

**VINCENNES POLICE CIVIL SERVICE MERIT COMMISSION CITY OF VINCENNES, INDIANA
POLICE DEPARTMENT APPLICATION FOR EMPLOYMENT**

MIDDLE

FIRST

LAST

NAME OF APPLICANT:

The Commission has established an application and standards for appointment to the Vincennes Police Department. The Commission shall only consider an application that has been submitted on the form provided. Applicants are required to answer all questions completely. **It shall be the responsibility of the applicant to provide all of the information and documentation required by the application. The Commission does not have an obligation to inform the applicant of omissions in the information. Failure to comply shall be the basis for rejection of the application by the Commission. All information and documentation submitted to the Commission shall be accurate, truthful, and complete. The applicant under penalties of perjury shall affirm its truth and accuracy by his/her signature.** Any material misrepresentation of fact contained in any application or the failure of any applicant to fully disclose any material information or documentation requested by the applicant shall be grounds for rejection of the application by the Commission. At its discretion, the Commission may receive applications whenever necessary to meet the needs of the Vincennes Police Department to keep an appropriate number of applicants on the Eligibility List as determined by the Commission. The Commission shall take the necessary action to appropriately publicize the dates for acceptance of applications to the local news media, the Chief of Police, and to the general public so as to attract qualified applicants.

Personal Information

Name: _____
Last First Middle Title

Present address: _____

City: _____ State: _____ County: _____ Zip: _____

Previous address: _____

City: _____ State: _____ County: _____ Zip: _____

Home phone: _____ - _____ - _____ Cell phone: _____ - _____ - _____

Social Security Number: _____ - _____ - _____ DOB _____ - _____ - _____
Month Day Year

E-mail address: _____ Other: _____

Driver's license information: _____
State Number Expiration

Circle all that are applicable: Single - Married – Dependents

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In accordance with Vincennes Police Civil Service Merit Commission Rules and Regulations applicant:

1. Must be a citizen of the United States of America as of the date of making application to the Department. A birth certificate is proof of United States Citizenship.
2. Pursuant to IC 36-8-3.5-12 Must be at the time of hiring at least twenty-one (21) years of age, but under forty (40) years of age. Pursuant to IC 36-8-4.7-5 The Commission shall waive any age restriction for a person not more than forty (40) years and six (6) months of age if the individual is a veteran that has completed at least twenty (20) years of military service and has received or is eligible to receive an honorable discharge from the armed forces.
3. Must have no record of a conviction, plea of guilty, plea of no contest, nolo contendere, or other similar pleas to any crime which is, or which involved spousal, child, or sexual abuse, domestic violence, or moral turpitude, whether or not such crime would be deemed a felony under Indiana Law.
4. Must have a valid driver's license from the applicant's current state of residence and shall not have suffered a suspension of any driver's license within a period of three (3) years of the date of the application. The Commission reserves the right to reject any application if, on the date of application, the applicant shall have more than five (5) points on his/her driver's license as the result of driving violations.
5. Must have an honorable discharge from military service, if applicable.
6. Must be a graduate of a duly accredited high school recognized under the laws, rules, and regulations of the state of Indiana with a cumulative grade point average (GPA) of not less than 2.0 (C) on a 4.0 grading scale. An Applicant at least 28 years of age who has not graduated from high school with less than a 2.0 (C) GPA on a 4.0 grading scale shall be eligible for further testing and consideration by the Commission if the applicant either:
 - a. Has an AS or higher degree from a college or university accredited by the North Central Association (NCA)
 - b. Has a minimum of three (3) years active duty with any branch of the United States Armed Forces.
 - c. Has three (3) consecutive years of law enforcement experience as a full-time uniformed police officer in an organized police department which requires its officers to attend the Indiana Law Enforcement Academy or equivalent training facility and be a graduate thereof. For the purposes of this section the term "law enforcement experience" shall not include employment as a prison or jail guard, radio operator, security guard, private detective, auxiliary or special policeman or deputy or similar activities. The Commission shall have the sole discretion to determine what shall qualify as prior "law enforcement experience."
7. Any applicant who is employed by the Department but who has not received an AS degree or higher degree from a college or university recognized by the North Central Association, must complete the requirements of an AS Degree and receive a diploma by the sixth anniversary date of his/her employment by the Department. Until such time as the applicant shall have received the AS degree or higher degree as provided above, his/her employment by the Department shall be deemed conditional. In the event the applicant shall not complete the requirements for an AS Degree or higher degree by the sixth anniversary date of his/her hiring by the Department, then his/her employment by the Department shall terminate automatically as of the sixth anniversary date of his/her hiring by the Department.

During the period of time that the applicant is completing the degree requirements provided above, the applicant shall provide the Commission with a certified copy of his/her transcript at the end of each grading period. At such time as the applicant shall have received the AS Degree or higher degree, he/she shall provide the Commission with such proof as the Commission shall require.

