

**Batesville Police Department**  
**132 S. Main Street, Batesville, Indiana**  
***Equal Opportunity Employer***  
**Application for Employment**

**Instructions: Please complete the application and mail it back to**  
**132 S. Main St., Batesville, IN. 47006; Attn: Batesville Police Chief or email [sholt@batesvillepolice.in.gov](mailto:sholt@batesvillepolice.in.gov)**  
**Contact Batesville Police Department at 812-934-3131 if you have any questions.**

The City of Batesville, Indiana, does not discriminate on the basis of race, color, gender, national origin, age, religion, or disability, in employment or the provision of services.

**Section I – Personal Information**

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

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

\_\_\_\_\_  
Cell # Alternate # Email Address

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**

Employment History (In chronological order beginning with most recent):

1. Employer's Name \_\_\_\_\_

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

Dates Employed: From: \_\_\_\_\_ To: \_\_\_\_\_

Job Title: \_\_\_\_\_

Describe your duties, responsibilities, etc for positions held: \_\_\_\_\_  
\_\_\_\_\_

Reason for leaving: \_\_\_\_\_

2. Employer's Name \_\_\_\_\_

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

Dates Employed: From: \_\_\_\_\_ To: \_\_\_\_\_

Job Title: \_\_\_\_\_

Describe your duties, responsibilities, etc for positions held: \_\_\_\_\_  
\_\_\_\_\_

Reason for leaving: \_\_\_\_\_

3. Employer's Name \_\_\_\_\_

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

Dates Employed: From: \_\_\_\_\_ To: \_\_\_\_\_

Job Title: \_\_\_\_\_

Describe your duties, responsibilities, etc for positions held: \_\_\_\_\_  
\_\_\_\_\_

Reason for leaving: \_\_\_\_\_

**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**

## Section IV - Miscellaneous

(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 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 \_\_\_\_\_