

Nashville Police Department Employment Application

Basic Eligibility Requirements

The applicant:

1. Must be a citizen of the United States of America.
2. Officers must be at least 21 years of age, not older than 35.
3. Possess a High School diploma or G.E.D.
4. Must follow all of Nashville's rules.
5. Have no criminal history.
6. Have minimum traffic convictions.
7. Possess a full, non-restricted, current and valid driver's license.
8. Be of sound mental and physical health.
9. Have a good employment record, if previously employed.
10. Eye requirement: correctable to 20/50.
11. Agree to a thorough physical examination by a Department designated physician.
12. Be willing to submit to a driver's test judged by Department personnel.
13. Compete with other applicants by written test and physical agility testing judged by Department personnel.
14. Be willing to submit to a thorough background investigation by Department personnel.
15. Be willing to appear for a Department interview conducted by Staff Officers.
16. Be willing to submit to a polygraph examination and drug screening.
17. Sign a loyalty oath.
18. Be willing to work a revolving shift schedule including weekends and holidays.

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Policy Statement and Background Investigation

It is the policy of the Nashville Police Department to recruit qualified individuals who will make the best employees from all segments of the surrounding community. In pursuing this goal, a background investigation of each applicant is conducted with respect to factors that may have a bearing upon the applicant's job performance or tend to measure job capability as a member of the Nashville Police Department.

Members of the Nashville Police Department are public servants and must present a good image of the department to the public. Police officers are in situations in which theft could easily occur; therefore, they must be of high integrity and character.

Employees work long hours with their peers, and as a result, they should possess personal habits which make them compatible with other members of the force. A police officer's job often involves critical and dangerous situations and they should not be prone to external pressures that would affect their ability to perform the job.

Accordingly, the following items and the circumstances surrounding such items are reviewed:

- Contents and completeness of employment application
- Drivers' record
- Former employment record
- Criminal record
- References
- Personal history and character of applicant

A negative finding on any one of these factors shall not be automatic reason for rejection of an applicant. Instead, the circumstances underlying such matters will be considered as they relate to the applicant's ability to perform the job. Although it is impossible to state all relevant and material factors to a background investigation and the applicant's being qualified, in each case the Department will consider whether the applicant's background, as set forth above, will have a bearing on the applicant's job performance or tend to measure their capability. The date and circumstances surrounding any negative finding in the background investigation, the requirements of the position, as well as the applicant's other qualifications, will be considered.

The background investigation phase of the hiring process shall be based upon objective factual findings and any required subjective determination shall be in accordance with the aforementioned policy and conducted in such a manner so as not to discriminate on the basis of race, creed, color, national origin, sex, age or disability. The background investigation phase shall be reviewed periodically so that it does not result in unintended discriminatory selection of applicants.

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Instructions to Applicants

The application must be filled out by the applicant only. It may be typed or printed in ink neatly, accurately and thoroughly. Do not misstate or omit material. Information requested is subject to verification. Please read all instructions completely and carefully. It is absolutely essential that you include complete addresses with apartment numbers and whether it is a street, circle, court, lane, etc., with city, state and zip code. In the event of any address or phone number(s) change, after filing your application, mail notification of said change to us immediately. If not enough space is provided, attach plain white paper and complete all information requested. All information will be regarded as confidential. This application will be given every consideration, but its receipt does not imply that the applicant will be employed. Answer all questions. If the question does not apply, state: "none", "n/a" or "does not apply". DO NOT enclose original birth certificates, only certified copies or duplicates.

Applications will not be considered until complete in every respect. Incomplete applications will not be considered. Any misrepresentation of facts on the applications will disqualify the applicant. Please do not make inquiry regarding the status of your application, as you will receive appropriate information concerning your application routinely and in due time. Complete applications will be kept one (1) full year from the date the selection process ends. After that time, they will be considered inactive and will be destroyed. Several questions in this application are designed to give the Department a complete background on each applicant. Those particular responses to questions marked with an (*) asterisk shall not act as an automatic bar to selection but will be considered along with accompanying facts. No questions on this application are intended to secure information to be used for unlawful discrimination.

