



***Dunkirk Police Department***  
***130 South Main Street***  
***Dunkirk, Indiana 47336***  
***Telephone: 765-768-6061***  
***Facsimile: 765-768-1618***  
***E-Mail: [Dunkirk\\_PoliceDept\\_1@Comcast.Net](mailto:Dunkirk_PoliceDept_1@Comcast.Net)***

***Chief Dane A. Mumbower***

***Captain Donnie R. Miller, Jr.***

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The following is an explanation of the Dunkirk Police Department Hiring Policy that will be followed for this Hiring Process.

Once you receive your application packet, you must return it, completed in its entirety, to the Dunkirk Police Department by August 17, 2018. Failure to adhere to any of the listed guidelines will be grounds for dismissal of your application.

- 1) Application packet completed in its entirety and returned to the Dunkirk Police Department by August 17, 2018.
- 2) Physical Agility Testing;  
(9:00 a.m. Saturday August 18, 2018; West Jay Middle School 140 Highland Avenue Dunkirk, Indiana 47336).
- 3) Applicant Interviews.
- 4) Background investigation.
- 5) (Tentatively) Truth Verification Testing, (Voice Stress Testing).
- 6) Standardized physical and psychological examination.

\*Minimum requirements include that you be a United States Citizen, at least 21 years of age, have a valid driver's license, High School Diploma, are able to legally carry a firearm, not have had any felony or misdemeanor convictions, including domestic violence, and are able to successfully complete all Dunkirk Police Department and Indiana Law Enforcement Academy Requirements.

I, \_\_\_\_\_, hereby certify that I have read the foregoing information and acknowledge that I am able to perform the required tasks set forth in the Dunkirk Police Department Hiring Policy for this Hiring Process.

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***Signature***



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*Chief Dane A. Mumbower*

*Captain Dennis A. Miller, Jr.*

**APPLICATION FOR EMPLOYMENT**

***Pre-employment Questionnaire***  
***An Equal Opportunity Employer***

**TYPE OR PRINT LEGIBLY**

Date: \_\_\_\_\_

**PERSONAL INFORMATION**

FULL NAME: \_\_\_\_\_  
 MAIDEN NAME: \_\_\_\_\_  
 SOCIAL SECURITY NUMBER: \_\_\_\_\_  
 PRESENT ADDRESS: \_\_\_\_\_  
 TELEPHONE NUMBER: \_\_\_\_ (\_\_\_\_) \_\_\_\_\_  
 ARE YOU PREVENTED FROM BECOMING LAWFULLY EMPLOYED IN THIS  
 COUNTRY BECAUSE OF VISA OR IMMIGRATION STATUS? \_\_\_\_\_

**EMPLOYMENT DESIRED**

POSITION: \_\_\_\_\_  
 DATE YOU CAN START: \_\_\_\_\_ 20\_\_\_\_  
 SALARY DESIRED: \_\_\_\_\_  
 ARE YOU EMPLOYED NOW? \_\_\_\_\_  
 IF SO, MAY WE INQUIRE WITH YOUR PRESENT EMPLOYER? \_\_\_\_\_  
 EVER APPLIED TO THIS COMPANY BEFORE? \_\_\_\_\_  
 WHEN? \_\_\_\_\_  
 REFERRED BY: \_\_\_\_\_

**EDUCATION** (Attach High School / College Transcripts and Diplomas if applicable)

GRAMMAR SCHOOL: \_\_\_\_\_  
 MIDDLE SCHOOL: \_\_\_\_\_

HIGH SCHOOL: \_\_\_\_\_ GRADUATE? \_\_\_\_\_  
COLLEGE: \_\_\_\_\_ GRADUATE? \_\_\_\_\_  
TRADE, BUSINESS OR CORRESPONDENCE  
SCHOOL: \_\_\_\_\_

