



APPLICATION FOR EMPLOYMENT
POSITION OF
POLICE OFFICER



An Equal Opportunity Employer

We do not discriminate on the basis of race, color, religion, national origin, sex, age, disability, genetic information or any other status protected by law or regulation. It is our intention that all qualified applicants are given equal opportunity and that selection decisions be based on job-related factors.

If hired, you will be required to furnish proof of your eligibility to work in the U.S

PERSONAL INFORMATION

Date of Application: _____

FULL NAME: Last _____ First _____ Middle _____

Gender: Female ___ Male ___ Date of Birth: _____ U.S. Citizen: Yes ___ No ___

Address: _____ City: _____ State: _____ Zip Code: _____

E-mail: _____ Phones: H _____ W _____ Cell _____

City/State of Birth: _____ Previous Legal Names: _____

Driver's License Number: _____ State: _____ Expiration Date: _____

EDUCATION

High School: _____ Location: _____ Graduation Date: _____

Your Name at Time of Attendance: _____

College/University/Tech. School _____ Location: _____

Dates Attended: _____ Credits Earned: _____ Degree: _____ Year Graduated: _____

Field of Study: _____ Name at time of Attendance: _____

College/University/Tech. School _____ Location: _____

Dates Attended: _____ Credits Earned: _____ Degree: _____ Year Graduated: _____

Field of Study: _____ Name at time of Attendance: _____

College/University/Tech. School _____ Location: _____

Dates Attended: _____ Credits Earned: _____ Degree: _____ Year Graduated: _____

Field of Study: _____ Name at time of Attendance: _____

WORK EXPERIENCE

Please list **ALL** current and previous employers for the past 6 years. Start with current or most recent employer. Include active or reserve military experience. Include internships and any volunteer work you may have performed. (If more space is needed, attach a separate sheet as an addendum)

Employer: _____ Job Title: _____ Phone: _____

Business Address: _____ City: _____ State: ____ Zip: _____

Job Duties: _____

Dates Employed: _____ Reason for Leaving: _____

Employer: _____ Job Title: _____ Phone: _____

Business Address: _____ City: _____ State: ____ Zip: _____

Job Duties: _____

Dates Employed: _____ Reason for Leaving: _____

Employer: _____ Job Title: _____ Phone: _____

Business Address: _____ City: _____ State: ____ Zip: _____

Job Duties: _____

Dates Employed: _____ Reason for Leaving: _____

Employer: _____ Job Title: _____ Phone: _____

Business Address: _____ City: _____ State: ____ Zip: _____

Job Duties: _____

Dates Employed: _____ Reason for Leaving: _____

Employer: _____ Job Title: _____ Phone: _____

Business Address: _____ City: _____ State: ____ Zip: _____

Job Duties: _____

Dates Employed: _____ Reason for Leaving: _____

RECORD OF LAW VIOLATIONS

Please list **ALL** convictions below and include relevant dates for felonies, misdemeanors, city/county ordinances, state or federal laws, or conviction by a military court-martial. Include traffic violations, but do not include parking violations. Attach a separate sheet if more space is needed.

Law Violation: _____ City/County/State: _____ Year: _____

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Law Violation: _____ City/County/State: _____ Year: _____

Are there any charges (violations) pending against you? Yes _____ No _____

If yes, please explain: _____

DRUG / NARCOTICS USE

Have you ever used or experimented with any non-prescribed controlled substances or illegal drugs?

Yes _____ No _____ **List any use below as indicated (attach sheet if more space is needed):**

Name of Drug/Narcotic: _____ Date First Used: _____ Date Last Used: _____

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Name of Drug/Narcotic: _____ Date First Used: _____ Date Last Used: _____

If you have conversational fluency in any foreign language, please note here: _____

AFFIDAVIT, CONSENT AND RELEASE

PLEASE READ EACH STATEMENT CAREFULLY BEFORE SIGNING

I certify that all information provided in this employment application is true and complete. I understand that any false information or omission may disqualify me from further consideration for employment and may result in my dismissal if discovered at a later date.

