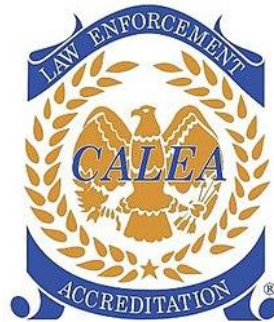


Schererville Police Department

Police Applicant



Personal Data

Name: _____
Last First Middle (Maiden)

Address: _____
Street Apt#

City State Zip Code

Date of Birth: ____/____/____

Home Phone: [_____] _____

Work Phone: [_____] _____

Cell Phone: [_____] _____

Email Address: _____

Have you completed a certified Police Academy: Yes No

If so, which Academy? _____

What State? _____

Current Employer: _____

Schererville Police Department

Police Applicant

Confidential Questionnaire



Applicant's Full Name: _____

Applicant's Address: _____

Date: _____

INSTRUCTIONS

1. Read this Questionnaire in its entirety prior to completing any portion of this packet.
2. Answers must be typed, or handwritten, legibly, in **black ink**.
3. Answer **all** questions completely and accurately. Incomplete packets will not be accepted or processed.
4. Answer each question thoroughly and honestly. Untruthful statements may be cause for removal from the hiring process.
5. The following documents **must be submitted** with the Confidential Questionnaire [if you have not already provided them].
 - a. DD-214 (Military Personnel Only)
 - b. Authorization for Release of Information Form
 - c. Sealed School Transcripts [High School/College]
 - d. Birth Certificate [certified copy]
6. Make a copy of this booklet. Provide one copy to this office within **5 business days** and keep the other copy for your records to bring to the interview.
7. If you have any contact of an investigative or prosecutable nature with any law enforcement agency during any phase of the selection process, immediately notify the recruiting investigator assigned to your background.
8. If you receive any adverse actions from your current employer you **must** contact your investigator immediately.

If you have any additional questions, contact your recruiting investigator.

Schererville Police Department
25 E. Joliet St
Schererville, In 46375
(219) 322-5000
(219) 865-5529 facsimile



SCHERERVILLE POLICE DEPARTMENT

[219]322-5000

Personal Inquiry Waiver

Authority for Release of Information

To: Concerned Person or Authorized Representative of any Organization, Institution or Repository of Records

Re: APPLICANT NAME: _____
DATE OF BIRTH: _____
SOCIAL SECURITY NUMBER: _____

I respectfully request and authorize you to furnish the Schererville Police Department any and all information that you may have concerning my criminal history, work record, school record, military record and financial and credit status. This information is to be used to assist the department in determining my qualifications and fitness for the position I am seeking with the Schererville Police Department. A copy of this form may substitute for the original.

I hereby release you, your organization or others from any liability or damage that may result from furnishing the information above.

Applicant's Signature

Date

Street Address City State Zip Code

AFFIDAVIT

STATE OF: _____
COUNTY OF _____

Before me personally appeared the said _____ who says that he/she executed the above instrument of his/her own free will and accord, with full knowledge of the purpose therefore.

Sworn to and prescribed to in my presence this _____ day of _____ 20____.
My commission expires: _____

Notary Public

THIS WAIVER MUST BE RETURNED WITH APPLICATION



Schererville Police Department
25 E. Joliet St. Schererville, In. 46375
(219)322-5000

Information Certification

I, _____, understand and acknowledge that all information and all entries made by me in response to the request information contained within this application are true, complete, and correct to the best of my knowledge. I further understand that at any time during the course of my background investigation or any time during my employment with the Schererville Police Department, it is discovered that I have made untruthful statements, falsified my application and or have given, or provided misleading statements, it may be cause for removal from the employment process.

Signature

Date



Schererville Police Department
25 E. Joliet St. Schererville, In. 46375
(219)322-5000

Personal Data

Name: _____
Last First Middle

Address: _____
Street

_____ City or Town State Zip Code

Names of other persons living at this address: _____

Social Security Number: _____ Driver License # _____
State: _____

Date of Birth : _____
Month/Day/Year

Marital Status: _____

Home Phone Number: _____

Work Phone Number: _____

Cell Phone Number: _____

Email address: _____



Schererville Police Department
25 E. Joliet St. Schererville, In. 46375
(219)322-5000

Employment History

Starting with your most recent employer, provide the following information.

