

RANGELY POLICE DEPARTMENT

APPLICATION

209 E MAIN, RANGELY, COLO 81648
PHONE: 970-675-8467 / FAX: 970-675-2609



Complete every section in your own handwriting. If a question or section does not apply to you, put N/A; DO NOT LEAVE A SECTION BLANK. If you need additional space to respond to any section, attach a sheet of paper with the written information. **You are** responsible for obtaining correct and complete addresses. All information is subject to verification. Any deliberate misstatements, misrepresentations or omissions by you are cause for disqualification. The information requested henceforth is used for determining your qualifications and suitability for a position with this agency.

PRINT IN INK IN YOUR OWN HANDWRITING - DO NOT TYPE

POSITION(S) APPLIED FOR:			TODAY'S DATE:		
NAME:	LAST	FIRST	MIDDLE	ALIASES, MAIDEN NAME, NICKNAMES, OTHER NAME CHANGES	
CURRENT MAILING ADDRESS:				HOME PHONE:	ALTERNATE PHONE:
STREET/PO BOX				EMAIL ADDRESS:	
CITY STATE ZIP					
COUNTY OF RESIDENCE:				DATE OF BIRTH:	
SOCIAL SECURITY NUMBER:					

FAMILY

List in the order given showing relationship (parents, spouse, significant other, children, guardians, step-parents, foster parents, parents-in-law, brothers, and sisters) even though deceased. Include all former spouses and current roommates.

Children, Roommates, Siblings	Father	NAME	STREET
		PHONE #	CITY STATE ZIP
	Mother	NAME	STREET
		PHONE #	CITY STATE ZIP
	Spouse or Significant Other	NAME	STREET
		PHONE #	CITY STATE ZIP
		NAME	STREET
		PHONE #	CITY STATE ZIP
		NAME	STREET
	PHONE #	CITY STATE ZIP	

RESIDENCES

List all residences in the last **ten (10) years**, beginning with your most recent address.

From: Mo/Yr	Current Street address:		If rental, Landlord Name:
PRESENT	City/State/Zip	County	Landlord Address:
			Phone#
From: Mo/Yr	Street Address:		If rental, Landlord Name:
To: Mo/Yr	City/State/Zip	County	Landlord Address:
			Phone #
From: Mo/Yr	Street Address:		If rental, Landlord Name:
To: Mo/Yr	City/State/Zip	County	Landlord Address:
			Phone #
From: Mo/Yr	Street Address:		If rental, Landlord Name:
To: Mo/Yr	City/State/Zip	County	Landlord Address:
			Phone #
From: Mo/Yr	Street Address:		If rental, Landlord Name:
To: Mo/Yr	City/State/Zip	County	Landlord Address:
			Phone #
From: Mo/Yr	Street Address:		If rental, Landlord Name:
To: Mo/Yr	City/State/Zip	County	Landlord Address:
			Phone #
From: Mo/Yr	Street Address:		If rental, Landlord Name:
To: Mo/Yr	City/State/Zip	County	Landlord Address:
			Phone #
From: Mo/Yr	Street Address:		If rental, Landlord Name:
To: Mo/Yr	City/State/Zip	County	Landlord Address:
			Phone #
From: Mo/Yr	Street Address:		If rental, Landlord Name:
To: Mo/Yr	City/State/Zip	County	Landlord Address:
			Phone #

WORK EXPERIENCE

Begin with your most recent job and list your work history through the **last ten (10) years**; including part-time, temporary, or seasonal employment and any military service. Identify part time jobs with "PT" and temporary jobs with "TEMP".

From Mo/Yr	Name of Present Employer	Job Title	Name of Supervisor
To Mo/Yr	Employer Address, City, State, Zip	Description of your duties:	
Salary	Employer Telephone Number	Why would you leave?	

Were you ever discharged, asked to resign, furloughed, or put on inactive status for cause, or subjected to disciplinary action while with this organization?
 No Yes If yes, please state circumstances:

Did you resign (quit) after being informed your employer intended to discharge (fire) you for any reason? No Yes If yes, please explain:

From Mo/Yr	Name of Employer	Job Title	Name of Supervisor
To Mo/Yr	Employer Address, City, State, Zip	Description of your duties:	
Salary	Employer Telephone Number	Why did you leave?	

Were you ever discharged, asked to resign, furloughed, or put on inactive status for cause, or subjected to disciplinary action while with this organization?
 No Yes If yes, please state circumstances:

Did you resign (quit) after being informed your employer intended to discharge (fire) you for any reason? No Yes If yes, please explain:

From Mo/Yr	Name of Employer	Job Title	Name of Supervisor
To Mo/Yr	Employer Address, City, State, Zip	Description of your duties:	
Salary	Employer Telephone Number	Why did you leave?	

