

EMPLOYMENT APPLICATION
WOODLAND PARK POLICE DEPARTMENT

READ CAREFULLY

The following instructions are furnished as a guide to assist in filling out the employment application form. This form must be complete and detailed in all respects. Fingerprints will be taken at the time the application is accepted and applicant is employed.

All questions must be answered completely and accurately. If a question does not apply, enter N/A in the space provided. Falsification or failure to include information as directed will be grounds for non-acceptance, or termination if already employed. Avoid errors by reading the directions carefully before making any entries on the form. Make sure your information is correct and in proper sequence before you begin.

You are responsible for obtaining correct addresses. If you are not sure of an address, check it by personal verification. Your local library may have a directory service or copies of local telephone directories.

Whenever a report of an incident is required, be sure that you give all facts pertaining to it. Present the information in such a manner that any person unfamiliar with the situation will be provided with all the details and facts in the order in which they occur. Include the approximate dates or times the events took place and the names of persons or organizations involved.

If there is not sufficient space on the form for you to include all the information required, it should be placed on the back of the sheet on which the question appears.

Remember, every item may be checked and verified. A careful, accurate, and complete form will help to expedite your application. All answers are to be legibly printed in ink or typed. You may be administered a polygraph examination to determine authenticity of information given about you.

Attach a copy of the following documents to this application form prior to submitting: Do not attach original documents or papers).

- a. High school diploma or state GED certificate.
- b. DD-214 or selective service card (if applicable).
- c. College/University diploma, certificate or transcripts.
- d. Special schools certificate or diploma.
- e. Birth certificate or proof of birth.
- f. Any other documents or papers that you wish to submit.
- g. Include any copies of law enforcement training, school credits, or anything that might help your application.

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Be sure to sign all 6 copies of the personal inquiry waiver attached to this application.

Reserves can now be certified under Colorado State law. An applicant will be required to take a polygraph, physical examination, and a psychological examination by law. One half of the polygraph fee will be paid by the department. The physical fee will be paid by the applicant. If the applicant passes the psychologist examination, this fee will be paid by the department.

On the application please furnish a minimum of eight references in employment history or persons who know you well. If your are previous law enforcement please furnish more.

BE SURE TO INCLUDE FULL ADDRESSES WITH NAMES TO CONTACT,
STREET ADDRESS, CITY, STATE AND ZIP CODE.

JANUARY 1, 1995

ALL MEMBERS MUST BE CERTIFIABLE OR CERTIFIED BY COLORADO
P.O.S.T. AN ASSOCIATES DEGREE OR AN ACADEMY WILL BE ACCPTED.

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Name: _____ Address: _____
Residence phone: _____ Work phone: _____
Business address: _____
Years known: _____

Name: _____ Address: _____
Residence phone: _____ Work phone: _____
Business address: _____
Years known: _____

EMPLOYMENT HISTORY

7. Begin with your present and most recent job and list your complete work record. List dates in proper sequence. When listing military service, give name and rank of last immediate superior.

From: _____ To: _____ Employer's Name: _____
Phone number: _____ Address: _____
Duties: _____

Supervisor's Name: _____ Reason for leaving: _____

From: _____ To: _____ Employer's Name: _____
Phone number: _____ Address: _____
Duties: _____

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Phone number: _____ Address: _____
Duties: _____

Supervisor's Name: _____ Reason for leaving: _____

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From: _____ To: _____ Employer's Name: _____

Phone number: _____ Address: _____

Duties: _____

Supervisor's Name: _____ Reason for leaving: _____

Have you ever been discharged or asked to resign from any position or employment?

Yes _____ No _____. If yes, explain in detail giving employer: _____

List below every civil service or public agency competitive examination you have taken. Include any other law enforcement agencies or previous applications with the Woodland Park Police Department:

<u>Agency</u>	<u>Date of Examination</u>	<u>Accepted</u>
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_____	_____	_____
_____	_____	_____
_____	_____	_____

If you were not employed by any of the above agencies, give reason, if known: _____

RESIDENCE HISTORY

8. List all addresses where you have lived during the past ten years. Account for all the time, starting with the most recent address. Do not list present address. During military time, list all addresses off base rather than military quarters. List date by month and year. Use back of page if necessary.