Employer	Telephone number # ()	
Street Address	City	State
Position/Job Title	Immediate Supervisor	
Reason for Leaving	May we contact for reference ?	
Dates Employed: Month/ Year to Month/ Year		
Compensation: Hourly [] Salary [] \$ _____		

Employer	Telephone number # ()	
Street Address	City	State
Position/Job Title	Immediate Supervisor	
Reason for Leaving	May we contact for reference ?	
Dates Employed: Month/ Year to Month/ Year		
Compensation: Hourly [] Salary [] \$ _____		

Employer	Telephone number # ()	
Street Address	City	State
Position/Job Title	Immediate Supervisor	
Reason for Leaving	May we contact for reference ?	
Dates Employed: Month/ Year to Month/ Year		
Compensation: Hourly <input type="text"/> Salary <input type="text"/> \$_____.		

Employer	Telephone number # ()	
Street Address	City	State
Position/Job Title	Immediate Supervisor	
Reason for Leaving	May we contact for reference ?	
Dates Employed: Month/ Year to Month/ Year		
Compensation: Hourly <input type="text"/> Salary <input type="text"/> \$_____.		

Have you ever been fired from any position ? Yes _____ No _____

If yes explain: _____



Schererville Police Department
25 E. Joliet St. Schererville, In. 46375
(219)322-5000

Military Service

Are registered with the Selective Service ? _____

Have you ever served in the United States Armed Forces ? _____

Branch of Service: _____

Dates of Service: _____ to _____

Type of Discharge _____

Rank and Job Title at time of separation _____

Do you have any current military obligations? _____

Were you ever subjected to any disciplinary action (Judicial or Non-Judicial)?

Yes _____ No _____

If yes
explain: _____

If anything other than a Honorable Discharge, explain
below: _____

Specialized training received while
serving: _____



Schererville Police Department
25 E. Joliet St. Schererville, In. 46375
(219)322-5000

Educational Background

Starting with your most recent school or university attended.

School (Including City and State)	Years Completed	Degree Received	GPA	Major/Minor

Have you ever been suspended, expelled, or placed on academic probation from any school or educational facility ? If yes explain why.

Have you ever been interviewed, cited, or arrested by any university police agency ?



Schererville Police Department
25 E. Joliet St. Schererville, In. 46375
(219)322-5000

Driving Record

Driver License # _____
State _____ Expiration _____

Has your driver license ever been suspended or revoked ? _____

If yes explain:

Has your vehicle registration ever been cancelled, refused, revoked or suspended ? _____

If yes explain:

Have you ever been denied automobile insurance or had insurance cancelled ? _____

If yes explain:

Have you ever been arrested for any traffic related charges, i.e. OWI, DWS, etc. ? _____

If yes explain:

List any and all traffic citations and or written warnings received in the past 5 years (include date, time, and location)



Schererville Police Department
25 E. Joliet St. Schererville, In. 46375
(219)322-5000

Arrest/ Conviction Data

Have you ever been arrested or charged with a misdemeanor or felony ? _____

If yes explain in detail, including the date, reason, agency, and disposition:

Have you ever been convicted of a criminal offense, including petty offense citations such as noise violations, or underage alcohol consumption ?

If yes explain in detail, including the date, reason, agency, and disposition:

Answer the following background questions:

Have you ever ?

- Been a member of an organized street or motorcycle gang? Yes [] No []
Committed a crime for which you were not caught ? Yes [] No []
Been involved in , or accused of "date rape" ? Yes [] No []
Patronized the act of prostitution ? Yes [] No []
Participated in any incidents involving hazing or rituals ? Yes [] No []
Misused or mistreated anyone via telephone ? Yes [] No []
Been accused of domestic violence ? Yes [] No []



Schererville Police Department
25 E. Joliet St. Schererville, In. 46375
(219)322-5000

Current or Former Police Officer

If these questions do not pertain to you, leave this page blank.

What Law Enforcement agency are you currently employed or previously employed ?

