete this form completely and accurately. Please use a pen and print clearly. Any applicant that requires assistance completing this form, please request help from a member of the Batesville Police Department.**

Section I – Personal Information

Name: \_\_\_\_\_  
Last First MI Social Security #

\_\_\_\_\_   
Street Address City State County Zip Code

\_\_\_\_\_   
Home Telephone # Work Telephone # Cell or Alternate Telephone #

Date of Birth \_\_\_\_\_

Are you prevented from lawfully becoming employed by this City because of VISA or Immigration Status?  Yes  No

**Proof of Citizenship or Immigration Status will be required upon employment.**

Best time to contact you by phone: Home \_\_\_\_\_ Work \_\_\_\_\_

Section II – Work References

\_\_\_\_\_   
Position(s) applied for Date of Application

Are you currently on “lay-off” status and subject to recall?  Yes  No

Date available to start: \_\_\_\_\_

**PLEASE CONTINUE TO NEXT PAGE**



Section III – Education and Training

1. School Name and Location \_\_\_\_\_

\_\_\_\_\_

Years Completed \_\_\_\_\_ Diploma/ Degree/ Major \_\_\_\_\_

2. School Name and Location \_\_\_\_\_

\_\_\_\_\_

Years Completed \_\_\_\_\_ Diploma/ Degree/ Major \_\_\_\_\_

3. School Name and Location \_\_\_\_\_

\_\_\_\_\_

Years Completed \_\_\_\_\_ Diploma/ Degree/ Major \_\_\_\_\_

Other schools attended: \_\_\_\_\_

\_\_\_\_\_

Please describe the courses you took, technical training you received, or skills you have attained which you feel will help you perform the job for which you are applying (special classes, certificates, hobbies, volunteer work projects which have taught you qualifying skills): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**PLEASE CONTINUE TO NEXT PAGE**

(The following information will be used only if it is directly related to the classification/  
position for which you are applying.)

**AS AN ADULT OR JUVENILE:**

Have you ever filed an application with this office before?  Yes  No

If yes, when \_\_\_\_\_

Have you ever been employed with this office before?  Yes  No

If yes, when and what position \_\_\_\_\_

Have you ever been employed in the state or county service of the state of Indiana?

Yes  No

If yes, please explain: \_\_\_\_\_

Have you had any job-related training in the U.S. Military?  Yes  No

If yes, please explain: \_\_\_\_\_

Have you ever been convicted of a felony?  Yes  No

Have you ever been arrested for a felony?  Yes  No

If yes, explain \_\_\_\_\_

Have you ever been convicted of a misdemeanor?  Yes  No

Have you ever been arrested for a misdemeanor?  Yes  No

If yes, explain \_\_\_\_\_

Have you ever been convicted of domestic battery?  Yes  No

Have you ever been arrested for domestic battery?  Yes  No

If yes, explain \_\_\_\_\_

Have you ever received a traffic violation?  Yes  No

If yes, explain \_\_\_\_\_

**PLEASE CONTINUE TO NEXT PAGE**

Has your driver's license ever been suspended or revoked?  Yes  No  
If yes, explain \_\_\_\_\_

\_\_\_\_\_

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 \_\_\_\_\_

\_\_\_\_\_

Have you ever purchased or sold anything you knew or suspected was stolen?  Yes  No

If yes, explain \_\_\_\_\_

\_\_\_\_\_

Have you ever possessed, purchased, sold or distributed any illegal drugs?  Yes  No

If yes, explain \_\_\_\_\_

\_\_\_\_\_

Have you ever used an illegal drug?  Yes  No  
If yes, explain and include all drugs used and last time used \_\_\_\_\_

\_\_\_\_\_

Have you ever been arrested for an alcohol related violation? (i.e. OVWI, public intoxication, illegal possession of alcohol)  Yes  No

If yes, explain \_\_\_\_\_

\_\_\_\_\_

Have you ever been dismissed or asked to resign from a position of employment?  Yes  No

If yes, explain \_\_\_\_\_

\_\_\_\_\_

**PLEASE CONTINUE TO NEXT PAGE**

I have answered all of the above questions fully and truthfully. I understand that any misrepresentation or omission of requested information could eliminate me from consideration as an applicant with the Batesville Police Department. If any of the information changes, I understand that I am responsible for promptly updating that information in writing.

Signed \_\_\_\_\_ Date \_\_\_\_\_

Printed \_\_\_\_\_

### Section V – References

(Please give the name, address and telephone number of three references not related to you who would know of your skills for this position)

\_\_\_\_\_  
Name Address Telephone #

\_\_\_\_\_  
Name Address Telephone #

\_\_\_\_\_  
Name Address Telephone #

I hereby authorize that the information provided by me in this application for employment is true, correct and complete to the best of my knowledge. I understand that, if employed, any misstatement or omission of fact on this application shall be considered cause for dismissal.

I authorize the Batesville Police Department to obtain information through contacts with my former employers and references listed above.

\_\_\_\_\_  
Signature Date

\_\_\_\_\_  
Printed Name

**\*\*NOTE: This application will expire after the first phase of applicant testing is held, even if you do not participate. If no testing is held, this application will expire one year from date received. It is your responsibility to re-submit a new application after hiring or expiration.**

**PLEASE CONTINUE TO NEXT PAGE**

**BATESVILLE POLICE DEPARTMENT  
APPLICANTS STATEMENT OF CONSENT, WAIVER AND  
ACKNOWLEDGEMENT**

- I. In applying for employment, I want the Ripley Batesville Police Department to be fully informed of my previous record. Accordingly, I hereby authorize the Batesville Police Department to investigate my background and to obtain any and all information which may concern me, including the information set forth in my application.
- II. I hereby release all persons, including schools, companies, corporations, credit bureaus and law enforcement agencies from any liability on account of furnishing such information.
- III. I fully understand that if employed, any misrepresentation of facts on this application is sufficient reason for my immediate termination.
- IV. I fully understand that any initial offer of employment is conditional upon my passing a medical examination, including a drug test, to which I consent, along with disclosure of any absolute disqualifying factors, such as the detection of certain illegal substances during a confirmed drug test.
- V. In addition to my authorization and release of information and entities set forth in paragraphs 1, 2, and 4 above, I hereby authorize the Batesville Police Department to discuss the results of any pre-employment investigation with those persons who conduct the interview(s) and any investigation with those persons responsible for hiring.
- VI. I understand that nothing contained in this application, or in the granting of conducting of an interview, is intended to create a contract between the Batesville Police Department and myself.

**I have read and understand the above statement carefully and I agree to abide by all of its terms.**

Applicant Signature \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_\_

Printed Name \_\_\_\_\_