From: _____ To: _____ Address: _____

If rental, give name and address of landlord: _____

From: _____ To: _____ Address: _____

If rental, give name and address of landlord: _____

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If rental, give name and address of landlord: _____

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If rental, give name and address of landlord: _____

From: _____ To: _____ Address: _____
If rental, give name and address of landlord: _____

MILITARY HISTORY

9. Have you ever served in a military organization of the United States? Yes ___ No ___
List all periods of active service in the armed forces of the United States.

Date of service From: _____ To: _____
Branch of service: _____ Unit Designation: _____
Military Service Number: _____ Type of Discharge: _____
Military Reserve Status: Active: _____ Inactive: _____
Branch of Service: _____ Unit: _____
Address of Unit: _____
Commitment Date From: _____ To: _____
Are you required to attend a period of active duty annually? Yes: _____ No: _____
If yes, how many days? _____

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EDUCATION HISTORY

10. List all high schools, colleges, universities, trade and business schools attended. Begin with the most recent and continue in sequence.

<u>Name of school</u>	<u>Street Address</u> <u>City and State</u>	<u>Dates Attended</u> <u>From</u> <u>To</u>	<u>Graduate</u> <u>Yes/No</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

If you attended college, number of credits completed: _____
What was your Major? _____
What was your Minor? _____
Degree? _____

List any courses or training that you feel will have a bearing on your qualifications for the position: _____

Organization memberships – List any professional or service organizations in which you hold membership: _____

ARREST INFORMATION

11. Have you ever been convicted of a felony or a misdemeanor including military court martial? (Omit traffic violations.) Yes _____ No _____. If yes, complete the following (list juvenile as well as adult occurrences):

<u>Crime Charged</u>	<u>Police Agency</u> <u>City and State</u>	<u>Date</u>	<u>Disposition of Case</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

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TRAFFIC HISTORY

12. Do you possess a valid operator's license? Yes _____ No _____
From what state? _____ License Number _____
Type if license (operator, chauffeur, etc.) _____
Expiration date _____
Was your license ever suspended or revoked? Yes _____ No _____
If yes, give date location and reason _____

List all driving citations you have received as an adult or juvenile, excluding parking tickets.

<u>Month/Year</u>	<u>Charge</u>	<u>City/State</u>	<u>Disposition</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Describe in a brief narrative any traffic accidents in which you have been involved, giving approximate dates and locations:

LIQUOR AND NARCOTICS

13. Describe in your own words your use of intoxicating liquors:

Have you ever used any form of drugs or narcotics other than those prescribed by your physician? Yes _____ No _____. If yes, explain in detail:

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Have you ever sold or furnished drugs or narcotics to anyone? Yes _____ No _____.
If yes, explain in detail:

Do you know of anything that would disqualify you for an appointment as a police officer or prevent you from full discharging official duties of said position?
Yes _____ No _____. If yes, explain:

USE OF FIREARMS

14. Would you be reluctant to use firearms against another person if it was necessary in the performance of duty? Yes _____ No _____. If yes, explain:

Signature

Date

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I hereby certify that there are no willful misrepresentations, omissions, or falsifications in the foregoing statements and answers to questions. I am full aware that any such misrepresentations, omissions, or falsifications will be grounds for immediate rejection or termination of employment.

RELEASE

Signature of Applicant

Date

WOODLAND PARK POLICE DEPARTMENT
PERSONAL INQUIRY WAIVER

To: _____
I respectfully request and authorize you to furnish the Woodland Park Police Department any and all information that you may have concerning me, my work record, my reputation, my financial and credit status. Please include any and all information of a confidential or privileged nature, and photocopies of same if requested. This information is to be used to assist the department in determining my qualifications for the position I am seeking with the Woodland Park Police Department.

I hereby release the Woodland Park Chief of Police and all his duly authorized agents from any liability or damage, which may result from furnishing the information above.

Applicants Signature _____ Date _____

Note: THIS FORM MAY BE RETAINED IN YOUR FILES

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