



LaPorte County Sheriff Office

809 STATE STREET
LAPORTE, INDIANA 46350
PHONE: 219.326.7700 FAX: 219.324.6205

APPLICATION

AN EQUAL OPPORTUNITY EMPLOYER
(DRUG TESTING MAY BE REQUIRED)

SHERIFF Michael F. Mollenhauer

GENERAL INFORMATION	NAME: LAST FIRST MI			SOCIAL SECURITY NO.
	HOME ADDRESS		CITY STATE	ZIP CODE
	HOME PHONE ()	BUSINESS PHONE ()	HAVE YOU EVER BEEN CONVICTED OF A FELONY? <input type="checkbox"/> YES <input type="checkbox"/> NO IF YES, PLEASE EXPLAIN BELOW.....	
	ARE YOU OVER THE AGE OF 21? <input type="checkbox"/> YES <input type="checkbox"/> NO		HAVE YOU EVER BEEN EMPLOYED BY THE LAPORTE COUNTY SHERIFF DEPARTMENT? IF YES, INDICATE: POSITION _____ FROM _____ TO _____	
I AM APPLYING FOR A POSITION IN: _____		THE POSITION YOU HAVE APPLIED FOR REQUIRES WORK ON ALL THREE SHIFTS. ARE YOU <input type="checkbox"/> YES <input type="checkbox"/> NO ABLE TO WORK ALL THREE SHIFTS?		

EDUCATION	CIRCLE HIGHEST GRADE COMPLETED:															
	<u>GRADE SCHOOL</u>				<u>HIGH SCHOOL</u>				<u>COLLEGE</u>				<u>GRADUATE SCHOOL</u>			
	1 2 3 4 5 6 7 8				9 10 11 12				1 2 3 4				1 2 3 4			
	NAME AND ADDRESS OF SCHOOL										MAJOR SUBJECT OR DEGREE					
	HIGH SCHOOL:															
	COLLEGE:															
	GRADUATE SCHOOL:															
	TECHNICAL TRAINING:															
	PLEASE LIST ANY LAW ENFORCEMENT CLASSES TAKEN OR CERTIFICATIONS HELD:															
HAVE YOU HAD MILITARY SERVICE? <input type="checkbox"/> YES <input type="checkbox"/> NO IF YES, WHAT BRANCH? _____																

EMPLOYMENT HISTORY

FROM	TO	EMPLOYER:	POSITION HELD:
MO / YR.	MO / YR	ADDRESS:	DESCRIPTION OF DUTIES:
		TELEPHONE: ()	
		SUPERVISOR:	REASON FOR LEAVING:
		BASE RATE OF PAY: \$ PER	
FROM	TO	EMPLOYER:	POSITION HELD:
MO / YR	MO / YR	ADDRESS:	DESCRIPTION OF DUTIES:
		TELEPHONE: ()	
		SUPERVISOR:	REASON FOR LEAVING:
		BASE RATE OF PAY: \$ PER	
FROM	TO	EMPLOYER:	POSITION HELD:
MO / YR	MO / YR	ADDRESS:	DESCRIPTION OF POSITION:
		TELEPHONE: ()	
		SUPERVISOR:	REASON FOR LEAVING:
		BASE RATE OF PAY: \$ PER	

NOTE: IF SPACE IS NEEDED FOR ADDITIONAL EMPLOYMENT HISTORY, PLEASE CHECK THE BOX AT RIGHT AND PLACE INFORMATION, TYPED, ON A PLAIN, WHITE SHEET OF 8 1/2 x 11 PAPER

REFERENCES

BELOW, GIVE THE NAMES OF THREE PERSONS YOU ARE NOT RELATED TO, WHOM YOU HAVE KNOWN AT LEAST THREE YEARS

	NAME	ADDRESS	BUSINESS	YEARS ACQUAINTED
1				
2				
3				

DRIVERS LICENSE

DO YOU CURRENTLY POSSESS A VALID DRIVERS LICENSE YES NO STATE: _____

LICENSE NUMBER: _____ IS YOUR LICENSE RESTRICTED? YES NO

IF SUSPENDED, ADVISE REASON FOR SUSPENSION HERE AND BELOW: _____

LAPORTE COUNTY SHERIFF DEPARTMENT
CONDITIONS OF EMPLOYMENT

The following describes some of the employment requirements and conditions that you should be aware of prior to completing your **Application for Employment**.

