

Town of Lowell
Lowell Police Department
1333 East Commercial Avenue
Lowell, Indiana, 46356

Police Officer Application

TO: All Lowell Police Officer Applicants (PLEASE READ CAREFULLY)

Instructions: Please type or print an answer to each question. If a question does not apply to you, so state with a N/A. If space provided is insufficient, use a separate sheet of paper. Do not misstate or omit material facts since the statements made herein are subject to verification to determine your qualifications for employment.

Please include with the application the following items:

1. A copy of your high school or G.E.D. diploma
2. A transcript from all high schools attended
3. A copy of your college or university diploma (if applicable)
4. A transcript from all colleges or universities attended (if applicable)
5. A copy of your military discharge record (DD214, if applicable)
6. A copy of your birth certificate
7. The signed AUTHORIZATION TO RELEASE INFORMATION form (enclosed)

Qualifications: Applicants for the position of Full Time or Reserve Patrol Officer must

1. Be at least 21 years of age
2. Be a citizen of the United States
3. May have no record of felony convictions
4. Must be of good moral character

5. Have a high school diploma or equivalent
6. Must possess a valid motor vehicle operator's license and obtain an Indiana license within sixty (60) days of being hired
7. Must pass a physical fitness assessment test
8. Must pass standardized written intelligence and aptitude tests
9. Must pass an extensive background investigation
10. Must pass an oral interview
11. Must pass a polygraph and/or voice stress examination
12. Must pass a drug screen examination
13. Must pass a medical examination as required by PERF
14. Must pass a psychological examination.

Physical Assessment

All applicants must satisfactorily complete a physical assessment test. The test will conform to the Indiana Law Enforcement Academy exit standards. Applicants will be required to sign an informed consent waiver prior to participating in the testing.

Written Aptitude Test

The written aptitude test will be administered. Applicants may be charged for the cost associated with the written test.

Background Investigation

Background investigations will be conducted on all applicants who successfully completes the agility and written exams. Background investigations shall include verification of references and employment as well as criminal and traffic records checks. Any applications with criminal records or lengthy traffic records may be excluded from further consideration.

Oral Interview

Applicants having successfully completed the above steps may be interviewed by a panel assembled by the Chief of Police. Based upon the recommendation of the panel, applicants will be forwarded to the Chief of Police for further consideration.

PHYSICAL FITNESS ASSESSMENT TEST

WAIVER OF LIABILITY

I, _____, being of sound mind and body understand the physical requirements of the applicant testing. I am of good physical and mental condition; I willfully participate in these activities without limitations of any kind. I have no physical conditions that limit my participation in these strenuous activities as required. By my signature below, I agree to hold the Lowell Police Department, the Town of Lowell and any agent of the Lowell Police Department and the Town of Lowell, as well as any property the physical fitness assessment test takes place on, harmless from any liability or responsibility for any damages or injuries which I may receive as a result of my participation in the Lowell Police Department Physical Fitness Assessment Test.

This waiver specifically applies to any and all activities surrounding my participation in this Physical Fitness Assessment Test, which I undertake voluntarily.

Applicant's Signature

Date

Date of Birth

Social Security Number

Lowell Police Department Witness

AUTHORIZATION TO RELEASE INFORMATION

I, _____, hereby authorize any person, agency, partnership, or

corporation having information concerning my PERSONAL CHARACTER, CRIMINAL RECORD, CREDIT REPORT RECORD, EDUCATIONAL RECORD, MEDICAL RECORD, EMPLOYMENT RECORD, MILITARY RECORD, or SELECTIVE SERVICE RECORD, to release such information to the Lowell Police Department. This information will be used in the employment screening process with the Lowell Police Department and will not be available for public inspection.

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

Signature

Date

Date of Birth

Social Security Number

LOWELL POLICE DEPARTMENT
APPLICATION FOR EMPLOYMENT

Name _____
Last First Middle

Address: _____

City State Zip Code

Telephone Numbers: _____
Home Work Cell

Email Address(es) _____

Date of Birth _____ Sex _____ Soc.Sec# _____

Are you a citizen of the United States? _____

If you are not a U.S. citizen, do you have a legal right to remain permanently in the U.S.? _____

VEHICLE ACCIDENT RECORDS

Vehicle Operator's License _____
Number State Expiration

Have you ever been denied issuance of a motor vehicle license or have you ever had a motor vehicle license suspended or revoked? _____

If YES, give details on a separate sheet.

Have you ever had motor vehicle insurance withdrawn or revoked or have you ever been refused motor vehicle insurance? _____

If YES, give details on a separate sheet.