**GENERAL** (Attach Certificates, Awards or Recognitions if applicable)

LIST SUBJECTS OF SPECIAL STUDY OR RESEARCH  
WORK: \_\_\_\_\_

SPECIAL  
SKILLS: \_\_\_\_\_

ACTIVITIES: (CIVIC, ATHLETIC,  
ETC.): \_\_\_\_\_

**MILITARY SERVICE** (Attach discharge if applicable)

U.S. MILITARY OR NAVAL  
SERVICE: \_\_\_\_\_

RANK: \_\_\_\_\_

PRESENT MEMBERSHIP IN NATIONAL GUARD OR  
RESERVES: \_\_\_\_\_

**FORMER EMPLOYERS**

\*List below the last employers, starting with the last one first, for the last ten years. Use additional sheets of paper if necessary.

EMPLOYER NAME, ADDRESS,  
TELEPHONE: \_\_\_\_\_

EMPLOYED FROM: \_\_\_\_\_ TO: \_\_\_\_\_

SALARY: \_\_\_\_\_ POSITION: \_\_\_\_\_

REASON FOR LEAVING: \_\_\_\_\_

EMPLOYER NAME, ADDRESS,  
TELEPHONE: \_\_\_\_\_

EMPLOYED FROM: \_\_\_\_\_ TO: \_\_\_\_\_

SALARY: \_\_\_\_\_ POSITION: \_\_\_\_\_

RESON FOR LEAVING: \_\_\_\_\_

EMPLOYER NAME, ADDRESS,  
TELEPHONE: \_\_\_\_\_

EMPLOYED FROM: \_\_\_\_\_ TO: \_\_\_\_\_

SALARY: \_\_\_\_\_ POSITION: \_\_\_\_\_

REASON FOR LEAVING: \_\_\_\_\_

EMPLOYER NAME, ADDRESS,  
TELEPHONE: \_\_\_\_\_

EMPLOYED FROM: \_\_\_\_\_ TO: \_\_\_\_\_

SALARY: \_\_\_\_\_ POSITION: \_\_\_\_\_

REASON FOR LEAVING: \_\_\_\_\_

WHICH OF THESE JOBS DID YOU LIKE BEST? \_\_\_\_\_

WHAT DID YOU LIKE MOST ABOUT THIS  
JOB? \_\_\_\_\_

**REFERENCES**

\*Give the names of three persons not related to you, whom you have known at least one year.

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ TELEPHONE: \_\_\_\_\_

BUSINESS: \_\_\_\_\_ YEARS ACQUAINTED: \_\_\_\_\_

HOW ACQUAINTED: \_\_\_\_\_

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ TELEPHONE: \_\_\_\_\_

BUSINESS: \_\_\_\_\_ YEARS ACQUAINTED: \_\_\_\_\_

HOW ACQUAINTED: \_\_\_\_\_

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ TELEPHONE: \_\_\_\_\_

BUSINESS: \_\_\_\_\_ YEARS ACQUAINTED: \_\_\_\_\_

HOW ACQUAINTED: \_\_\_\_\_

**EMERGENCY CONTACT INFORMATION**

\*Whom should we contact in the event of an emergency?

NAME: \_\_\_\_\_ ADDRESS: \_\_\_\_\_ TELEPHONE: \_\_\_\_\_

**I CERTIFY THAT THE FOREGOING INFORMATION IS TRUE**

\_\_\_\_\_  
*Applicant signature*



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*Chief Dana A. Mumbower*

*Captain Donnie R. Miller, Jr.*

**BACKGROUND INVESTIGATION ACKNOWLEDGEMENT AND WAIVER**

**FULL NAME:** \_\_\_\_\_  
**MAIDEN NAME:** \_\_\_\_\_  
**DATE OF BIRTH:** \_\_\_\_\_  
**SOCIAL SECURITY NUMBER:** \_\_\_\_\_  
**DRIVER'S LICENSE NUMBER:** \_\_\_\_\_ **STATE:** \_\_\_\_\_

I, \_\_\_\_\_, an applicant for the Dunkirk Police Department, hereby acknowledge that a Background Investigation will be conducted by the Dunkirk Police Department and it's Agents using the information that I have provided. I further acknowledge that the Background Investigation will include, but is not limited to, Investigation of all information I have provided, Driver's License History, Criminal Records History, contacting references, employers, acquaintances, friends, and family.