The Nashville Police Department is an equal opportunity employer and does not discriminate in hiring or employment practices on the basis of race, color, sex, religion, creed, national origin, ancestry, disability as defined by law, political affiliation, or on the basis of age against individuals whose age is between 36 and 70, except when age, sex or physical requirement constitute a bona fide occupation qualification necessary to proper and efficient administration or as provided by law. No question on this application is intended to secure information to be used for such discrimination.

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POLICY STATEMENT ON EMPLOYMENT OF EX-OFFENDERS

Consideration for employment of ex-offenders will be given without regard to race, creed, color, national origin, sex, age or disability. The term ex-offender as used herein refers to anyone convicted of any criminal stature or military offense while in the service.

FELONY CONVICTIONS

Any individual convicted of a felony shall be ineligible for appointment to the Nashville Police Department. A Felony is defined by Indiana law as any offense for which a person may receive one (1) year or more of confinement in a state or federal institution.

EVALUATION

With respect to all other criminal convictions which are not felonies, in each case the Department will consider whether the prior criminal conviction or military offense conviction of the applicant will have a bearing on the applicant's job performance or tend to measure job capability. The date and nature of the offense, the requirements of the position for which considered, as well as the applicant's other qualifications, will be considered.

CONFIDENTIALITY

As a matter of policy, every effort will be made to keep the applicant/employee's criminal record confidential. During the selection and placement process, it will be necessary to inform the appropriate persons participating in the selection process of the applicant's record.

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I. PERSONAL HISTORY

A. Social Security Number: _____ Driver's License Number: _____

B. List all names you have used including nicknames. If you have used any surname other than true name, maiden name, or married names during what period and under what circumstances were these names used? If you have legally changed your name, give date, place and court. (This information is being collected to assist the Department in conducting a thorough background investigation, i.e., felony conviction check).

C. Birth Date (month, day, year): _____ Age: _____ Sex: _____

Place of Birth (city, state): _____

Attach a Copy of Certified Birth Certificate. This will be used to verify your age for statutory requirements and pension purposes.

II. FAMILY HISTORY

List all family members (living and deceased) in the following order: parents, stepparents, foster parents, guardians, brothers, sisters, spouse, children, in-laws, and ex-spouses. Attach copies of your marriage certificates and divorce decrees.

<u>Relationship</u>	<u>Name</u>	<u>Address</u>	<u>City</u>	<u>State</u>	<u>Zip</u>	<u>Telephone</u>

If divorced, are you legally required to make child support payments? Yes No

If so, are you current on child support payments? Yes No If no, explain: _____

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III. PREVIOUS RESIDENCES

A. List chronologically (most recent first) all of your residences in the past ten (10) years. Include addresses while attending school, and all military addresses including off military base.

Date (From-To)	Address	City	State	Zip

IV. JOB DATA

Position Desired: _____
Date Available: _____

I am willing to work any shift assigned me or change shifts whenever necessary by my department head for the efficient operation of the department, including weekends and holidays.

SIGNED: _____

Have you ever applied for a position with Nashville Police Department? Yes No If so, what position: _____

Have you ever been employed by the Nashville Police Department or the Town of Nashville?
 Yes No If yes, when? _____

What Capacity? _____

V. LAW ENFORCEMENT EXPERIENCE

- a. Have you ever been employed by any law enforcement agency? Yes No If so, when and in what capacity? _____
- b. Where did your basic law enforcement program? _____
- c. Date law enforcement training was completed? _____
- d. Did you receive a certification upon completion of training? Yes No
- e. Length of basic training: Total training hours: _____ Weeks of training: _____

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f. List any specialty training you have received: _____

g. Are you currently participating in the 1977 Police and Fire PERF? Yes No

If yes, how long? _____

LAW ENFORCEMENT EXPERIENCE

Agency	Dates (From-To)	Rank	Reason for Leaving

Are you eligible for re-hire? Yes No If no, explain fully on a separate sheet.

Were you ever disciplined? Yes No If yes, explain fully on a separate sheet.

VI. EDUCATION DATA: (ATTACH TRANSCRIPTS FOR ALL)

Please list information for high school and all accredited colleges/universities you have attended and attach transcripts to this application for all.

