



APPLICATION FOR EMPLOYMENT

McCordsville Police Department
6280 West 800 North, McCordsville, IN 46055

This application is provided by the McCordsville Police Department. Provide all information requested by printing the form and entering the requested information in ink or typing.

GENERAL INFORMATION

Name (Last)	(First)	(Middle Initial)	Home Telephone ()
Address (Mailing Address)	(City)	(State)	(Zip)
E-Mail Address		Are you legally entitled to work in the U.S.? <input type="checkbox"/> Yes <input type="checkbox"/> No	

POSITION

Position Or Type Of Employment Desired	Will Accept: <input type="checkbox"/> Part-Time <input type="checkbox"/> Full-Time <input type="checkbox"/> Temporary	Shift: <input type="checkbox"/> Day <input type="checkbox"/> Swing <input type="checkbox"/> Graveyard <input type="checkbox"/> Rotating
Are you able to perform the essential functions of the job you are applying for, with or without reasonable accommodation? <input type="checkbox"/> Yes <input type="checkbox"/> No		
Salary Desired	Date Available	

EDUCATION AND TRAINING

High School Graduate Or General Education (GED) Test Passed? <input type="checkbox"/> Yes <input type="checkbox"/> No						
If no, list the highest grade completed						
College, Business School, Military (Most recent first)						
Name and Location	Dates Attended Month/Year	Credits Earned		Graduate	Degree & Year	Major or Subject
	From	Quarterly or Semester Hours	Other (Specify)	<input type="checkbox"/> Yes <input type="checkbox"/> No		
	To					
	From			<input type="checkbox"/> Yes <input type="checkbox"/> No		
	To					
	From			<input type="checkbox"/> Yes <input type="checkbox"/> No		
	To					
Occupational License, Certificate or Registration	Number	Where Issued		Expiration Date		
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Languages Read, Written or Spoken Fluently Other Than English						

VETERAN INFORMATION (Most recent)

Branch of Service	Date of Entry	Date of Discharge
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SPECIAL SKILLS (List all pertinent skills and equipment that you can operate)

(Maximum 300 characters)

WORK EXPERIENCE (Most Recent First) (Include voluntary work and military experience)

Employer	Telephone Number ()	From (Month/Year)
Address		
Job Title	Number Employees Supervised	To (Month/Year)
Specific Duties (Maximum 350 characters)		Hours Per Week
		Last Salary
		Supervisor
Reason For Leaving		May We Contact This Employer? <input type="checkbox"/> Yes <input type="checkbox"/> No
Employer	Telephone Number ()	From (Month/Year)
Address		
Job Title	Number Employees Supervised	To (Month/Year)
Specific Duties (Maximum 350 characters)		Hours Per Week
		Last Salary
		Supervisor
Reason For Leaving		May We Contact This Employer? <input type="checkbox"/> Yes <input type="checkbox"/> No
Employer	Telephone Number ()	From (Month/Year)
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Address		
Job Title	Number Employees Supervised	To (Month/Year)
Specific Duties (Maximum 350 characters)		Hours Per Week
		Last Salary
		Supervisor
Reason For Leaving		May We Contact This Employer? <input type="checkbox"/> Yes <input type="checkbox"/> No

ARREST / CONVICTION INFORMATION – YOU MAY USE REGULAR PAPER IF NECESSARY

Have you been arrested? If so for what, when, and where?
Have you been convicted of “any” felon, including DUI?
Have you been convicted of “any” misdemeanor, including DUI?

I certify the information contained in this application is true, correct, and complete. I understand that, if employed, false statements reported on this application may be considered sufficient cause for dismissal.

Signature of Applicant _____ Date _____

Civilian Administrative Responsibilities:

- ✚ Handling office tasks, such as filing, scanning documents as directed, generating reports, setting up for meetings, preparing request for supplies, functioning as the reporter for the Metropolitan Board of Police Commissioners.
- ✚ Assisting the Chief of Police and Assistant Chief of Police with providing real-time scheduling support by booking appointments and preventing conflicts.
- ✚ Fingerprinting individuals as needing (Not persons under arrest).
- ✚ Screening phone calls and routing callers to the appropriate party that may be able to assist them.
- ✚ Greet and assist citizens.
- ✚ Maintain polite, professional, and sometimes firm communication via telephone, e-mail, and inter-department or U.S. Mail.
- ✚ Anticipate the office needs of the Chief and the Assistant Chief in order to ensure their seamless and positive workflow.
- ✚ Utilize computers to generate reports, transcribe minutes from meetings, create presentations and conduct research.
- ✚ Arrange for maintenance on various office equipment as needed.
- ✚ Assist the Investigations Division from time to time with appointments.
- ✚ Any other duties as may be required for the efficient operations of the Police Department's Administrative section.

Civilian Administrative Requirements:

- ✚ Minimum education level High School Graduate, Associate Degree preferred.
- ✚ Prior administrative/secretarial/receptionist experience.
- ✚ Excellent computer skills, specifically with Microsoft based applications.
- ✚ Excellent typing skills.
- ✚ Attention to detail.
- ✚ Multilingual in Spanish preferred, but not required.
- ✚ Desire to be proactive and create a positive experience for others.
- ✚ Capable of maintaining confidentiality.
- ✚ Normal Working hours are 8am to 4pm Monday thru Friday
- ✚ Occasional night meetings will be required.

Salary:

- ✚ Hourly rate, negotiable depending on previous experience, education level, or a combination of education and experience.
- ✚ Civilian PERF retirement available.
- ✚ Health, Dental, Vision, and Life Insurance available.
- ✚ Vacation, Sick Days and other time off available by policy.