I hereby release all liability of the Dunkirk Police Department for conducting this Investigation of my Background and forever hold harmless the Dunkirk Police Department and it's Agents.

Dated this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_\_.

\_\_\_\_\_  
*Signature*



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Each applicant is advised that the contents of this booklet are strictly **CONFIDENTIAL** and that no information is disseminated to any person except when essential to the performance of Official Police Business.

***THE INTENTIONAL OMISSION, FALSIFICATION, OR MISREPRESENTATION OF ANY MATERIAL FACT IS JUST CAUSE FOR DISQUALIFICATION OR DISMISSAL OF ANY APPLICANT ON GROUNDS OF DISHONESTY.***

Some of the questions will be verified during the Truth Verification Examination. Answer each question as briefly as possible. If you desire to explain any answer, put a check mark next to the question number.



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## **BACKGROUND QUESTIONNAIRE**

You may use the back page of the questionnaire to further explain your answers if necessary. If you have any questions concerning your background or truth verification testing, write them on the back of the last page.

(NOTE: This is your opportunity to fully explain your history. Please take full advantage of this and be as specific and detailed as possible. If you are not completely honest and up front with your answers, or you intend to be intentionally vague with your responses, the result will be Termination from the Employment Process.)

### **UNDETECTED CRIMES**

- 1) Have you ever committed an act that you were not caught doing, but if caught, you would have been arrested? If yes, explain details.
  
- 2) Have you ever been involved in any of the following? If yes to any, please include when, where, and value on the back of this page.
  - A. Switching price tags
  - B. Car theft
  - C. Theft of car parts
  - D. Robbery
  - E. Burglary (home / business)

- F. Embezzlement
- G. Concealed weapon
- H. Fires you started
- I. Con games
- J. Leaving the scene of an accident
- K. Counterfeiting
- L. Fire bombing
- M. Mugging
- N. Battery
- O. Buy, sell, or possess stolen property
- P. Using stolen credit cards
- Q. Failure to pay alimony or child support
- R. Illegally obtaining public assistance, workers compensation, or unemployment by fraud.

- 3) Have you ever filed an insurance claim that was not accurate (overestimating losses)? If yes, explain details.
- 4) Has a Law Enforcement Agency ever been called because of something that you were involved in? If yes, explain details.
- 5) When did you last write a check that bounced or when you knew that there were no funds to cover the value of the check? \_\_\_\_\_. How many in a lifetime? \_\_\_\_\_. Have you ever written a check using another person's name? If yes, explain details.
- 6) Have you ever used a fraudulent document to obtain money? If yes, explain details.
- 7) Were you ever in a fight in which a weapon was used? If yes, explain details.



- 8) Have you ever injured or caused the death of another person? If yes, explain details.
- 9) Have you ever physically abused a spouse, girlfriend, boyfriend, or child? If yes, explain details.
- 10) Have you ever intentionally damaged property belonging to another person? If yes, explain details.
- 11) Have you ever filed a false Police Report? If yes, explain details.
- 12) What is the most serious thing you have ever done in your life?
- 13) Have you ever participated in a riot or disturbance?
- 14) Since you have been an adult, (age 18 years old), have you ever had any sexual involvement with someone under 18 years old? If yes, how old were they? How old were you? How long ago? Explain details.
- 15) Have you ever sexually assaulted anyone? If yes, explain details.
- 16) Have you ever engaged in prostitution or used the services of a prostitute? If yes, explain details.
- 17) Have you ever been accused of any misconduct? If yes, explain details.
- 18) Have you ever been questioned by a Law Enforcement Agency as a suspect in an Investigation? (DO NOT include situations in which you were a victim or witness to a crime). If yes, explain details.
- 19) Other than what has already been covered, have you been involved in anything that you could have been arrested for? If yes, explain details.
- 20) Have you ever belonged to, or associated with anyone belonging to any organization, past or present, that would place the integrity of the Dunkirk Police Department in question, (e.g., KKK, Nazi organization, gang member, organized crime)? If yes, explain details.
- 21) Do you now or have you ever had regular associations with persons whom you knew, or should have known, were under Criminal Investigation, or who had a

