



**Gary Police Department
555 Polk Street Gary, IN 46402**



Selection Process Application

Eligibility Requirements and Applicant Information

Listed below is the contact information for our team members. Please contact the Personnel Division if you have any questions concerning your recruitment process:

gpdrecruiting@gary.gov

The Gary Police Department is an equal opportunity/affirmative action employer, complying with all provisions of the Americans with Disabilities Act.

BASIC ELIGIBILITY REQUIREMENTS:

- Must be a United States citizen.
- Must possess a valid driver's license.
- Must have obtained a high school diploma or GED.
- Must have never been terminated as a Gary Police Officer.
- Must not have been convicted of a Class A Misdemeanor or Felony.
- Must be at least 21 years old and less than 39 years of age at the date of employment or 40 and 6 months years of age with twenty years of active military service.

Academy Certified

Sworn

Reserve

Last Name:	First Name:	Middle Initial:
Maiden Name:	Race:	Sex:
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Email:	Date of Birth:	Marital Status:

Phone:	Street Address:	
	City, State & Zip:	
	County:	
Have you read the provided instructions and met the basic eligibility requirements?		
Social Security Number:		Height:
		Weight:

Background Information

To determine your eligibility, answer the following questions: (I understand that all information provided will be verified by a background investigation, including a polygraph examination. Any false information provided may cause me to be removed from further consideration for this selection process).

Have you used an illegal drug (other than marijuana) or abused a legal drug within the last 5 years?	
Have you used Adderall without a prescription within the last year?	
Have you used marijuana within the last year?	
Have you ever knowingly or intentionally sold, transported, or manufactured any illegal drug?	
Do you currently abuse alcohol?	
How many times within the last year have you operated a motor vehicle (including a motorboat) and were impaired or over the legal limit for alcohol and/or drugs.	
Have you received any of the following Military Discharges: Bad Conduct Discharge (BCD), Dishonorable Discharge (DD) or Administrative Discharge Other Than Honorable (OTH)?	
Have you engaged in any form of bestiality since the age of 18?	
Do you have any tattoos, brands, or mutilations.	

NOTE: Mutilation is defined by Departmental policy as a purposeful, knowing, or intentional disfigurement, modification, or alteration of one's natural appearance that could bring discredit to the Department or create a non-uniform appearance that might hinder Department Esprit de corps. Such mutilations may include but are not limited to brands, ear gauges, nose gauges, facial piercing, tongue trimming, tongue splitting, tongue studs, cranium cosmetic implants, or any other implant that does not project an anthropomorphic appearance.

Have you previously applied for an Officer's position with the City of Gary?	
If known, indicate the year(s) in which an application was submitted:	
Are you currently, or have you ever been employed by the City of Gary?	

Relative Disclosure Information

In an effort to avoid nepotism during the interview process, and in order to comply with Gary Police Department's Standard Operating Procedures and Indiana Code 4-15-7-1, it is necessary that you notify us of all relatives who have or currently work for the City of Gary in the spaces provided below. For purposes of this procedure, "relative" means father, mother, brother, sister, uncle, aunt, husband, wife, son, daughter, son-in-law, daughter-in-law, niece or nephew as defined in Indiana Code 4-15-7-1.

Do you currently have or have ever had relatives employed by the City of Gary?	---
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Education

High School Diploma or GED?	
Highest grade of high school completed?	
College hours earned:	
Degree(s) obtained:	

Name of school (beginning with high school and include City & State)	# of hours completed	GPA (4.0) scale	Did you graduate?	Diploma or Degree

Prior Law Enforcement

Do you have any prior law enforcement experience?	---
Did you attend a law enforcement academy?	---

Military History and Status

Include active-duty service with the National Guard and the Reserve.

Have you ever served in the United States military on active duty (including basic training)?	---
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Employment

Please complete this section for each of your past employers, starting with your current or most recent employer.

1. Name of Employer and Supervisor:	Telephone #:	
Employer Full Address (Street Address, City, State, Zipcode) :		
Position or Title	Start Date: MM/YY	End Date: MM/YY
Were you disciplined?	Reason for Leaving?	

Duties and Responsibilities?		

2. Name of Employer and Supervisor:	Telephone #:	
Employer Full Address (Street Address, City, State, Zipcode) :		
Position or Title	Start Date: MM/YY	End Date: MM/YY
Were you disciplined?	Reason for Leaving?	

Duties and Responsibilities?		

3. Name of Employer and Supervisor:	Telephone #:	
Employer Full Address (Street Address, City, State, Zipcode) :		
Position or Title	Start Date: MM/YY	End Date: MM/YY
Were you disciplined?	Reason for Leaving?	

Duties and Responsibilities?		