School Name & Address	Course of Study	#of hours completed	GPA on 4.0 scale	Years Attended From-To	Degree/ Diploma

VII. EXTRACURRICULAR ACTIVITIES (Athletic, clubs, etc.)

List past and/or present membership in organizations:

Name/Address	Type (Social, Fraternal, Professional, etc.)	Membership Office

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HOBBIES AND SPORTS

Name	Length of Participation	Level of Participation

VIII. SUBVERSIVE ORGANIZATIONS

- Yes No Are you now or have you ever been a member of any organization, association, movement, group or combination of persons which advocates 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 Are you now or have you ever been affiliated or associated with any individuals, including relative, whom you know or have reason to believe are or have been members of any of the organizations identified previously?

- Yes No Have you ever been engaged in any of the following activities for any organization of the type described above: contributions to, attendance at, or participation in, any organization, social, or other activities of said organizations, or of any written, printed or other matter, prepared, reproduced, or published by them or any of their agents or instrumentalities?

If you answered, YES to any of the questions above, describe the circumstances. Attach additional sheets for a full detailed statement. If associated with any of these organizations, specify nature and extent of association 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 organizations with which they were or are affiliated.

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IX. MILITARY RECORD

A. Are you registered for selective service? Yes No Selective Service #: _____

B. Have you ever served on active duty in the armed services of the U.S.? Yes No

Branch of Service: _____

Dates of Active Duty (month, day, year): _____

Serial Number: _____

Type of Discharge and reenlistment code*: _____

Highest rank attained & rank at separation: _____

Are you eligible to re-enlist? Yes No

List any citations & awards received: _____

C. Are you currently or have you ever been in the U.S. Reserve or National Guard? Yes No

If yes, what is your obligation (if any), unit and location? _____

D. While in service, were you ever convicted, disciplined (court martial, article 15, captains Mast, etc.) on any offense? Yes No If yes, give details: _____

Attach copies of all DD214 long forms or their equivalence.

*No applicant will be automatically rejected because of a less than honorable discharge (except a Dishonorable), but the discharge may be considered in connection with other information. If discharge is less than Honorable, explain on a supplemental page.

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X. EMPLOYMENT

Starting with present or most recent employer, list employment history. Include any part-time, temporary or seasonal and all periods of employment. [Use additional sheets if necessary]

Name, Address, Telephone of Company & Type of Business	Dates Mo. & Yr.	Titles & Duties	Reason for Leaving & Salary
	From: To:		
	From: To:		
	From: To:		
	From: To:		
	From: To:		
	From: To:		

May we contact your present employer: Yes No

XI. PERSONAL REFERENCES

List four (4) personal character references (not related and not previous employers):

Name	Address	City	State	Zip	Phone	How Long

XII. SPECIAL SKILLS AND QUALIFICATIONS

List any experiences, skills, abilities, or special qualifications that you feel would be relevant to the job for which you are applying.

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C. Have you ever received a ticket for a traffic offense? Yes No If yes, describe below:

<u>Date</u>	<u>Location</u>	<u>Charge</u>	<u>Fine or Sentence</u>

D. Have you ever been arrested for a criminal offense? Yes No If yes, describe below:

<u>Date</u>	<u>Location</u>	<u>Charge</u>	<u>Fine or Sentence</u>

E. Have you ever been convicted of a felony? Yes No If yes, explain on a separate sheet.

F. Have you ever been arrested for an act that would have been a crime had it been committed by and adult? Yes No If yes, describe below:

<u>Date</u>	<u>Location</u>	<u>Charge</u>	<u>Fine or Sentence</u>

G. Have you ever been or are you currently involved as a plaintiff, defendant, petitioner or Respondent in any civil court action? Yes No If yes, explain full on a separate sheet.

XV. MISCELLANEOUS

- A. Do you own your own home? Yes No If yes, how much is your mortgage indebtedness? _____
- B. What is the amount of your total indebtedness, other than mortgage? _____
- C. Annual Income: Applicant _____ Spouse _____

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- D. Are you a proprietor or part owner of any business or firm? Yes No If yes, describe nature of the business. _____
- E. Are there any licenses for this/these business(es) in your name, i.e., liquor license? Yes No
- F. How often do you gamble? (i.e. Gambling boats, etc.) _____
- G. Any problems in the following areas? (Tax problems; Federal, State, etc.) Yes No
- H. Any problems with alcohol and/or drug(s), past or present? Yes No

XVI. CREDIT REFERENCES AND OBLIGATIONS

Give names and addresses and the individuals companies, or others to whom you are indebted and the extent of your debt (including any loans on which you are the co-maker, mortgages, open credit accounts, etc.).