Were you ever discharged, asked to resign, furloughed, or put on inactive status for cause, or subjected to disciplinary action while with this organization?
 No Yes If yes, please state circumstances:

Did you resign (quit) after being informed your employer intended to discharge (fire) you for any reason? No Yes If yes, please explain:

WORK EXPERIENCE CONTINUED

From Mo/Yr	Name of Employer	Job Title	Name of Supervisor
To Mo/Yr	Employer Address, City, State, Zip	Description of your duties:	
Salary	Employer Telephone Number	Why did you leave?	

Were you ever discharged, asked to resign, furloughed, or put on inactive status for cause, or subjected to disciplinary action while with this organization?
 No Yes If yes, please state circumstances:

Did you resign (quit) after being informed your employer intended to discharge (fire) you for any reason? No Yes If yes, please explain:

From Mo/Yr	Name of Employer	Job Title	Name of Supervisor
To Mo/Yr	Employer Address, City, State, Zip	Description of your duties:	
Salary	Employer Telephone Number	Why did you leave?	

Were you ever discharged, asked to resign, furloughed, or put on inactive status for cause, or subjected to disciplinary action while with this organization?
 No Yes If yes, please state circumstances:

Did you resign (quit) after being informed your employer intended to discharge (fire) you for any reason? No Yes If yes, please explain:

ARE YOU A PREVIOUS EMPLOYEE OF THE RANGELY POLICE DEPARTMENT? IF SO, PLEASE COMPLETE THE FOLLOWING

From Mo/Yr	Division(s) assigned	Job Title	Name of Supervisor
To Mo/Yr	Description of your duties	Why did you leave?	
Salary			

Were you ever suspended, subjected to disciplinary action, or asked to resign, or resigned to avoid being fired? If so, please explain:

EDUCATION/SKILLS

List all high schools attended. (If GED, give number location, and date.) Attach a copy of GED or diploma.

Name of School	Complete Address	Dates Attended		Graduated	
		From	To	No	Yes

Higher Education: List information below. Attach copy of all transcripts.

Name and Location of College or University	Dates Attended		Credit Hours	Major	Type of Degree	Year Received
	From	To				

Have you ever been expelled or suspended from school? _____ If yes, please explain: _____

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Special Qualifications: List relevant skills, training, college courses, and special schools (trade, vocational, business, or military). Attach copies of certifications, skills, trainings, etc. if available.

Typing Speed _____ wpm	Word Processing _____ Yes _____ No
Dictaphone _____ Yes _____ No	CCIC/NCIC Computer Operator _____ Yes _____ No
Data Processing/Entry _____ Yes _____ No	Accounting _____ Yes _____ No
Computer Programming _____ Yes _____ No	Other _____

Language: List any Foreign languages and your level of ability for each by placing an "X" in the proper column.

Language	Reading			Speaking			Understanding			Writing		
	Exc	Good	Fair	Exc	Good	Fair	Exc	Good	Fair	Exc	Good	Fair

FOR OFFICER APPLICANTS:

Are you a State Certified Peace Officer in Colorado? Yes No Certificate Number _____ Date issued _____

Name of Academy _____ Date completed _____ (Attach copy of Colorado State Certification)

Are you currently enrolled in an Academy in Colorado? Yes No

If so, name of Academy _____ Date of graduation _____

Are you, or have you ever been a State Certified Peace Officer in any other state? No Yes IF SO, COMPLETE THE FOLLOWING:

State _____ Number _____ Date _____

MILITARY STATUS
Attach copy of your DD214.

Have you served in the U.S. Armed Forces? No Yes

Grade upon discharge

Branch of Service

Years served:

from: _____ to: _____

Last Duty Station and Name of Commanding Officer

While in the military service, were you ever disciplined, arrested, or court marshaled? If so, please explain:

Are you a member of U.S. Reserve or National Guard organization? No Yes If yes, complete the following:

Grade and Service Number

Branch of Service

Organization and Station, or Unit, and Location

Active Inactive Standby

Indicate Reserve obligation, if any:

VOLUNTEER SERVICE

List all volunteer or reserve service.

From Mo/Yr

Name of Employer

Job Title

Name of Supervisor

To Mo/Yr

Employer Address/State/Zip

Employer Telephone Number

Briefly describe your duties:

Were you ever discharged, asked to resign, or subjected to disciplinary action while with this organization? No Yes If yes, please state circumstances:

From Mo/Yr

Name of Employer

Job Title

Name of Supervisor

To Mo/Yr

Employer Address/State/Zip

Employer Telephone Number

Briefly describe your duties:

Were you ever discharged, asked to resign, or subjected to disciplinary action while with this organization? No Yes If yes, please state circumstances:

AFFILIATIONS

Are you now or have you ever been a member of any organization, association, movement or group which advocates the overthrow of our constitutional form of government, or which has adopted the policy of advocating or approving the commission of acts of force or violence or which seeks to alter the form of government of the United States by unconstitutional means?