Dates of employment: From: _____ to _____

Have you been subject to any internal investigations by your agency ? _____

If yes explain:

Disposition: _____

Have you ever been suspended from duty, with or without police powers ? _____

If yes explain:

Have you been the subject to any disciplinary actions by your agency ? _____

If yes explain:

Have you ever resigned or been asked to resign from your current or former agency in lieu of termination ? _____ If yes explain: _____



Schererville Police Department
25 E. Joliet St. Schererville, In. 46375
(219)322-5000

Drug Use or Experimentation History

Have you ever used any of the following Illegal Drugs ?

Marijuana	Yes []	No []	How many times ? _____
Cocaine	Yes []	No []	How many times ? _____
Heroin	Yes []	No []	How many times ? _____
Morphine	Yes []	No []	How many times ? _____
Codeine(non-prescribed)	Yes []	No []	How many times ? _____
Amphetamines(non-prescribed)	Yes []	No []	How many times ? _____
Barbiturates	Yes []	No []	How many times ? _____
Inhalants(Solvents, Aerosols)	Yes []	No []	How many times ? _____
Anabolic Steroids	Yes []	No []	How many times ? _____
LSD	Yes []	No []	How many times ? _____
PCP	Yes []	No []	How many times ? _____
Mushroom Hallucinogenic	Yes []	No []	How many times ? _____
Ecstasy	Yes []	No []	How many times ? _____
Special K	Yes []	No []	How many times ? _____
Quaaludes	Yes []	No []	How many times ? _____
Valium (non-prescribed)	Yes []	No []	How many times ? _____
Any other drug or narcotic	Yes []	No []	How many times ? _____

Have you ever purchased any of the above listed substances ? _____

Have you ever sold or abused any type of illegal substance ? _____

Have you ever used a prescription not issued to you ? _____

Do you or have you ever used alcohol excessively ? _____ How often ? _____



Schererville Police Department
25 E. Joliet St. Schererville, In. 46375
(219)322-5000

General Background

Previous addresses:

Street Address	City or Town	State	Zip	How long? From/To

Citizenship:

Are you a United States Citizen? ____ Yes ____ No

References:

Give 4 references, non-relatives, that you have known for at least 5 years. These references must be at least 21 years of age and of reputable standing.

Name	Address	Phone	Years known

Schererville Police Department
Credit References

Credit Check Equifax, Trans Union, and Experian.

All Credit card accounts should depict current balance

Banks:

Savings Account[s]

1. _____ Average Monthly Balance: _____
2. _____ Average Monthly Balance: _____

Checking Account[s]

1. _____ Average Monthly Balance: _____
2. _____ Average Monthly Balance: _____

Outstanding Loans [Mortgage, vehicle, school, personal, etc.]:

1. _____ Average Monthly Balance: _____
2. _____ Average Monthly Balance: _____
3. _____ Average Monthly Balance: _____
4. _____ Average Monthly Balance: _____
5. _____ Average Monthly Balance: _____
6. _____ Average Monthly Balance: _____
7. _____ Average Monthly Balance: _____

Adverse Activity Yes No

[Overdrafts, checks issued on closed accounts, late payments, fraudulent activity, etc.]

Bank Representative: _____

Bankruptcy Information

Obtain through Entersect inquiry and federal courts.

Schererville Police Department
Applicant Interview
Pre-Conditional Offer of Employment

Why do you want to become a police officer?

Are you at least twenty-one [21] years of age?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Are you a US Citizen?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Do you have a High School Diploma or GED?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Do you have a valid driver's license?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Do you have relatives employed by this agency?	Yes <input type="checkbox"/>	No <input type="checkbox"/>

Are you applying to other Law Enforcement agencies? Yes No

If so, indicate *All* agencies and your current status on their eligibility list:

Have you ever been denied employment by a criminal justice agency? Yes No

Do you speak any foreign languages? Yes No

If yes, to what proficiency?

Have you ever been arrested or detained? Yes No

If yes, give specifics, with dates:

Are you presently using illegal drugs? Yes No

How often do you consume alcohol?