I authorize the investigation of any or all statements contained in this application. I also authorize, whether listed or not, any person, school, current employer, past employers, and organizations to provide relevant information and opinions that may be useful in making a hiring decision. I release such persons and organizations from any legal liability in making such statements.

I understand I may be required to successfully pass a drug screening examination. I hereby consent to a pre-and/or post-employment drug screen as a condition of employment, if required.

I understand that if I am extended an offer of employment, it may be conditioned upon my successfully passing a complete pre-employment physical examination. I consent to the release of any or all medical information as may be deemed necessary to judge my capability to do the work for which I am applying.

I UNDERSTAND THAT THIS APPLICATION, VERBAL STATEMENTS BY MANAGEMENT OR SUBSEQUENT EMPLOYMENT DOES NOT CREATE AN EXPRESS OR IMPLIED CONTRACT OF EMPLOYMENT NOR GUARANTEE EMPLOYMENT FOR ANY DEFINITE PERIOD OF TIME. ONLY THE MANAGER OF THE TOWN OF GRANBY OR A DESIGNATED TOWN REPRESENTATIVE HAS THE AUTHORITY TO ENTER INTO AN AGREEMENT OF EMPLOYMENT FOR ANY SPECIFIED PERIOD AND SUCH AGREEMENT MUST BE IN WRITING SIGNED BY THE MANAGER OR THE REPRESENTATIVE AND THE EMPLOYEE. IF EMPLOYED, I UNDERSTAND THAT I HAVE BEEN HIRED AT THE WILL OF THE EMPLOYER AND MY EMPLOYMENT MAY BE TERMINATED AT ANY TIME, WITH OR WITHOUT REASON AND WITH OR WITHOUT NOTICE.

I have read, understand, and by my signature consent to these statements.

Signature: _____ Date: _____

This application for employment will remain active for a limited time. Ask the organization's representative for details.

MANDATORY ESSAY RESPONSE #1

The essays play an important role in the application process. Your ability to articulate your insights into the probative question is essential. Therefore, please invest the appropriate amount of time and effort to complete this task. If the space provided is insufficient, please continue your essay response on a sheet of paper and attach it as an addendum.

1. Discuss your interest in, and qualifications for, becoming a Police Officer with the Town of Granby.

MANDATORY ESSAY RESPONSE #2

The essays play an important role in the application process. Your ability to articulate your insights into the probative question is essential. Therefore, please invest the appropriate amount of time and effort to complete this task. If the space provided is insufficient, please continue your essay response on a sheet of paper and attach it as an addendum.

2. Describe some of your significant life experiences and how they have influenced your decision to become a police officer.

APPLICANT INFORMATION

This sheet is for information purposes only and does **not** need to be returned

Minimum Requirements for Lateral Employment

- Colorado P.O.S.T. certification, or the ability to qualify for Provisional Certification
- High school diploma or an equivalency certificate
- No Felony convictions
- No convictions of P.O.S.T. prohibited “certain misdemeanors”
- No convictions of domestic violence offenses which prohibit employment as a peace officer

Minimum Requirements for Cadet Employment

- The ability to qualify and obtain a P.O.S.T. certification
- High school diploma or an equivalency certificate
- No Felony convictions
- No convictions of P.O.S.T. prohibited “certain misdemeanors”
- No convictions of domestic violence offenses which prohibit employment as a peace officer

Additional Factors to be Evaluated

- Application screening, including essay questions
- Valid Colorado driver’s license, or ability to obtain one if from out-of-state
- At least 21 years of age
- Driving record
- Oral panel evaluation
- Interview with Chief of Police
- Medical physical evaluation
- Psychological evaluation
- Background investigation
- Polygraph exam

Questions or Inquiries

Any questions, inquiries, changes of information should be referred to Chief of Police David Shaffer. Chief Shaffer can be reached by phone at 970-887-3007, or by e-mail at: dshaffer@granbypolice.com

Return Address for Applications

Applications can be mailed to: Granby Police Department
P.O. Box 1850
Granby, CO. 80446

Applications can be returned in person at: Granby Police Department
Zero Jasper Avenue
Granby CO. 80446