1. References on your Application to prior employment and educational background may be contacted for further information.
2. If hired, you will be required to take a standard medical and eye examination and your continued employment will be subject to your ability to satisfactorily perform the duties and responsibilities of your position. After successful completion of your medical exams you will be required to take and satisfactorily pass a Voice Stress Analysis (VSA) test to be conducted by a Certified VSA operator. (See page 5)
3. If hired, you will be required to satisfactorily complete a screening drug test, upon demand, at department expense.
4. If hired, you will be placed on Probationary Status to determine whether you can satisfactorily perform the duties of your position. You will, at all times during non-merit employment, be an employee at will and your employment may be terminated at any time without cause, without notice or further obligation on the part of the LaPorte County Sheriff's Office.
5. If hired, you will be eligible for employee benefits in accordance with LaPorte County Government benefit policies and procedures, which may change from time to time.
6. If hired, you will be required to comply with the LaPorte County Sheriff's Office established policies, rules and regulation and general orders pertaining to the conduct of employees.
7. By signing your Application, you verify that the information contained in your Application is correct to the best of your knowledge. False information may be grounds for rejection of your Application or termination of your employment.

I have read the foregoing Conditions of Employment and I agree with the terms and conditions therein.

In addition, I authorize investigation of all statements contained in my employment application. I understand that my employment is contingent upon satisfactory completion of a physical and eye examination, Voice Stress Analysis test and drug screening test. Any statements made by me that are proven false may be considered cause for dismissal. I hereby authorize former employers and educational institutions, their officers, agents or employees to furnish the LaPorte County Sheriff's Officer any information concerning my previous employment record, job performance and character and hereby release them from liability for reason thereof.

SIGNATURE

DATE

DO NOT WRITE ON THIS PAGE FOR INTERVIEWERS USE ONLY

INTERVIEWED BY:	LOCATION:	DATE:
COMMENTS:		

INTERVIEWED BY:	LOCATION:	DATE:
COMMENTS:		

INTERVIEWED BY:	LOCATION:	DATE:
COMMENTS:		

HIRED FOR DEPARTMENT:		FOR POSITION:	
STARTING SALARY / WAGES		STARTING DATE:	
APPROVED 1	INITIAL INTERVIEW	DATE	
APPROVED 2	DEPARTMENT HEAD	DATE	
APPROVED 3	SHERIFF	DATE	
ADDITIONAL COMMENTS OR INFORMATION:			

Pre-Employment Truth Verification Examinations

The **Sheriff of LaPorte County** requires all applicants utilized by his Department, in any capacity, be screened according to the guidelines he has established.

This pertains to, but, is not limited to, all individuals applying for paid employment with this Department, for volunteer and reserve positions, for positions utilized by vendors in fulfilling their contracts with this Department, and for employees of other County Departments having job duties that require them to access Sheriff's Department facilities, documents, databases, equipment, etc..

The following guideline areas will be covered during the pre-employment interview and truth verification examination, utilizing a ***Computer Voice Stress Analyzer***:

- Application Information:** These questions address each applicant's truthfulness, in regard to the information he or she has supplied during the application process, including the background information.
- Narcotics Usage:** These questions delve into the applicant's pattern of usage of illegal drugs or narcotics, including a detailed inventory of the types of illegal drugs used, the frequency of usage, method of use and last contact with illegal drugs.
- Criminal Activity and Associations:** Past criminal acts, associations with criminal elements, prior arrests or detentions by law enforcement agencies and the applicant's driving record are discussed. (A computer records inquiry, to local and nationwide law enforcement databases, shall be conducted)
- Employment:** The applicant's work history is discussed. Thefts from employer issues are also discussed.
- Security Matters:** The applicant is questioned as to whether he or she has ever associated with any subversive groups. There will be questions as to whether the applicant has been directed to apply for this position by any foreign government or any special interest group.
- Military Service:** The applicant's history of military service, if any, is discussed.
- Marital Status:** The applicant's marital status, prior marriages, number of dependants, related to how the applicant handles those responsibilities, will be discussed.
- Domestic Violence:** The applicant is questioned as to his or her involvement, if any, in physical violence (or the threat or fear of physical violence) towards any past or present significant other.
- Gambling:** The applicant's gambling activities, if any, are discussed.
- Indebtedness:** The applicant's handling of financial responsibilities and potentially compromising financial situations are discussed.

(Continued)

- **Sexual Activities:** Applicants are questioned about whether they have a history of participation in sexual behaviors which would directly conflict with criminal statues and/or conflict with the duties of an employee or contractor of the Sheriff's Department.

- **TheJob:** Questions regarding essential job functions and the willingness to comply with rules and regulations.

All Computerized Voice Stress Examiners are Deputies, trained by certified instructors, in accordance with the requirements of the professional associations. Tests are conducted professionally and within a confidential environment. The requesting parties shall be given only an indication of Apass@ or Afail@ without revealing any of the details outlined above.

Children under the age of eighteen (18) must have parental or legal guardian consent prior to testing. The consent must be in writing and in the possession of the examiner prior to the beginning of the examination.

Any further questions can be directed to Detective Sergeant Timothy A. Shortt

Work Phone: (219) 326-7700
Fax: (219) 326-1330
E-mail: tshortt@lcsso.in.gov

References: -Polygraph Protection Act of 1998 (EPPA) Final Rules