

**Walkerton Police Department**  
300 Illinois St. Walkerton, In. 46574  
(574) 586-3511

**APPLICATION**

(PLEASE PRINT)

Name \_\_\_\_\_  
Last First Middle

Any other name by which you have been known – include maiden names \_\_\_\_\_

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

Date of Birth \_\_\_\_\_

Home Telephone ( ) \_\_\_\_\_ Business ( ) \_\_\_\_\_ Cellular ( ) \_\_\_\_\_

Email Address \_\_\_\_\_

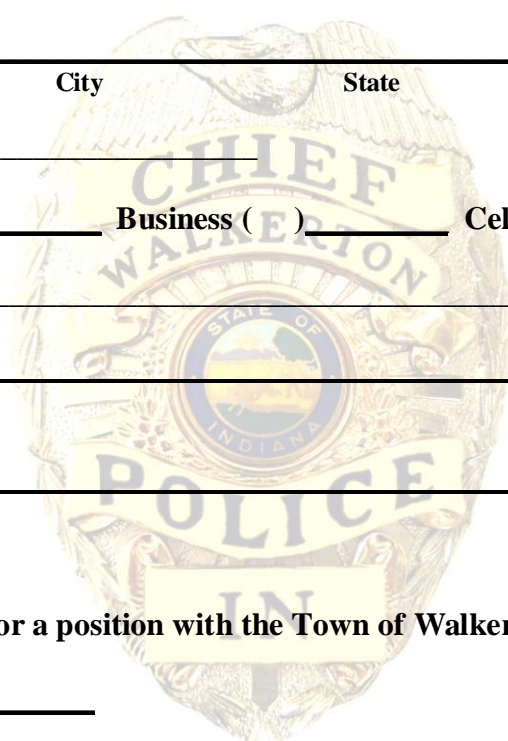
Present Employer \_\_\_\_\_

Employer's Address \_\_\_\_\_

Have you ever applied for a position with the Town of Walkerton in the past?

Yes \_\_\_\_\_ No \_\_\_\_\_

If so, when? \_\_\_\_\_



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Each of the following criteria must be met, along with  
proper documents attached to properly  
process your application.

**A. BASIC ELIGIBILITY REQUIREMENTS**

1. United States Citizen
2. Must be 21-35 years of age at time of hire
3. Have a high school diploma or GED\* certificate
4. Have no convictions of a felony criminal violation
5. Have no conviction of domestic violence or a domestic violence-related offense, either misdemeanor or felony
6. Must be of good moral character
7. Have no previous use of hallucinogenic drugs (LSD, Mushrooms, Mescaline, Ecstasy, etc.)
8. Possess a valid driver's license from current state of residence
9. Have an Honorable discharge from the military (if applicable)
10. Must pass mandatory drug screening
11. Have uncorrected vision at least 20/100 in both eyes, or be a long-term successful user of soft contact lenses correctable to 20/30 (must also be free from color blindness)
12. Must be able to pass a physical agility assessment test
13. Must be able to pass a competitive written exam and aptitude test
14. Must submit to in-depth background investigation; polygraph, psychological testing and medical examination
15. Must agree to and sign an employment contract post job offer

**B. COPIES OF THE FOLLOWING DOCUMENTS ARE REQUIRED**

1. DD214 (Armed Services Discharge).
2. High School diploma or GED diploma.
3. High School transcripts.
4. College transcripts.
5. Birth certificate.
6. Valid driver's license

**C. FACTORS THAT INCREASE EMPLOYMENT CONSIDERATIONS**

1. Education
  - a. College Degree
  - b. Education beyond high school
2. College internships
3. Volunteer community service

**D. POSITION APPLIED FOR:**

\_\_\_\_\_ **Full time / Part time**

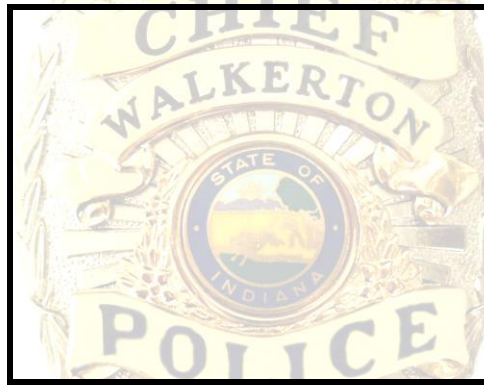
## INSTRUCTIONS

1. Read each item carefully.
2. This form must be clearly printed or typed in ink.
3. All items must be completed, and necessary documentation submitted with application.
4. The completed form must be returned to the Walkerton Police Department prior to the designated deadline.
5. Applications submitted after the deadline will not be processed.

## APPLICATION INFORMATION

1. All applicants may participate in the Written Examination. All applicants receiving a passing score may participate in the Physical Agility Test. (Police only)

Photo must be attached,  
or application will not be processed.



Photograph is to be front view,  
head and shoulders, approximately 2 ¼ inches  
square or no larger than 5 x 3 inches.

