

Alamosa Police Department

425 4th St.

Alamosa, Colorado 81101

DUANE C. OAKES, CHIEF OF POLICE

POLICE OFFICER SUPPLEMENTAL EMPLOYMENT APPLICATION

Completion of the Police Officer Employment Application Packet is required in addition to the City of Alamosa employment application and is part of the first step in the employment process. The information on these forms will be used to judge your qualifications for the position of police officer. Read all of the questions carefully and answer all questions completely and honestly.

You must complete this application packet yourself. Type or print the forms using a ball point pen. Do not leave any blank spaces. If a question does not apply, write "N/A" in the answer space. All information in this application is subject to verification. Any false, misleading, or incomplete information will result in your application being eliminated from consideration.

Upon completion, please return the City of Alamosa and Police Officer Supplemental Application to:

City of Alamosa
Human Resources
300 Hunt Ave.
Alamosa, CO 81101

Official Use Only: Date received _____

Police Headquarters
425 4th St
Alamosa, Colorado 81101
(719) 589-2548

"WE CARE"

Mailing Address
P.O. Box 1101
Alamosa, CO 81101
Fax: (719) 589-5257

POLICE OFFICER SUPPLEMENTAL EMPLOYMENT APPLICATION

Instructions

You must complete this application yourself. It may be printed in ink or typed. Your ability to completely and honestly complete this application is part of the process to determine your suitability for employment. If you intentionally leave out any information that might be detrimental to obtaining a job, such as past drug use or other crimes, it will automatically eliminate you from consideration for employment. The fact that you may have used drugs, committed a theft or another illegal act will not automatically eliminate you, but the omission of it during the application process will. Once submitted, this application becomes the property of the City of Alamosa.

Basic Personal Information

Name:
Last First Middle

Please list any other names that you have used:

Home Address:
Street City State Zip

E-mail address: Telephone:
Type: Home/Cell/Work

Driver's License:
Number State Type

Place of birth:
City State Country

Eligibility

1. Are you at least 21 years of age? Yes No
2. Do you have a legal right to work in the United States? (Check one)
 U.S. Citizen
 Permanent Resident Status
 Other (specify) _____
3. Are you a licensed peace officer in the State of Colorado? Yes No
4. Have you ever held a Peace Officer Certification in another state? Yes No
If yes, what state and expiration date _____
5. Has your peace officer's license ever been suspended? Yes No
If yes, explain the circumstances on a separate sheet.

6. Have you applied for a position with the City before? Yes No
 If yes, when and previous position(s) applied for _____

Military Service

If you have previously served in the Military, please provide a copy of your DD214 (Member 4)

Branch: _____ Date of service: _____ to _____

Reserve Status: _____ Type of discharge: _____

If not honorable, explain: _____

Grade and duty assignment at discharge/separation: _____

Are you registered for the Selective Service? Yes No

Are you a member of the Reserves or National Guard? Yes No

If yes, give unit, location, grade, and duty assignment:

Unit: _____ Location: _____

Grade: _____ Duty Assignment: _____

Education

Please complete the information that applies and attach copies of your diplomas or degrees to this application.

If you did not complete high school, do you have a GED? Yes No

SCHOOL NAME	ADDRESS, PHONE NUMBER	GRADUATE Yes/No Dates Enrolled	COURSE OF STUDY Study/Major
High School			
College/University			
Graduate School			
Other			

Specialized Skills and Training

Do you speak another language other than English? Yes No Fluent? Yes No

If yes, please list: _____

Briefly list any computer skills you have. If you have copies of any certificates for computer training you have received, please attach them to the application: _____

Please list **any** social internet sites (Facebook, MySpace, Twitter, personal blogs) that you have an active or past account with: _____

Briefly list any training or skills, including firearms, that would be of assistance in the job you are applying for. If you have any copies of certificates for any training, please attach them to the application: _____