List the name, address, telephone number and policy number of your current insurance carrier

List any vehicle accidents in which you have been involved as a driver: Give Dates and Locations

Date

Location

What Happened

PAST RESIDENCES

List all residences for the past five (5) years, beginning with your present address.

Street

City

State

Dates

MILITARY SERVICE

List information for all military service. Include current Reserve or National Guard obligations.

Dates Served	Branch	Decription of Duties	Highest Rank	Discharge Type
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Were you ever disciplined (Court-Martial, Article 15, Captain's Mast, etc.) while on active duty?
_____ If YES, give details on separate sheet.

List all military award(s) and/or decorations received: _____

EDUCATION

List all elementary, junior high and high schools attended.

Name and Location of School	Dates Attended	Passed?
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CONTINUED EDUCATION

List information for all colleges/universities attended.

Name and Location of College or University	Dates Attended	Major	Type of Degree
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_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

EMPLOYMENT

List chronologically (most recent employment first) all past and current employment including part time and periods of unemployment. Use additional sheets if necessary.

Employer: _____ Dates Employed: _____

Address: _____

Telephone Number: _____ Job Title: _____

Description of Duties: _____

Supervisor: _____ Reason For Leaving: _____

Employer: _____ Dates Employed: _____

Address: _____

Telephone Number: _____ Job Title: _____

Description of Duties: _____

Supervisor: _____ Reason For Leaving: _____

Employer: _____ Dates Employed: _____

Address: _____

Telephone Number: _____ Job Title: _____

Description of Duties: _____

Supervisor: _____ Reason For Leaving: _____

Employer: _____ Dates Employed: _____

Address: _____

Telephone Number: _____ Job Title: _____

Description of Duties: _____

Supervisor: _____ Reason For Leaving: _____

Employer: _____ Dates Employed: _____

Address: _____

Telephone Number: _____ Job Title: _____

Description of Duties: _____

Supervisor: _____ Reason For Leaving: _____

Have you ever been discharged (terminated or fired), asked to resign, furloughed, or put on inactive status for cause or subject to disciplinary action while employed in any position (excluding the military)? _____. If YES, give details on separate sheet.

Have you ever resigned (quit) after being informed that your employer intended to discharge (fire or terminate) you for any reason? _____. If YES, give details on separate sheet.

TRAFFIC OFFENSES

List all traffic offenses below. Use additional sheets if necessary.

Date	Location	Charge	Fine or Sentence
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

CRIMINAL ARRESTS

List all criminal offenses below. Use additional sheets if necessary.

Date	Location	Charge	Fine or Sentence
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

REFERENCES

Do not list relatives, former employers, or supervisors. List only character references that have definite knowledge of your qualifications and fitness for the position for which you are applying. List three (3) references.

Name _____ Telephone _____

Address _____

Occupation _____

Name _____ Telephone _____

Address _____

Occupation _____

Name _____ Telephone _____

Address _____

Occupation _____

PAST AND/OR PRESENT ORGANIZATIONS/CLUBS TO WHICH YOU BELONG

Name and Location	Type of Club/Organization	Dates
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_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

FAMILY DATA

Marital Status: Married _____ Single _____ Divorced _____ Separated _____ Widowed _____

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 on separate sheet.

MISCELLANEOUS

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.

Do you own your home? _____ If yes, how much is your current mortgage indebtedness _____ What is the amount of indebtedness other than your home? _____

Applicant's annual income _____ Spouse's annual income _____

Are you a proprietor or part owner of any business or firm? _____ If YES, describe the nature of the business: _____

Are you willing to submit to a psychological test? _____

Are you willing to submit to a polygraph or voice stress analysis test? _____

Do you object to your present employer being interviewed concerning this application? _____

Have you applied for a position with any law enforcement agency in the past three (3) years? _____ If YES, list each agency and date applied: _____

Are there any incidents in your life, not mentioned on this application, which might reflect upon your suitability to perform the duties which you might be called upon to take or which may require further explanation? _____ If YES, explain on a separate sheet.

Attach a 2 1/2" square photo taken within the past six (6) months . Photo should be front view, head and shoulders.

I certify that:

1. All required items are included with this application
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_____

I understand that I may be subjected to qualifying testing procedures, which may include agility or fitness tests, written aptitude tests, background investigations, polygraph tests, and oral interviews. I also understand that any offers of employment will be conditional upon the successful passing of the statewide baseline physical and mental exams.

In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in discharge. I understand, also, that I am required to abide by all rules and regulations of the employer.

THIS APPLICATION WILL BE DISQUALIFIED IF ALL INFORMATION IS NOT COMPLETED OR FALSE INFORMATION IS PROVIDED AND ALL REQUIRED DOCUMENTS ARE NOT ATTACHED.