Name	Address	Type of Debt	Amount of Debt

Do you have income from any source other than your principal occupation? Yes No If you answered YES to the above question, give complete details on a separate sheet of paper.

APPLICANT: PLEASE READ CAREFULLY BEFORE SIGNING. IF YOU HAVE ANY QUESTIONS REGARDING THE FOLLOWING STATEMENT OR ANY QUESTIONS CONTACT IN THIS APPLICATION, PLEASE CONTACT THE NASHVILLE POLICE DEPARTMENT BEFORE COMPLETING.

I HEREBY UNDERSTAND AND ACKNOWLEDGE THAT, UNLESS OTHERWISE DEFINED BY APPLICABLE LAW, ANY EMPLOYMENT RELATIONSHIP WITH THIS ORGANIZATION IS OF AN "AT WILL" NATURE, WHICH MEANS THAT THE EMPLOYEE MAY RESIGN AT ANY TIME AND THE EMPLOYER MAY DISCHARGE EMPLOYEE AT ANY TIME WITH OR WITHOUT CAUSE, EXCEPT THOSE POSITIONS COVERED BY THE MERIT BOARD. IT'S FURTHER UNDERSTOOD THAT THIS "AT WILL" EMPLOYMENT RELATIONSHIP MAY NOT BE CHANGED BY ANY WRITTEN DOCUMENT OR BY CONDUCT UNLESS SUCH CHANGE IS SPECIFICALLY ACKNOWLEDGED IN WRITING BY AN AUTHORIZED EXECUTIVE OF THIS ORGANIZATION.

I CERTIFY THAT THE INFORMATION CONTAINED IN THIS APPLICATION IS CORRECT AND COMPLETE TO THE BEST OF MY KNOWLEDGE. I AGREE TO INFORM THE DEPARTMENT OF ANY ADDITIONAL INFORMATION RELATING TO QUESTIONS RAISED ON THE APPLICATION THAT OCCUR SUBSEQUENT TO MY COMPLETION OF THE APPLICATION. I REALIZE THAT MISREPRESENTATION OF

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FACTS OR THE FAILURE TO UPDATE ANY INFORMATION RELATING TO QUESTIONS ON THE APPLICATION MAY BE CAUSE FOR REJECTION OF THIS APPLICATION OR DISMISSAL AFTER EMPLOYMENT. FINAL EMPLOYMENT IS CONTINGENT UPON SATISFACTORY COMPLETION OF ALL PREEMPLOYMENT PROCEDURES INCLUDING INTERVIEW, EXAMINATIONS, VERIFICATION OF ALL RELEVANT INFORMATION AND ALL POST-EMPLOYMENT EXAMINATIONS WHICH MAY INCLUDE BUT ARE NOT LIMITED TO PHYSICAL AND PSYCHOLOGICAL EXAMINATIONS AND ANY APPLICABLE STATUTORY PROVISIONS. I ACKNOWLEDGE THAT I HAVE READ THE ABOVE STATEMENT AND FULLY UNDERSTAND THE SAME.

Signature _____ Date _____

State of Indiana)
) SS:
County of Brown)

Subscribed and sworn before me, a Notary Public, in and for said County and State this

_____ day of _____, 20_____

My Commission Expires:

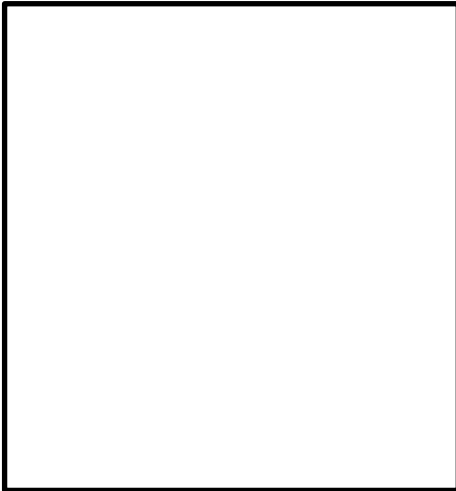
Notary Public

Printed Name

County of Residence

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

Other photographs are not acceptable.