Personal History

1. Do you know of any reason that you could not pass a background check? Yes No
2. Have you ever been fired or asked to resign from a job? Yes No
3. Have you ever received disciplinary action from an employer? Yes No
4. Have you ever stolen from an employer? Yes No
5. Have you ever committed a crime for which you were not arrested? Yes No
6. Have you ever assisted someone in committing a crime? Yes No
7. Have you ever falsified a police report? Yes No
8. Have you ever accepted money not to report a crime? Yes No
9. Have you ever slept on the job? Yes No
10. Has any driver's license issued to you ever been suspended or revoked? Yes No
11. Have you ever used, sold, or otherwise handled in an illegal manner any controlled substance? Yes No
12. Have you ever been bonded? Yes No
13. Have you ever been refused bond? Yes No

If you answered yes to any of the questions listed above, please write a brief explanation for that question on a separate sheet. List the question by number. If you are interviewed, you will be asked about any "yes" answers. Any "yes" answers will be closely examined during a background check. A "yes" answer does not automatically eliminate you from consideration for employment. **Your omission of these facts will automatically eliminate you from consideration.**

Traffic, Civil Court, and Criminal Record

Please list your history of any traffic citations, any civil court actions in which you were or are a defendant, any arrests, convictions, and court actions. If additional space is needed, list on a separate sheet.

	Type of case	Jurisdiction	City, State
1.			
2.			
3.			

Employment History

NOTICE: Start with your current job, if employed, and list your past employment in reverse

order. Include all employment for the last five years to the present. Account for any time that you were unemployed by stating the nature of your activities. If additional space is needed, list on a separate sheet.

Company: _____ Position: _____ FT PT
Address: _____ City: _____ State: _____ ZIP: _____
Dates from _____ to _____
Supervisor's Name: _____ Telephone No.: _____
Job Duties: _____
Reason for leaving: _____

Company: _____ Position: _____ FT PT
Address: _____ City: _____ State: _____ ZIP: _____
Dates from _____ to _____
Supervisor's Name: _____ Telephone No.: _____
Job Duties: _____
Reason for leaving: _____

Company: _____ Position: _____ FT PT
Address: _____ City: _____ State: _____ ZIP: _____
Dates from _____ to _____
Supervisor's Name: _____ Telephone No.: _____
Job Duties: _____
Reason for leaving: _____

Company: _____ Position: _____ FT PT
Address: _____ City: _____ State: _____ ZIP: _____
Dates from _____ to _____
Supervisor's Name: _____ Telephone No.: _____
Job Duties: _____
Reason for leaving: _____

Residences

List all residences where you have lived during the past five years. Begin with your present address and work backwards. List the complete address including street number, street name,

city, state, and zip code. If additional space is needed, list on a separate sheet.

ADDRESS	CITY	STATE	ZIP CODE	DATES

Personal References

List three personal references that are not related to you. Do not use former or current employers. Be sure to include all of the information requested.

NAME	ADDRESS, CITY STATE, ZIP CODE	AREA CODE & PHONE NUMBER

Remarks

Please tell us about yourself. Include any awards, honors, licenses or certificates that you have received. What are your hobbies and interests? You can also use this section to expound upon any answers to any questions on this application:

Please Read Carefully Before Signing This Application

I declare that the foregoing statements are true and correct to the best of my knowledge and belief. I realize that falsification of any information on this application is grounds for disqualification. I further understand that any misrepresentation or omission of facts upon this application will be sufficient cause for cancellation and/or separation from City service if I have been employed.

Applicant Signature: _____ Date: _____

The Alamosa Police Department tests applicants as needed to fill vacancies.

This is what will happen with your application.

1. Your application is reviewed to ensure you meet the minimum qualifications for a police

officer position and for accuracy, legibility, and completeness.

2. If the application is accepted, you will receive a letter notifying you of acceptance. Letters are not sent for rejected applications.
3. Your application will be placed on file until a test is scheduled.
4. All applicants on file will be notified by mail of the next test date.
5. Failure to appear on the scheduled test date disqualifies the applicant and their application will be discarded. You must submit a new application for the next testing period.