reputation in the community or with Law Enforcement Agencies for involvement in Criminal Behavior? If yes, explain details.

### **MILITARY**

- 1) Have you ever served in any Military organization of the United States? If yes, explain details.
- 2) What type of Discharge did you receive?
- 3) List dates of Active Duty:
- 4) Have you ever been Court Martiled, tried on charges, or were you the subject of a Summary Court, Deck Court, Captain's Mast, Company Punishment, or any other type of disciplinary action while a member of the Armed Forces? If yes, explain details.
- 5) Are there any incidents concerning your Military career that could possibly affect this examination? If yes, explain details.

### **ARREST RECORD**

- 1) Have you ever been Arrested, Charged, or Detained by a Law Enforcement Agency? (Include ALL arrests in which the charges were dropped, reduced, found not guilty, or in which the records were sealed or expunged. Failure to do so could result in Termination of the Application process. A Notice to Appear is considered an Arrest and must also be listed). If yes, explain details to include the Charge, Arresting Agency, date and the final disposition of the case.
- 2) Have you ever served probation, parole, community corrections / control, or community service? If yes, explain details.
- 3) What fines have you been required to pay, and were they paid on time? (Other than traffic).
- 4) Have you ever been fingerprinted by a Law Enforcement Agency? If yes, provide agency, date, and the reason why you were fingerprinted.

## DRUG USAGE

- 1) How many times in your life have you used Marijuana? Please include approximate dates and how many times weekly / monthly.
- 2) When was the last time that you used Marijuana?
- 3) Have you used any of the following? (If yes, include number of times and the date last used).
  - A) Speed
  - B) Barbiturates (downers)
  - C) Amphetamines (uppers)
  - D) Rush
  - E) Quaaludes
  - F) LSD
  - G) Hash
  - H) Ice or Methamphetamine
  - I) Mushrooms
  - J) Another person's prescription
  - K) Mescaline
  - L) Steroids
  - M) PCP (angel dust)
  - N) Crack
  - O) Cocaine
  - P) Heroin
  - Q) Ecstasy
  - R) Amilnitrates
  - S) Designer drugs
  - T) Peyote
  - U) Any other illegal substance not listed \_\_\_\_\_.
- 4) Have you ever used inhalants, or any other legal substance, to get high? (Paint thinner, aerosol, glue) If yes, explain details.
- 5) Have you ever been involved in the purchase of any illegal drug? (Any amount from a joint to a kilo) If yes, include type of drug, the amount, the circumstances, and the last time.
- 6) Have you ever been involved in the sale of illegal drugs, either directly or indirectly? If yes, include type of drug, the amount, the circumstances, and the last time.

- 7) Have you ever benefited from the sale of illegal drugs, to include money, free drugs or sexual favors? (Note, if you received any money from a friend or family member involved in drug sales indirectly, list here and give details) If yes, explain details.
- 8) Have you ever set up a drug deal? If yes, explain details.
- 9) Have you ever been in the company of people using Illegal Drugs? If yes, explain details.
- 10) What is the total amount of money you have spent on Illegal Drugs in your life?
- 11) Have you ever stolen money or drugs from another drug dealer?
- 12) Have you ever driven a motor vehicle under the influence of illegal drugs? If yes, explain details.
- 13) Have you ever used medication from another person's prescription to get high? If yes, explain details.
- 14) Have you ever tried to grow or cultivate any Illegal Drugs? (Include any amount from one seed and up) If yes, explain details.
- 15) Explain, in detail, any other information relating to Illegal Drug use or involvement, which has not been covered, to include transportation, manufacturing, etc.

