

BOURBON POLICE DEPARTMENT

William J. Martin, Chief of Police

Reserve, Part-Time, and Full-Time Officer Application.

Applicants will be required to complete a Bourbon Police Department application, including all required documents.

Applicants will be required to pass the Indiana Law Enforcement Academy physical fitness entrance exam. (Attached copy of standards or they can be found at www.in.gov/ilea)

Pass a written examination.

Home Interview.

Bourbon Police Department interview.

Town Council interview.

A waiver can be requested for the physical fitness test, if the applicant is currently active through the Indiana Law Enforcement Academy.



224 North Main Street • Bourbon, Indiana 46504 • 574-342-3105 • (fax) 574-342-6017



Physical Fitness Standards

ILEA Entry Standards

Test	Standard
Vertical Jump	13.5 Inches
One Minute Sit-ups	24
300 Meter Run	82 Seconds
Maximum Push-ups	21
1.5 Mile Run	18 Minutes 56 Seconds

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

BOURBON POLICE DEPARTMENT

APPLICATION/PERSONAL HISTORY STATEMENT

Application for position of : _____ Date : _____

GENERAL INSTRUCTIONS:

Hand write or print an answer to every question. If a question does not apply to you, so state N/A. If the space is insufficient, use a separate sheet of paper and precede each with the number of the reference block.

DO NOT MISTAKE OR OMIT materials of fact since statements made are subject to verification to determine your qualifications for employment.

MUST BE SUBMITTED NO LATER THAN _____ **(DATE)**

1. Last Name _____ First _____ MI _____

2. Alias(es) _____

3. Sex _____ 4. Social Security Number _____

5. Present Address: _____

City _____ State _____ ZIP _____

6. Date of Birth _____

7. Place of Birth (City, County, State) _____

8. **Military Status:** Have you served in the Armed Forces? YES NO
(If yes, attach a copy of your discharge or separation papers)

Are you a member of the Reserve or Guard? YES NO

Grade and service number : _____

Organization and location : _____

9. Education

- A. List all schools attended – Elementary, Junior High School and High School.
Attach a transcript of the last high school attended.

School Name	Location	Dates Attended	Graduated
			YES NO
			YES NO
			YES NO
			YES NO

B. Higher Education: College or University attended. Attach transcript from last attended.

C. Major and Minor College courses:	Degree Recd.	Year Recd.

D. Other schools attended: Trade, Military, Vocational, and Business.
Give Date, Location, Type and Subjects studied.

10. Vehicles Operators License

Type	Placed Issued	Restrictions	Number
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11. Have you ever been convicted of a crime? If yes, please state conviction.

No Yes

12. Employment: Begin with your most recent job and list your work history for the past ten years (including part time, temporary or seasonal employment, and all periods of unemployment).

From Date _____ To Date _____ Job Title _____
Name and Address of Employer _____
Description of Duties: _____
Supervisor Name _____ Name of Co-Worker _____
Salary _____

From Date _____ To Date _____ Job Title _____
Name and Address of Employer _____
Description of Duties: _____
Supervisor Name _____ Name of Co-Worker _____
Salary _____

From Date _____ To Date _____ Job Title _____
Name and Address of Employer _____
Description of Duties: _____
Supervisor Name _____ Name of Co-Worker _____
Salary _____

From Date _____ To Date _____ Job Title _____
Name and Address of Employer _____
Description of Duties: _____
Supervisor Name _____ Name of Co-Worker _____
Salary _____

From Date _____ To Date _____ Job Title _____
Name and Address of Employer _____
Description of Duties: _____
Supervisor Name _____ Name of Co-Worker _____
Salary _____

13. Residences: List all Residences for the past ten years. Begin with your present address.

Month/Year
From _____ To _____ Address _____ City, State, ZIP _____

14. Character References (other than relatives or previous employers)

Name	Yrs known	Address	City	State/ZIP	Phone
1.					
2.					
3.					
4.					
5.					
6.					

15. I agree to take a polygraph examination: YES NO Initials _____
(circle one)

16. I agree to take (at no cost to myself) a physical and psychological examination after I am hired.
YES NO
(circle one)

17. I understand that I must meet or exceed the basic minimum physical standards set by the Indiana Law Enforcement Academy to gain entrance to the basic course. Initials _____

18. Day/Night Phone Number _____
Cell Phone Number _____

19. It has been explained to me that I am on probation for one (1) year from the date of employment. During this time I can be terminated without a hearing or cause and I would have no appeal to this termination. Initials _____

20. The annual salary which has been set for the first three months (probationary period) of employment, for certified academy graduates is \$39,000 to \$40,000. After the probationary period, the officer will earn 100% of the current budgeted salary for officers. Those who are not academy graduates will be paid the set salary of \$34,000 for the first year of probation.

21. State in your own words why you would like to become a police officer (use additional sheet if necessary).

Applicant's Signature _____

Date _____

BOURBON INDIANA POLICE DEPARTMENT

**AUTHORIZATION FOR REVIEW, RELEASE AND PERMISSION
TO SECURE PERSONAL RECORDS**

I, _____, hereby authorize the duly authorized
(Applicant Name)
employees of the Bourbon Police Department to obtain, copy, secure and review any and all records,
data and information pertaining to me, my medical and dental history, arrest data, credit standing,
private life, educational progress, social life and any other information deemed pertinent by said
department in order to enable said department to conduct a full and complete background investigation
of my person.

I hereby absolve and agree to hold harmless any individual, agency, or institution who supplies
data, records or information to said department from any liability of whatever nature and from any cause
of action which might arise from said transactions.

Applicant's Signature

(Must be Notarized)

SWORN TO AND SUBSCRIBED BEFORE ME THIS _____ DAY OF _____

RESIDING IN _____ COUNTY

APPLICANT'S SIGNATURE

MY COMMISSION EXPIRES _____

NOTARY PUBLIC

BOURBON INDIANA POLICE DEPARTMENT

REIMBURSEMENT AGREEMENT

The undersigned, in consideration of the Bourbon Police Department, Bourbon, Indiana being willing to permit me to attend the Indiana Law Enforcement Academy during my employment to the police department and to continue to work for the police department of Bourbon.

I will continue to work for the police department of Bourbon, Indiana as a police officer for a period of three (3) years after the completion of said academy requirements and in the event that I should terminate my employment with the police department of Bourbon, Indiana during such three-year period, I further agree to reimburse the police department proportionately for what portion of such three year period I do in fact serve for the police department after my graduation from the Indiana Law Enforcement Academy.

Applicant's Signature

(Must be Notarized)

SWORN TO AND SUBSCRIBED BEFORE ME THIS ____ DAY OF _____

RESIDING IN _____ COUNTY

APPLICANT'S SIGNATURE

MY COMMISSION EXPIRES _____

NOTARY PUBLIC

ATTACHMENTS

If any of the following items apply to you, attach a copy of them.

Please note: Birth Certificate, DD214, Diplomas, Driver's License, Social Security card and transcripts are required for a complete application. Without them the application will not be considered.

1. Birth Certificate
2. Military discharge papers (DD214)
3. High School diploma and transcript
4. College or University diploma and transcript
5. Trade school or other courses taken
6. Law Enforcement certificate
7. Law Enforcement school attended
8. Copy of Social Security card
9. Copy of current Driver's License

Use additional paper as necessary to complete any questions or any other information that you feel is needed.