YES

NO

If you answered **YES**, explain fully your affiliations.

Have you ever filed for bankruptcy? No Yes If yes, please explain details of bankruptcy:

LITIGATION INFORMATION

Have you ever been the plaintiff of or named in civil litigation, or received notice of claim or intent to be sued? No Yes If yes, please explain:

DRUG USE

Have you **ever** used marijuana or hashish? No Yes If yes, how many times, and when was the last time?

Have you **ever** used any form of illegal drugs or narcotics (drugs not prescribed by your physician)? No Yes If yes, please explain in detail:

VEHICLE OPERATOR'S LICENSE INFORMATION

Give the following information concerning your vehicle operator's license(s) (Driver's, Chauffeur's, Etc.) List all states where you have been licensed to operate a motor vehicle and name(s) under which license was granted.

Name	Type	State of Issue	Expiration Date	License Number

Have you ever been denied issuance of a license or have you ever had a license suspended or revoked? No Yes If yes, explain fully:

Describe in brief any traffic accidents in which you were involved, giving approximate dates and locations:

Date of Accident (approx)	Location (City/State, etc)	Briefly describe accident

TRAFFIC AND CRIMINAL OFFENSE INFORMATION

Complete the following for each occurrence that you received a summons or ticket, that you were arrested, and/or that the police detained you. Include all traffic citations and offenses, criminal offenses, and all military disciplinary actions regardless of formality and punishment.

List occurrences as an adult and as a juvenile.

Date	Police/Military Agency	Location (City/State)
Offense/Charge		Disposition (fines, probation, etc.)
Date	Police/Military Agency	Location (City/State)
Offense/Charge		Disposition (fines, probation, etc.)
Date	Police/Military Agency	Location (City/State)
Offense/Charge		Disposition (fines, probation, etc.)
Date	Police/Military Agency	Location (City/State)
Offense/Charge		Disposition (fines, probation, etc.)

REFERENCES

List three persons who know you well enough to provide current and past information about you. **Do not list relatives or former employers.**

1. Name:		Years Known:	
Complete Address:		Home Phone:	
City, State, Zip			
Business Address:		Business Phone:	
2. Name:		Years Known:	
Complete Address:		Home Phone:	
City, State, Zip			
Business Address:		Business Phone:	
3. Name:		Years Known:	
Complete Address:		Home Phone:	
City, State, Zip			
Business Address:		Business Phone:	
List any friends, relatives, or acquaintances employed by Rangely Police Department or Town of Rangely and their relationship to you.			
HAVE YOU PREVIOUSLY APPLIED WITH THE RANGELY POLICE DEPARTMENT? date(s). Yes No If yes, state for which position(s) applied and			
Do you have an active application on file with any other police agency? Yes No If yes, please list.			
Date of Application	Agency/Address	Position applied for	Status, if known
Have you ever been denied employment by any other police agency? Yes No If yes, list agency and reason.			

How did you learn of this position?

Why are you seeking employment with the Rangely Police Department and why do you feel qualified for the position for which you have applied?

BEFORE SUBMITTING YOUR APPLICATION, CONSIDER THE FOLLOWING INFORMATION ABOUT THE RANGELY POLICE DEPARTMENT'S SELECTION PROCESS. APPLICATION SCREENING AND/OR TESTING, EXTENSIVE BACKGROUND INQUIRIES AND INTERVIEWS ARE UTILIZED PRIOR TO A CONDITIONAL OFFER OF EMPLOYMENT. AFTER A *CONDITIONAL OFFER*, ALL POSITIONS ARE SUBJECT, BUT NOT LIMITED, TO A POLYGRAPH AND DRUG SCREEN, AND ARE SUBJECT TO SUCCESSFUL COMPLETION OF THE RANGELY POLICE DEPARTMENT'S FTO PROGRAM. IN ADDITION, ALL COMMISSIONED POSITIONS REQUIRE PSYCHOLOGICAL, PHYSICAL FITNESS, AND MEDICAL EXAMINATIONS.

APPLICANT'S CERTIFICATION

I affirm under penalty of perjury that the information contained in this application is true and correct to the best of my knowledge. I am aware that withholding pertinent information or including information found to be grossly inaccurate will be cause for refusing further consideration of my application. I understand this is not to be considered as an indication of probable appointment or an obligation upon the Rangely Police Department to make an appointment, but a part of the selection process only. I will, if accepted for probable appointment, submit my fingerprints.