### **THEFT OF MERCHANDISE**

- 1) Estimate the total amount of merchandise, tools, and equipment you have taken. (Give dollar amount ranging from \$00.01 to \$50,000.00).
- 2) Name the single most expensive item that you have ever taken. (Describe the item, amount, and date).
- 3) Have you ever taken anything or shoplifted anything from a business? (Include personal and employee theft). If yes, explain details.
- 4) Have you ever been with anyone who was stealing merchandise or equipment? If yes, explain details.

- 5) Have you ever taken anything from a current or former employer? If yes, explain details.
- 6) Estimate the amount of cash that you have stolen in your entire life and explain each incident. (Include personal cash thefts from family or friends and cash thefts from employers, along with any other incidents).
- 7) Have you ever purchased, pawned or sold an item in which you knew or should have known it to have been stolen? If yes, explain details.

### **EMPLOYMENT HISTORY**

- 1) Have you ever been terminated or asked to resign from a job? If yes, explain details.
- 2) Have you ever been disciplined by your current or previous employers? (If discipline was by a Law Enforcement Agency, refer to Law Enforcement experience questions). If yes, explain details.
- 3) Have you ever resigned or been given the opportunity to resign from a job in which you were under Investigation for Policy Violation or Misconduct? If yes, explain details.
- 4) Did you list ALL of your jobs for the past Ten Years on your Employment Application, to include part-time and temporary jobs? If no, explain details.

### **DRIVING HISTORY**

- 1) Has your driver's license ever been suspended or revoked? If yes, explain details.
- 2) What States, other than Indiana, have you had a driver's license? (List all States and include temporary and learning permits).
- 3) List all the traffic citations that you have ever received.
- 4) Have you been involved in a traffic accident that was your fault? If yes, explain details.
- 5) Has your auto insurance ever lapsed? If yes, explain details.

- 6) How many times have you driven a motor vehicle under the influence of alcohol, where if stopped, you could have been arrested? When was the last time?
- 7) Have you been involved in any other acts, involving alcohol that could have been considered criminal? If yes, explain details.

### **FINANCIAL HISTORY**

- 1) Have you ever filed for bankruptcy? If yes, explain details.
- 2) Have you ever had anything repossessed? If yes, explain details.
- 3) Have you ever been involved in any civil actions, past or present? If yes, explain details.
- 4) Are you currently more than three months behind on any bills? If yes, explain details.
- 5) Are any creditors pursuing you for outstanding debts? If yes, explain details.
- 6) Are there any financial obligations or bills that you have refused to pay or feel that you are not responsible for? If yes, explain details.
- 7) Have you ever been or are you currently responsible for any child support payments? If yes, explain details.

### **ALIASES**

- 1) List ALL NAMES that you have ever used, to include maiden, nick names, married and legal name changes.

**I CERTIFY THAT THE ABOVE INFORMATION PROVIDED IS TRUE AND CORRECT. I HAVE BEEN COMPLETELY TRUTHFUL IN MY ANSWERS TO THESE QUESTIONS.**

---

*Signature*



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**QUESTIONS FOR CURRENT OR FORMER LAW ENFORCEMENT OFFICERS**

If you answer yes to any of the following questions, please explain and provide details to include where you were employed at the time and the date of the occurrence. Use additional paper or the back of this questionnaire if necessary.