I certify that:

1. All required items are included with this application.
 - A. Copy of Birth Certificate
 - B. Copy of High School and College Transcripts
 - C. Copy of Military- DD214 (if veteran), DD217 (if active duty)
 - If active military, 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 performance appraisals from last three (3) years
 - Letter of endorsement from supervisor & law enforcement agency Commander
 - Copies of commendations and awards
 - E. Photograph- 2½ x 2 ½ head and shoulders
2. I have personally completed this application.

I swear or affirm under penalty of perjury that all Information contained in this application is true and Accurate to the best of my knowledge.

Signature _____ Date _____

CHECK CAREFULLY. BE CERTAIN ALL ITEMS ARE COMPLETED BEFORE MAILING. THIS APPLICATION WILL NOT BE RETURNED TO YOU IF ALL INFORMATION AND ALL REQUIRED DOCUMENT ARE NOT ATTACHED.

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My Commission Expires:

Notary Public

Printed Name

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APPLICANT'S STATEMENT AND AGREEMENT

Read carefully before signing this application for employment.

1. I understand that receipt of this application does not imply that I will be employed nor does it indicate that there are positions available.
2. I understand that any future employment may be contingent upon my passing a medical examination. (Medical examinations shall be job related and consistent with business necessity).
3. I hereby grant permission to investigate any of the information included in this application, agree to cooperate in such investigations and release from all liability or responsibility. All persons, organizations, companies, and corporations collecting and supplying such information together with any other information they may have regarding me, whether or not it is in their records.
4. In making this application for employment, I understand that an investigation may be made whereby information is obtained through personal interviews with my neighbors, friends, or other's) with whom I am acquainted. This inquiry includes information as to my character, general reputation personal characteristics, and mode of living. I understand I have the right to make a written request within a reasonable time to receive additional detailed information about the nature and scope of the investigation.
5. I certify the information included in this application is correct and I understand that misrepresentation is just cause for rejection of this application and dismissal from employment.

Signature _____

Date _____

Printed Name _____

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EMPLOYEE NON-DISCLOSURE AND CONFIDENTIALITY

All employees of the Nashville Police Department are required to treat all communications, computer inquiries (NCIC, IDACS, etc.) written reports, documents, records (such as jail records etc.) to be confidential and subject to disclosure only with the specific authorization of the Chief.

Each employee (merit or civilian) has and will have extensive contact with other employees and confidential information via NCIC, IDACS and other computer systems. No employee of the Nashville Police Department shall disclose any information acquired during the course of his/her employment with the Nashville Police Department to any member of the public without the prior written consent of the Chief.

All data or information communicated to and/or received via the Sheriff Office's computer systems, case management software, jail management software or dispatch/IDACS/NCIC computers is confidential as a matter of law and shall not be disclosed or communicated to any member of the public without the prior written consent of the Chief.

Any employee of the Nashville Police Department who discloses, copies or transmits any data outside the course of their employment without the prior consent of the Chief shall be subject to dismissal, and possible criminal prosecution.

Each employee of the Nashville Police Department is required as follows:

1. The employee will carefully guard and keep confidential all information, knowledge or data of the Nashville Police Department obtained during the course of his/her employment.
2. No employee will submit, disclose, publish or use the Department's proprietary or confidential information on behalf of themselves, another employer or personal use.

Signature _____

Date _____

Chief of Police _____

Date _____

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**NASHVILLE POLICE DEPARTMENT
INTERVIEW WORKSHEET**

APPLICANT'S NAME: _____

DATE: _____ **TIME:** _____

APPLICANT ADVISED OF THE FOLLOWING:

Salary: _____

When applicant could start to work: _____

Has own transportation to and from work: _____

Understands job description and relocation to Brown County within 1yr (if applicable) Yes No

On Time _____ Cleanliness _____ Eye Contact _____

Stays on Subject _____ Body Language _____ Asks Questions _____

Listens Well _____ Polite _____ Dress _____ Sincerity _____

OTHER OBSERVATIONS _____

RATE: 1 2 3 4 5 6 7 8 9 10

IS APPLICANT FULLY QUALIFIED FOR JOB? YES NO

IS APPLICANT CURRENTLY EMPLOYED? YES NO

HAVE LOCAL & CRIMINAL HISTORY CHECK BEEN DONE? YES NO

REMARKS: _____

INTERVIEWER'S SIGNATURE: _____ **DATE:** _____