Signed _____ Date _____

RANGELY POLICE DEPARTMENT'S OFFICE IS AN EQUAL OPPORTUNITY EMPLOYER

It is the policy of the Town of Rangely and the Rangely Police Department to provide equal employment opportunity to all qualified applicants without regard to race, color, religion, national origin, age, sex, veteran, disability or handicap status. Various agencies of the government require employers to invite applicants to identify themselves.

In order to determine if we are reaching all segments of the community and that all groups are adequately represented among our applicant population, we are requesting that you answer the questions on this form.

Name: _____ Date: _____ Sex: ☐ M ☐ F

Position applying for: _____ Announcement # _____

COMPLETION OF THIS FORM IS VOLUNTARY AND IN NO WAY AFFECTS THE DECISION REGARDING YOUR APPLICATION FOR EMPLOYMENT. THIS FORM IS CONFIDENTIAL AND WILL BE MAINTAINED SEPARATELY FROM YOUR APPLICATION FORM.

Race Background: (please check one or more of the following)

- | | |
|--|---|
| <input type="checkbox"/> White (not of Hispanic origin) | A person having origins in any of the original peoples of Europe, Middle East, or North Africa. |
| <input type="checkbox"/> American Indian or Alaska Native | A person having origins in any of the original peoples of North and South America (including Central America), and who maintains tribal affiliation or community attachment. |
| <input type="checkbox"/> Black or African American | A person having origins in any of the black racial groups of Africa. |
| <input type="checkbox"/> Asian | A person having origins in any of the original peoples of the Far East, Southeast Asia or the Indian subcontinent including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand and Vietnam. |
| <input type="checkbox"/> Native Hawaiian or Other Pacific Islander | A person having origins in any of the original peoples of Hawaii, Guam, Samoa or Other Pacific Islands. |

Ethnic Background:

- | | |
|---|---|
| <input type="checkbox"/> Hispanic or Latino | A person of Cuban, Mexican, Puerto Rican, South or Central American or other Spanish culture or origin, regardless of race. |
|---|---|

Referral Source:

- | | |
|---|--|
| <input type="checkbox"/> A Town of Rangely Employee | <input type="checkbox"/> Newspaper |
| <input type="checkbox"/> Town of Rangely Website | <input type="checkbox"/> Colorado Workforce Center |
| <input type="checkbox"/> Other _____ | |

THANK YOU FOR YOUR COOPERATION

AUTHORIZATION FOR RELEASE OF INFORMATION

CONCERNING THE APPLICATION OF: _____
(Applicant print name)

I hereby authorize the release of all information and records concerning myself to any agent of the Rangely Police Department.

The intent of this authorization is to give my consent for complete disclosure of information regarding my background, reputation and character. This includes, but is not limited to: records of educational institutions; military records; employment and pre-employment records; training records; financial or credit records; complaints or grievances filed by or against me; records of investigation, complaint, arrest, trial and/or convictions for alleged or actual violations of law; the results of polygraph examinations; records of civil complaints made by or against me; and verbal or written statements by any person; however personal or confidential they may appear to be. I respectfully request and direct you to release all such information upon the request of any representative of the Rangely Police Department, regardless of any agreement to the contrary I may have previously made with you.

I understand that the above information is for use by the Rangely Police Department in conducting a background investigation to determine my suitability for employment, and will be kept confidential. I understand that all materials obtained become the property of the Rangely Police Department and will not be released to me. In the event my application is disapproved, the specific reason therefore cannot be revealed to me.

I understand that I have rights guaranteed by law to privacy with regards to the disclosure and access of records or information concerning me, and I voluntarily, knowingly, and willingly waive those rights with the understanding that information furnished will be used by the Rangely Police Department in conjunction with employment procedures.

For and in consideration of the acceptance and processing of my application for employment, I agree to hold the Rangely Police Department, its agents, and employees harmless from any and all claims and liability associated with my application for employment or in any way connected with the decision whether or not to employ me with the Rangely Police Department.

I agree to indemnify and hold harmless any person or organization, and their agents and employees, to whom this request is presented, from and against all claims, damages, losses and expenses, including reasonable attorney's fees, arising out of or by reason of complying with request.

A photocopy or fax of this release form will be valid as an original hereof, even though said photocopy does not contain my original signature.

Applicant Signature _____

Complete Address _____

Phone _____

AUTHORIZATION MUST BE NOTARIZED

Subscribed and sworn before me this _____ day of _____, _____.

SEAL
Date Commission Expires

Notary Public