- 1) Have you ever accepted a Cash Bribe or Gratuity?
- 2) Have you ever taken, (stolen), anything from an Investigation site?
- 3) Have you ever Stolen from a Prisoner or Detainee?
- 4) Have you ever been Investigated or accused of using Excessive Force?
- 5) Have you ever used more force than was necessary to subdue another person or have you ever witnessed an Excessive Force situation?
- 6) Have you ever struck a Handcuffed or restrained Prisoner?
- 7) Have you ever handled Evidence in an Illegal manner?
- 8) Have you ever Falsified any type of Official Report?
- 9) Have you ever used your position as a Law Enforcement Officer for personal gain?
- 10) Have you ever been the subject of an Internal Investigation? If yes, list in chronological order, short synopsis and outcome to include discipline received. PLEASE BE SPECIFIC!
- 11) Do you have any Active or Pending Internal Investigations or Discipline?

- 12) As a Law Enforcement Officer, have you ever been Disciplined? Please include Oral and Written Reprimands, Suspensions, and anything that would currently or have been Purged from your Personnel File.
- 13) Have you ever taken anything from a place that had already been Burglarized? Please give dollar amount and list items.
- 14) Have you ever taken cash, property, or valuables from a dead body?
- 15) Have you ever taken property, cash or valuables from an intoxicated person?
- 16) Have you ever lied to a Police Supervisor?
- 17) Have you ever told a friend, acquaintance, or relative about an Investigation involving them or any other person?
- 18) Have you ever provided or been paid to provide confidential information to an unauthorized person?
- 19) Have you ever removed, destroyed, or altered Police Records or Files?
- 20) Have you ever disclosed the identity of a confidential informant to an unauthorized person?
- 21) Have you ever disclosed the identity of an undercover Law Enforcement Officer to an unauthorized person?
- 22) Have you ever lied under oath? EXPLAIN CIRCUMSTANCES.
- 23) Since becoming a Law Enforcement Officer, have you ever committed a Felony Crime?
- 24) Have you ever used your position as a Law Enforcement Officer to take sexual advantage of anyone?
- 25) As a Law Enforcement Officer, have you ever engaged in a sexual act on duty? EXPLAIN EACH INCIDENT.
- 26) Have you ever been involved in any shooting incident?
- 27) Have you ever been the subject of a Grand Jury Investigation?
- 28) Have you ever been the subject of any civil lawsuits, prior or pending?
- 29) Have you ever been involved in any on duty motor vehicle accident? Please list each and include who was at fault.



- 30) Have you ever had sex with a relative, (other than spouse)?
- 31) Have you ever had any sexual involvement with a juvenile?
- 32) Since becoming a Law Enforcement Officer, have you used any Illegal Drugs?
- 33) Have you ever used Alcohol or Illegal Drugs on Duty, (Other than sanctioned Law Enforcement Operations)?
- 34) Explain any circumstances or incidents in which you have been involved in as a Law Enforcement Officer that could have a negative impact on your employment with the Dunkirk Police Department.

**I CERTIFY THAT THE ABOVE INFORMATION PROVIDED IS TRUE AND CORRECT. I HAVE BEEN COMPLETELY TRUTHFUL IN MY ANSWERS TO THESE QUESTIONS.**

---

*Signature*



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**ADDITIONAL QUESTIONS FOR OFFICERS WITH CORRECTIONS EXPERIENCE**

If you answer yes to any of the following questions, please explain and provide details to include where you were employed at the time and the date of the occurrence. Use additional paper or the back of this questionnaire if necessary.

- 1) Have you ever introduced Contraband into a Correctional Facility for an Inmate or another Officer?
- 2) Since becoming a Correctional Officer, have you had sexual involvement with an Inmate or another Officer on duty?
- 3) Have you ever accepted a Bribe from an Inmate?
- 4) Have you ever had or maintained a friendship or relationship with an Inmate after they were Released?
- 5) Have you ever kept, used, or given away an Inmates Property?

**I CERTIFY THE ABOVE INFORMATION PROVIDED IS TRUE AND CORRECT. I HAVE BEEN COMPLETELY TRUTHFUL IN MY ANSWERS TO THESE QUESTIONS.**

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***Signature***