



Middlebury Police Department

418 N. Main Street • P.O. Box 812 • Middlebury, Indiana 46540-0812
Phone: 574-825-9111 • Fax: 574-825-1489

Robert G. Baker
Town Marshal

May 26, 2023

TO: All Reserve Police Officer Applicants

FROM: Robert G. Baker, Town Marshal

REFERENCE: Reserve Police Officer Yearly Requirements

Thank you for your interest in the Middlebury Police Department. The Middlebury Police Reserves are looking for applicants who are dedicated and actually have the time to dedicate to the Town of Middlebury and the Middlebury Police Department. The requirements are listed below.

40 hours of pre-basic certification

200 hours of ride time, prior to being on your own. (Depending on past experience)

Minimum two shifts a month, shifts are 6 and 8 hours, Friday 6p-12a, Saturday 10a-6p, and Saturday 6p-12a, and occasionally Sunday's 7a-3p and 3p-11p. These hours are subject to change.

Monthly meeting every 3rd Tuesday of each month at 6p. Normally 1 to 2 hours long.

Summer Festival – Normally last weekend in June. Both Friday and Saturday.

Fair week in July, evening hours, possible 3 or 4 shifts for the week.

All Mandatory Training: Firearms, Defensive Tactics, Evoc-driving, Taser Recertification, and Mobile Date Recertification (every 2 years).

Middlebury Kids Christmas Party in December.

Any Court time. (which could cause you to loose work time from your full time job).

Minimum total hours for each year is 192, which is an average of 16 hours a month.

If you do not feel under normal circumstances that you can fulfill the requirements please do not fill out this application.

All reserves are supplied with uniforms and equipment with the exception of boots or shoes.

Please sign below indicating you are willing to dedicate yourself to the above yearly requirements.

Signature of Applicant _____



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AUTHORIZATION TO RELEASE INFORMATION

I, _____, hereby authorize any persons, agency, partnership, or corporation having any information concerning my CREDIT RECORD, EDUCATIONAL RECORD, MEDICAL RECORD, EMPLOYMENT RECORD, MILITARY RECORD or SELECTIVE SERVICE RECORD, to release such information to the Middlebury Indiana Police Department or its agent. This information is to be used for the possible employment or placement with the Middlebury Police Department and will not be available for public inspection.

I hereby release such person, agency, partnership, or corporation from any liability which may be incurred in releasing this information to the Middlebury Indiana Police Department, including liability under any State or Federal Law.

Applicant's Signature: _____

Subscribed and sworn to before me, a Notary Public, at _____

_____.

Date: _____

Signed: _____

(Notary Public)



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APPLICATION FOR EMPLOYMENT

MIDDLEBURY POLICE DEPARTMENT

Middlebury, Indiana

The Middlebury Police Department is an Equal Employment Opportunity Employer.

Federal, State, and Local laws prohibit discrimination in matters affecting employment against any person because of race, religion, ancestry, national origin, age, or sex. If you feel that you have been discriminated against, contact the Chief of Police for assistance and complaint information. Any inquiries will be strictly confidential.

This application will be considered for any employment vacancy (vacancies) presently existing within the Middlebury Police Department and will be valid **ONLY** for any current employment vacancy (vacancies). If you should be interested in filling any employment that develops in the future you will be required to reapply at that time.

When completing this application use black ink and print or use a typewriter.

[NOTE! Any intentional misrepresentation of information or failure to : respond completely to any question, provide supplemental documents, follow instructions, or to have this application notarized will be cause for rejection of the application!]

Read through the application in its entirety before filling in any information.

Date: _____ Date of Birth _____

Name: _____ Social Security _____
(Last) (First) (Middle)

Address: _____

City: _____ State: _____ Zip: _____

How long at this address? _____ Telephone #: (____) _____

Are you 21 years of age or older? [] Yes [] No Are you 36 years of age or older? [] Yes [] No

[Attach one copy of your birth certificate]

4. Children (for which you are financially responsible to include child support payments that are not listed on the application - Family Data:

Name	Relationship	Age

5. Have you ever been arrested and/or convicted of a felony?

Crime	Date	Disposition

Educational Background:

Name of School	Location (City & State)	From Month & Year	To Month & Year	Highest Grade Completed
Elementary School:				
Elementary School:				
Junior High:				
Junior High:				
High School:				
High School:				
Post High School:				

[If provided space is not sufficient, please attach a separate sheet of paper using the above format.]

Did you graduate from high school? [] Yes [] No

If not, do you have a G.E.D. certificate? [] Yes [] No

[Attach one copy of your high school diploma, or G.E.D. certificate.]

Employment History:

Starting with the place you are now employed, or where you were last employed, and give a regressing account of your employment history since you first started to work. SHOW ALL PERIODS OF UNEMPLOYMENT! If former employers are out of business, indicate same. If you were in business for yourself give nature of business and location.

Employer, Address and Phone #	From Month Year	To Month Year	Position Held and Nature of Duties	Reason for Leaving
Name ----- Address			----- ----- -----	
Name ----- Address			----- ----- -----	
Name ----- Address			----- ----- -----	
Name ----- Address			----- ----- -----	

Give the names of three persons whom you consider to be your closest friends, they may be relatives, with whom you frequently socialize. List your closest or best friend first.

Name	Address & Phone #	Occupation	How long acquainted

Military Record:

1. Have you served in the U.S. Armed Forces? Yes No
 If yes, is DD214 attached? Yes No

2. Were you ever disciplined while in the Military Service
 (Include court-martial, Captain's Mast, etc.)? Yes No
 If yes, explain:

3. If discharge is other than honorable, give complete details: _____
- _____
- _____

Medical History:

1. Name of family physician _____

2. Address of family physician _____

3. Have you been to a physician for treatment during the past 3 years? Yes No

If yes, explain: _____

4. Have you ever been rejected from military service or any employment for physical, mental or other reasons? Yes No

If yes, explain: _____

5. Have you ever been rejected as an applicant for health or life insurance? Yes No

If yes, explain: _____

6. Have you ever been under the care of psychiatrist, psychologist, or counselor? Yes No

If yes, explain: _____

7. Are you presently taking any kind of prescribed medication? Yes No

If yes, explain: _____

8. Have you ever taken any medication or received treatment for a nervous or psychological condition? Yes No

If yes, explain: _____

9. Have you ever suffered epileptic seizures? Yes No

If yes, explain: _____

10. Indicate type and approximate dates of any major surgery during your lifetime:

11. Tattoos, scars, distinguishing marks: _____

In this area paste an individual photograph of yourself, not in a group, which has been taken in the last two years.

Write your name on the back of the photograph.

I hereby certify that there are no willful misrepresentations or falsifications in any preceding information and answers to questions. I am aware that should investigation disclose any such misrepresentations or falsifications my application will be rejected and that I may be disqualified from applying for any future position in the service of the Middlebury Police Department.

I also authorize my former employers to give any information regarding my employment or other pertinent information that they may have. I hereby release them personally and their company from any liability or damage that may result from furnishing same.

In addition I authorize any educational institution that I have attended to release copies of transcripts of my grades to the Middlebury Police Department.

Applicant's Signature: _____

Subscribed and sworn to before me, a Notary Public, at _____
_____.

Date: _____

Signed: _____

(Notary Public)

Any attachments that have been requested, or additional sheets of papers containing necessary information should be attached after this page.

Should you become an employee of the Middlebury Police Department, this application and accompanying attached documents will become property in your personnel file.