Employment Continued

4. Name of Employer and Supervisor:	Telephone #:	
Employer Full Address (Street Address, City, State, Zipcode) :		
Position or Title	Start Date: MM/YY	End Date: MM/YY
Were you disciplined?	Reason for Leaving?	

Duties and Responsibilities?		

5. Name of Employer and Supervisor:	Telephone #:	
Employer Full Address (Street Address, City, State, Zipcode) :		
Position or Title	Start Date: MM/YY	End Date: MM/YY
Were you disciplined?	Reason for Leaving?	

Duties and Responsibilities?		

6. Name of Employer and Supervisor:	Telephone #:	
Employer Full Address (Street Address, City, State, Zipcode) :		
Position or Title	Start Date: MM/YY	End Date: MM/YY
Were you disciplined?	Reason for Leaving?	

Duties and Responsibilities?		

Employment Continued

7. Name of Employer and Supervisor:		Telephone #:	
Employer Full Address (Street Address, City, State, Zipcode):			
Position or Title		Start Date: MM/YY	End Date: MM/YY
Were you disciplined?	Reason for Leaving?		

Duties and Responsibilities?			

8. Name of Employer and Supervisor:		Telephone #:	
Employer Full Address (Street Address, City, State, Zipcode):			
Position or Title		Start Date: MM/YY	End Date: MM/YY
Were you disciplined?	Reason for Leaving?		

Duties and Responsibilities?			

9. Name of Employer and Supervisor:		Telephone #:	
Employer Full Address (Street Address, City, State, Zipcode) :			
Position or Title		Start Date: MM/YY	End Date: MM/YY
Were you disciplined?	Reason for Leaving?		

Duties and Responsibilities?			

Do you have additional employers to include?
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Driver's License Information

Do you currently possess a valid driver's license?		
Has your driver's license ever been suspended or revoked?	Driver's License (State & Number)	Expiration Date: MM/YYYY
Have you possessed a driver's license in another state? If yes, provide the state(s) name below.		

Vehicle Crash and Traffic Ticket Information

Have you ever been involved in a vehicle crash?	
Number of crashes:	
Have you ever received a ticket for a traffic offense?	
Number of tickets:	

Vehicle Crash Information (beginning with most recent)

List all vehicle crashes in which you have been involved as a driver.

	Date	Location (City & State)	Brief Description
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			

Do you have more vehicle crashes to include?

Traffic Offense Information (beginning with most recent)

Complete the requested information below for each traffic citation you have received.

	Date	Location (City & State)	Charge	Disposition
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				

Do you have more traffic offenses to include?

Criminal Arrest Information

Have you ever been arrested or ticketed for a misdemeanor that has not been expunged by a court, even if charges were later dropped or dismissed?	
Have you ever been arrested or charged with a felony that has not been expunged by a court, even if charges were later dropped or dismissed?	
Have you ever been arrested for an act as a juvenile that would have been a crime had it been committed as an adult?	
Have you ever been, or are you currently involved as, a plaintiff, defendant, petitioner, or respondent in any civil court case?	

Criminal Offense Information

(Misdemeanor or Felony Only) (beginning with most recent)

Complete the requested information below for each criminal charge you have received.

	Date	Location (City & State)	Charge	Disposition
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				

Do you have more criminal offenses to include?

Character References

10 Character references are required. Do not list relatives or former employers as references.

	Name	Full Address (Street Address, City, State, Zipcode)	Phone #	Email Address
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				

Prior residences, including military addresses (beginning with most recent)

	Street Address	City & State	Zipcode	From MM/YY	To MM/YY
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					

Prior Law Enforcement Applications (beginning with most recent)

	Police Agency	Application Date	Last Phase Attempted
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			

Prior Law Enforcement Internships (beginning with most recent)

	Police Agency	Dates	Duties / Responsibilities	Paid/Unpaid/College Credit
1				
2				
3				
4				
5				

Prior reserve/part-time/full-time law enforcement experience (beginning with most recent)

Police Agency #1	<input type="text"/>		
Address	<input type="text"/>	Phone #	<input type="text"/>
Supervisor's Name	<input type="text"/>	Supervisor's Title	<input type="text"/>
Supervisor's Email Address	<input type="text"/>	Supervisor's Phone	<input type="text"/>
Position or Professional Title	<input type="text"/>		
Start Date	<input type="text"/>	End Date	<input type="text"/>
Have you been the subject of an internal investigation or disciplined?	<input type="text"/>		

Police Agency #2	<input type="text"/>		
Address	<input type="text"/>	Phone #	<input type="text"/>
Supervisor's Name	<input type="text"/>	Supervisor's Title	<input type="text"/>
Supervisor's Email Address	<input type="text"/>	Supervisor's Phone	<input type="text"/>
Position or Professional Title	<input type="text"/>		
Start Date	<input type="text"/>	End Date	<input type="text"/>
Have you been the subject of an internal investigation or disciplined?	<input type="text"/>		

Prior reserve/part-time/full-time law enforcement experience (continued)

Police Agency #3	
Address	Phone #
Supervisor's Name	Supervisor's Title
Supervisor's Email Address	Supervisor's Phone
Position or Professional Title	
Start Date	End Date
Have you been the subject of an internal investigation or disciplined?	