Daily Weekly Weekends Only Social Drinker Non Drinker

Do you have any outstanding Civil Judgments against you? Yes No

If yes, state convictions:

- Are you an honest person? Yes No
- Are you reliable? Yes No
- Are you able to manage your personal finances? Yes No
- Are you good at communicating with a diverse group of people? Yes No
- Are you able to control your anger when insulted or threatened? Yes No
- Are you able to function normally when placed under temporary or prolonged stress? Yes No
- Are you willing and able to work rotating shifts? Yes No
- Are you willing and able to meet department grooming standards? Yes No
- Are you willing and able to wear a uniform? Yes No
- Are you willing and able to render emergency aid to trauma victims? Yes No
- Are you willing and able to view an autopsy? Yes No
- Are you willing and able to use deadly force, if necessary, to protect your life or that of another?
Yes No

Review the Basic Essential Job Functions of a police officer. These functions are included in the Confidential Questionnaire. Are you willing and able to perform the Essential Job Functions of a Law Enforcement Officer? Yes No

With proper training and supervision, do you believe that you can perform *All* of the Essential Job Functions of a Law Enforcement Officer, unassisted, and without delay? Yes No

Town of Schererville
Schererville Police Department

Basic Essential Job Functions

Personnel in this classification of the Schererville Police Department, perform duties related to the protection of lives and property in the Town of Schererville to include, but not limited to, responding to calls for service, apprehending violators, directing vehicular and pedestrian traffic, enforcing traffic laws and investigating complaints of illegal or unlawful activity.

Basic Essential Functions For Police Officer

Patrol assigned area on foot or drive a vehicle searching for suspicious activity or situations, or checking for persons in need of service.

Monitor Radio and other communication devices to receive assigned runs and to maintain awareness of activities in assigned areas or by other officers.

Assist citizens with problems such as lost children, injured persons, animal bites, civil disputes, locked doors, vehicle inspection and verifications, or abandoned vehicles.

Refer persons to appropriate social service agencies when situation warrants.

Respond to assigned run by driving, walking, or running to specified location, assess situation, determine need for other assistance, and take appropriate action.

Move people away from danger, including carrying unconscious people and providing emergency aid to injured people.

Investigate accidents, extract victims, provide emergency aid, gather evidence, record observations and statements of witnesses and victims, request assistance from other officers or agencies as needed, direct the removal of the vehicles involved, and ensure an area is clear.

Search crime scenes, take prescribed actions to preserve and protect evidence, and record findings and observations.

Interview victims, suspects, and witnesses, and record their responses and observations.

Pursue, apprehend, search, and arrest suspects using only necessary force, advise suspects of rights, and transport suspect to detention area.

Restrain people from physically striking or injuring others using appropriate weapons.

Drive a vehicle at high speed when situation warrants due to nature of emergency.

Stop drivers of vehicles when traffic violations are observed, verify license and registration data, advise driver or safe driving practices, and issue citations or make arrests as warranted.

Direct vehicular and pedestrian traffic when traffic congestion occur or as directed.

Report as directed to scenes of general emergencies and take appropriate action to protect life and property, such as directing traffic, quarantining an area, assisting individuals in leaving an area, preventing looting and requesting appropriate assistance.

Maintain visibility in the community by meeting and talking with citizens, provide information, visit local businesses, and make presentations to school, neighborhood and civic organizations.

Write reports and complete forms as required by operating procedures, and make oral reports to appropriate personnel.

Testify in court, prepare for such testimony by reviewing reports and notes, meet with attorneys and obtain appropriate evidence.

Participate in training of law enforcement procedures, including firearms, criminal justice,

and court procedures, emergency medical aid and related subjects.

Maintain uniforms, equipment and weapons.

Maintain personal physical fitness.

Perform related duties as assigned.

Conduct routine preventive maintenance of police vehicles (check oil, lights, tires, etc.)

Use the telephone, portable radio, computer and other communications systems.

Environmental Factors For Police Officers

The essential functions of police officers are performed in and affected by the following environmental factors. A Police Officer must:

Operate both as a member of a team and independently at incidents of uncertain duration.

Face exposure to infection to infectious agents such as Hepatitis B and HIV.

Perform complex tasks during life threatening emergencies.

Work for long periods of time, requiring sustained physical activity and intense concentration.

Face life or death decisions during emergency conditions.

Tolerate exposure to grotesque sights and smells associated with major trauma.

Make rapid transitions from rest to near maximal exertion without warm-up periods.

Use firearms, self-defense equipment and body armor.

Be able to physically protect him/herself.

Be able to communicate with people effectively.