Photograph must be recent or taken within the past six months.

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Date

Applicant Signature

Name

Last

First

Middle

Are you a U.S. Citizen? Yes \_\_\_\_\_ No \_\_\_\_\_ Social Security # \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

### Past Addresses

Street and Number	City, State, Zip	From	To
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

### Military History and Status

Organization	Dates of Service	Rank or Grade	Reason for Leaving
_____	_____/_____	_____	_____
_____	_____/_____	_____	_____
_____	_____/_____	_____	_____

### Military Citations or Other Service Awards Received

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Are you now a member of a Military Reserve Unit? Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, what rank? \_\_\_\_\_

Give the name and location of unit to which you are assigned \_\_\_\_\_

\_\_\_\_\_

## EMPLOYMENT HISTORY

Start with your present or last regular job. List all previous jobs, including part time, and give the information requested for each job. Use a separate piece of paper if necessary.

Employer \_\_\_\_\_ Phone ( ) \_\_\_\_\_

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Street \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Salary Start \_\_\_\_\_ Salary Finish \_\_\_\_\_ Dates worked: From \_\_\_\_\_ To \_\_\_\_\_

Supervisor's full name & title \_\_\_\_\_

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

Describe in detail the work you did \_\_\_\_\_

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Employer \_\_\_\_\_ Phone ( ) \_\_\_\_\_

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Street \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Salary Start \_\_\_\_\_ Salary Finish \_\_\_\_\_ Dates worked: From \_\_\_\_\_ To \_\_\_\_\_

Supervisor's full name & title \_\_\_\_\_

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

Describe in detail the work you did \_\_\_\_\_

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Employer \_\_\_\_\_ Phone ( ) \_\_\_\_\_

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Street \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Salary Start \_\_\_\_\_ Salary Finish \_\_\_\_\_ Dates worked: From \_\_\_\_\_ To \_\_\_\_\_

Supervisor's full name & title \_\_\_\_\_

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

Describe in detail the work you did \_\_\_\_\_

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## REFERENCES

List at least six reliable persons, other than relatives and/or past employers or supervisors, who know you well enough to supply us with information about you. They must have known you for at least one year.

Name \_\_\_\_\_ Phone ( ) \_\_\_\_\_

Street \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Business/Occupation \_\_\_\_\_

Name \_\_\_\_\_ Phone ( ) \_\_\_\_\_

Street \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Business/Occupation \_\_\_\_\_

Name \_\_\_\_\_ Phone ( ) \_\_\_\_\_

Street \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Business/Occupation \_\_\_\_\_

Name \_\_\_\_\_ Phone ( ) \_\_\_\_\_

Street \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Business/Occupation \_\_\_\_\_

Name \_\_\_\_\_ Phone ( ) \_\_\_\_\_

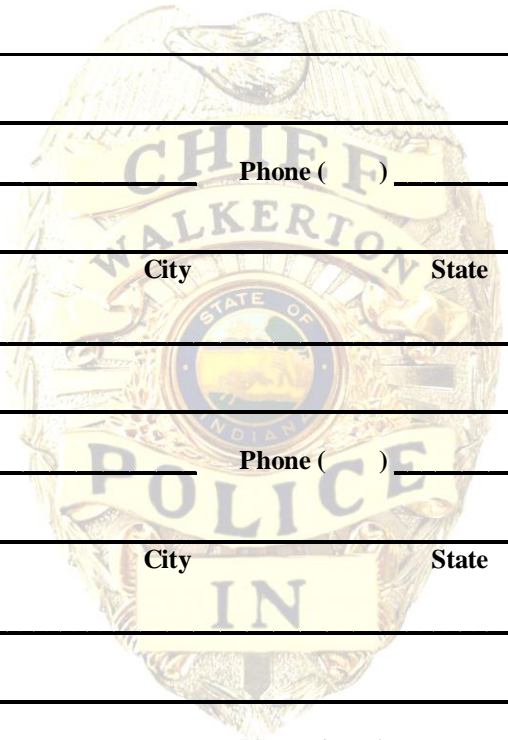
Street \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Business/Occupation \_\_\_\_\_

Name \_\_\_\_\_ Phone ( ) \_\_\_\_\_

Street \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Business/Occupation \_\_\_\_\_



# EDUCATION

(Attach transcripts)

High School \_\_\_\_\_ Phone ( ) \_\_\_\_\_

Street \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Graduation date \_\_\_\_\_

Extra curricular activities \_\_\_\_\_

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## College or Technical School

College \_\_\_\_\_

Street \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Graduation date \_\_\_\_\_ Degree \_\_\_\_\_

Extra curricular activities \_\_\_\_\_

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**Other Education or Training:** (In this section, list any vocational, certificates or technical training that you have received or any apprenticeship programs you may have been a part of.)

School location	Type of training	From	To
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

List any special skills, training experiences, etc. that you have acquired. Include languages other than English and degree of proficiency.