Police Agency #4	
Address	Phone #
Supervisor's Name	Supervisor's Title
Supervisor's Email Address	Supervisor's Phone
Position or Professional Title	
Start Date	End Date
Have you been the subject of an internal investigation or disciplined?	

Police Agency #5	
Address	Phone #
Supervisor's Name	Supervisor's Title
Supervisor's Email Address	Supervisor's Phone
Position or Professional Title	
Start Date	End Date
Have you been the subject of an internal investigation or disciplined?	

Miscellaneous Information

Do you currently possess a personal protection handgun permit?	
Have you ever been denied a personal protection handgun permit?	
Have you ever had a personal protection handgun permit revoked?	
Number of dependents?	
Are you legally required to make child support payments?	

Language Information

Language	Speak Fluently?	Read/Write?

Written Examination / Physical Abilities Test / Oral Interview

Note: You will complete all these three (3) phases on the same day which could result in an approximately twelve (12) hour day. You must successfully complete each phase to continue to the next phase. Please plan accordingly.

Are you able to participate?

How did you learn of the Gary Police Department selection process?	
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NOTE: Only those applicants eligible to proceed in the selection process will receive an invitation to attend the testing.

Additional Documents

The Gary Police Department Personnel Division will require the following documentation at a later date;
Please begin to collect these documents now:

- Birth Certificate (copy)
- High School transcripts (copy)
- College/University transcripts (if applicable)
- Military DD Form 214 (if applicable) (copy)
- If active duty, a letter of endorsement from a military commander is required.
- Copies of specialized training certificates and awards.
- Previous law enforcement documentation:
- Copy of State accredited law enforcement academy certificate and curriculum.
- Copies of commendations and awards.
- 2 1/2" X 2 1/2" Passport-style photograph of your head and shoulders in professional attire.

By placing my name in the box below and selecting today's date, I swear or affirm under the penalty of perjury all information contained in this application is true, accurate, and complete to the best of my knowledge. I understand that all information provided will be verified by a background investigation, including a polygraph examination. Any false information provided may cause me to be removed from further consideration for this selection process.

The Personnel Division will contact you via email. Please be sure to check your emails regularly (including your spam/junk folders) to ensure you do not miss important information from us. Be sure you read all email correspondence thoroughly so you know what is expected of you during each phase of the hiring process.

Full Name (typed)	Date
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Full Name (typed)

Date

APPLICATION SUBMISSION STEPS:

- 1. PROOFREAD YOUR APPLICATION THOROUGHLY, ENSURING ALL FIELDS ARE COMPLETED.**
- 2. SAVE A COPY OF YOUR COMPLETED APPLICATION USING THE FOLLOWING FORMAT:**

LAST NAME, FIRST NAME, MIDDLE INITIAL, DATE OF BIRTH

(EXAMPLE: "DOE, JOHN, A, 01-01-1980")

- 3. ONCE YOU HAVE SAVED A COPY OF YOUR COMPLETED APPLICATION TO YOUR COMPUTER, SEND THE APPLICATION AS AN ATTACHMENT IN AN E-MAIL MESSAGE USING THE FOLLOWING CRITERIA TO FINISH SUBMITTING YOUR APPLICATION TO THE GARY POLICE DEPARTMENT:**

TO: GPDRECRUITING@GARY.GOV

SUBJECT: GARY POLICE DEPARTMENT APPLICATION

MESSAGE/NARRATIVE SECTION: INCLUDE YOUR FULL NAME (LAST NAME, FIRST NAME, MIDDLE INITIAL, AND DATE OF BIRTH (MM-DD-YYYY))

ATTACH YOUR APPLICATION: WHEN YOU HAVE COMPLETED THE INFORMATION ABOVE, ATTACH YOUR APPLICATION UTILIZING YOUR E-MAIL PROGRAM FILE ATTACHMENT PROTOCOLS.

SEND: CONFIRM ALL INFORMATION ABOVE IS ACCURATE AND THAT YOU HAVE ENTERED THE CORRECT E-MAIL ADDRESS FOR THE GARY POLICE DEPARTMENT:

GPDRRECRUITING@GARY.GOV