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Do you fit the above criteria? () Yes () No

Can you provide proof of eligibility? () Yes () No

Are you willing to reside within Knox County, if you do not already do so? () Yes () No

List any of your experience and personal background information that you believe would make you a qualified candidate to be an officer of the Vincennes Police Department.

Education

School – Course – City State – Graduated? – Other - Year

High School: _____

College/University: _____

Trade, Business, Other: _____

Degree (s): _____

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Military Service

Date entered: _____ Date discharged: _____ Branch of Service: _____

M.O.S.: _____

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Arrest Record – Vehicle Accident – Ticket Record

Have you ever been in a vehicular accident? Had traffic, or been arrested and or charged in anyway?
() Yes () No If Yes, describe:

Date: Location: Charge: Disposition, Fine, Sentence, Accident, or Ticket

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Work Experience

Are you employed? () Yes () No

Please list the current employer first. List all employers for the past ten (10) years.

Name of Employer: _____ Address: _____

Dates Employed: _____ to _____ City/State/Zip: _____

Job Title: _____ Duties: _____

Salary per year: \$ _____ Supervisor: _____

Employer Phone Number: _____ - _____ - _____ Contact Person: _____
=====

Name of Employer: _____ Address: _____

Dates Employed: _____ to _____ City/State/Zip: _____

Job Title: _____ Duties: _____

Salary per year: \$ _____ Supervisor: _____

Employer Phone Number: _____ - _____ - _____ Contact Person: _____
=====

Name of Employer: _____ Address: _____

Dates Employed: _____ to _____ City/State/Zip: _____

Job Title: _____ Duties: _____

Salary per year: \$ _____ Supervisor: _____

Employer Phone Number: _____ - _____ - _____ Contact Person: _____
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Employer Phone Number: _____ - _____ - _____ Contact Person: _____

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Personal References

The applicant shall provide the Commission with the names, addresses, and telephone numbers of at least five (5) personal references who are acquainted with the applicant. No reference shall be related to the applicant by blood or marriage, and no reference shall be a current or past member of the Vincennes Police Department, Vincennes Police Civil Service Merit Commission, Vincennes City Council, or of the Mayor's administration. The applicant shall consent to allow the Commission or its agent to contact each personal reference.

Name: _____ Address: _____

Phone: _____ - _____ - _____ Occupation: _____

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Name: _____ Address: _____

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Name: _____ Address: _____

Phone: _____ - _____ - _____ Occupation: _____

Notes:

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Each applicant to be considered for the offer of conditional employment shall be required to pass:

1. The National Police Officers Selection Test (POST)
2. The Indiana Law Enforcement Academy (ILEA) Physical Fitness Exit Standards

Link: Fitness Testing Protocol Video [Click here](#)

3. Competitive interviews by the Commission and the Selected Police Board
4. A background investigation
5. A pre-employment polygraph examination

The ILEA physical fitness exit standards are:

ILEA EXIT Standards

Test Standard

Vertical Jump 16 Inches

One Minute Sit-ups 29

300 Meter Run 71 Seconds

Maximum Push-ups 25

1.5 Mile Run 16 Minutes 28 Seconds

CITY POLICE STATEMENT

The policy of the city of Vincennes is to be in full compliance with all Federal and State Non-discrimination and Equal Opportunity Laws, Orders and Regulations relating to race, creed, color national origin, religion, sex, age, handicap, disability, or status as a disabled veteran.

It is the policy of the City of Vincennes not to discriminate against a qualified individual with a disability in its job; application procedures; the hiring; advancement or discharge of employees; employee compensation; job training and other terms; conditions and privileges of employment. It is the intention of this Municipality to comply with all applicable requirements of the Americans with Disabilities Act (ADA).

I certify that the information given in the application for employment is complete, true, and correct to the best of my knowledge. I understand that if employed, falsified statements on this application shall be considered sufficient cause for dismissal. I swear or affirm that under penalty of perjury that all information contained in this application is true and accurate to the best of my knowledge. I hereby authorize the City of Vincennes to make any necessary and relevant investigations of my personal history through any appropriate methods or bureau(s) it may choose, I hereby specifically consent and authorize the release of information in any form, from any law enforcement agency or court. I hereby authorize the release of any credit related information from any source. I hereby authorize the release of information from any present or past employer unless other noted herein. The information provided is the property of the City of Vincennes and will be held confidential.

Printed Name

Signature of applicant

Date

Printed Name

Witness

Date

Commission President Dennis Kordes, Vice President Brad Dale, Secretary Major Howard W. Hatcher

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Attach certified high school and/or GED
And/or College transcripts to this page (if applicable)

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Attach certified copy of birth certificate to this page

Attach proof of social security card to this page

Attach copy of current driver's license to this page

Front of License

Back of License

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Attach copy of DD Form 214 to this page (if applicable)

*“DO NOT HAND
DELIVER”*

MAIL or EMAIL

COMPLETED
APPLICATION &
ATTACHMENTS

TO:

Police Civil Service Merit Commission -
Vincennes City Police Department
501 Busseron Street Vincennes IN, 47591 or
vpdmeritcommission@gmail.com