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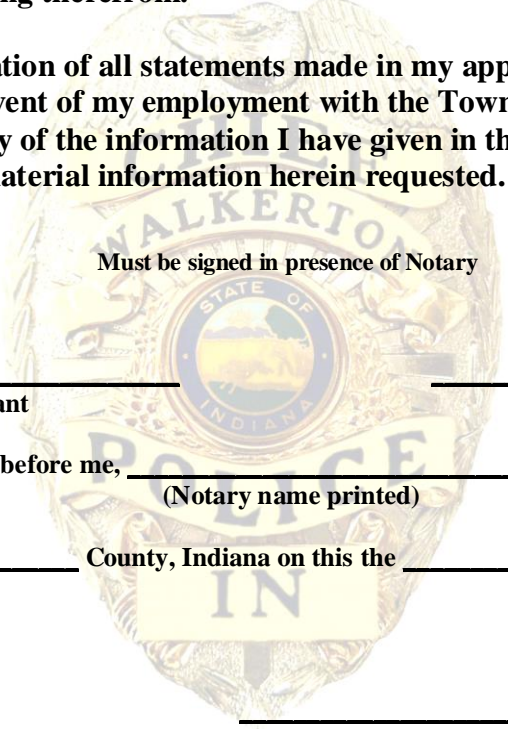
**GENERAL AUTHORIZATION FOR RELEASE AND WAIVER**

I hereby authorize any and all schools, physicians, hospitals, Armed Services, current and all previous employers, law enforcement agencies, or any other person or organizations or agency to furnish the Town of Walkerton or its designated agent(s), any and all information, opinions, or documents, which may be requested, to allow visual inspection and copy of all reports, photographs or other documents.

I hereby waive any objection to the release of said information and grant to the Town of Walkerton or its said agent(s) any right I may have to said information. Further, I hereby release all of the above, to the Town of Walkerton and its agent(s) from all liability for any damage whatsoever arising therefrom.

I also authorize investigation of all statements made in my application for employment. I understand that in the event of my employment with the Town of Walkerton, I shall be subject to dismissal if any of the information I have given in this application is false, or if I have failed to give any material information herein requested.

Must be signed in presence of Notary



\_\_\_\_\_

Signature of applicant \_\_\_\_\_ Date \_\_\_\_\_

Subscribed and sworn to and before me, \_\_\_\_\_ Notary Public,  
(Notary name printed)

Resident of \_\_\_\_\_ County, Indiana on this the \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_.

My Commission Expires:  
\_\_\_\_\_

\_\_\_\_\_ (Signature of Notary Public)

(SEAL)



## **QUALITIES NEEDED TO BE SUCCESSFUL**

**Are you willing to.....?**

**Work holidays and weekends?**

**Work rotating shifts, sometimes with very little advanced notice?**

**Work overtime, sometimes with very little notice?**

**Work with little break time and no scheduled mealtime, often eating while performing job duties?**

**Have all of your telephone calls monitored and recorded?**

**Talk to callers who are emotionally upset, for example, persons who are depressed, excited, frightened or angry?**

**Make an immediate decision, which may affect a life?**

**Remain emotionally detached in order to respond to situations in a positive, mature and helpful manner?**

**Maintain an independent thought process and make decisions on your own yet still maintain the ability to be a team worker?**

**Tolerate abusive or threatening language both on the telephone and in person and realize such behavior is because of a problem the individual is going through?**

**Work in close proximity with co-workers?**

**Handle a heavy volume of calls, or deal with a heavy workload with very little time between situations?**

**Work in a noisy environment?**

**Take direction from many supervisors?**

**If you feel you possess all of the above skills and have a clear criminal history in order to pass a background investigation, this department welcomes your application.**

## Written Exam / Entrance Test

The written exam is typically a standardized test used to assess general aptitude and does not require or assume any knowledge specific to law enforcement. Written exams typically test an applicant's

- reading comprehension
- problem-solving / judgment skills
- memory
- writing skills
- mathematical abilities
- spelling abilities

## Physical Fitness Assessment Test

Based upon the Indiana Law Enforcement Academy's physical fitness standards to enter the Police Academy. The standards are the same for males and females.

- Applicants must meet the standard for each exercise to pass the assessment test.
- This is a PASS/FAIL test only. No points are assigned for results.
  - Vertical Jump Test (Standard – 13.5 inches or greater)
  - Timed Sit Up Test (Standard – 24 in one minute or less)
  - 300 Meter Run (Standard – complete in 82 seconds or less)
  - Push Up Test (Standard – complete 21 push-ups with no time limit)
  - 1.5 Mile Run (Standard – complete in 18:56 or less)

## Screen Requirements

The Walkerton Police Department's applicant screening process is multi-phased and consists of the following steps:

1. Preliminary Application
2. Written Examination
3. Physical Agility Test – Given  
Personal history questionnaire
4. Background Investigation
5. Personal Interview / review P.H.  
Questionnaire
6. Board Review – Disqualifying  
Applicants
7. Polygraph Examination
8. Oral Board / Conditional Offer
9. Medical Examination
10. Psychological Examination
11. Board Approvals