

**TOWN OF RANGELY**209 E Main Street
Rangely, CO 81648

Phone 970.675.8476

Fax 970.675.8471

RANGELY POLICE DEPARTMENT SUPPLEMENTAL APPLICATION

Equal Opportunity Employer

Date:

Personal Information

Name (Last, First, Middle Initial)		SSN	
		-	-

Present Address	City	State	Zip
-----------------	------	-------	-----

Permanent Address	City	State	Zip
-------------------	------	-------	-----

Phone	Date of Birth	Email Address
-------	---------------	---------------

Basic Information

All applicants who are seeking employment with the Rangely Police Department, as with any law enforcement organization, should be aware of certain requirements which are inherent within the profession. These may be identified with character traits which include honesty, maturity, self-discipline, initiative and an exceptional ability to deal frequently with traumatic occurrences. The Rangely Police Department is an alcohol, drug, and smoke free work environment.

Due to the nature of the application process for the Rangely Police Department, applicants can reasonably expect the application process to take a significant amount of time to complete before a decision is made to hire or not to hire. Typically, it takes approximately 2 to 6 weeks from date of application to complete the entire process. The length of time it takes to complete the process can vary depending on a variety of factors. Please note that this is an estimated duration of the selection process.

Top applicants must successfully pass a drug test to be eligible for employment; sworn positions shall also be given a psychological evaluation.

Employees are required to work the time periods and/or shifts, rotational and/or stationary, and location assignment, consistent with the needs of the Rangely Police Department.

Employment is at the will and pleasure of the Rangely Police Chief. Written policies and other manuals do not alter the at will status of employment.

Employment Desired

Position	Date You Can Start	Salary Desired
----------	--------------------	----------------

Are you employed currently? Yes No	If so, may we contact your employer? Yes No
---------------------------------------	--

Are you able to perform all essential function of the position which you have applied? Yes No	One or more of the following conditions may be required to work at the Rangely Police Department. Your inability to satisfy these work schedules may limit further consideration of you application. Please indicate whether you are able to perform:	Shift Work	Yes	No
		Overtime/Holidays	Yes	No
		Rotational Work Schedule	Yes	No
		Work Schedule that includes Saturday and/or Sunday	Yes	No

Military Experience (Although not required, please attach a DD214 Official Copy, if available)

Have you served in the US Armed Forces?	Yes	No	Grade Upon Discharge
Are you a member of the US Reserve?	Yes	No	Date of Discharge or Anticipated Date
If Yes, Grade and Service#	Type of Discharge		
Organization and Station, or Unit and Location	Where you subject to any demotion or disciplinary action while in the military? If Yes, explain.		
Indicate Reserve Obligation, if any:			

Employment History – Start with your present or most recent position and work backwards chronologically. Account for all periods of time, including Military Service, Self-Employment, and any period of Unemployment. Attach additional sheets as needed using the same format. A job offer may be contingent upon acceptable references from current and former employers; therefore, it is critical that correct telephone numbers are provided. This section MUST be completed in full whether or not a resume is included.

Current/Last Employer	Type of Business		
Address	Telephone #		
Employed from _____ to _____	Pay Start _____	End _____	
Name of Last Supervisor _____	May we contact this employer?	Yes	No
Duties _____			
Did you resign (quit), asked to resign, furloughed, put on inactive status or subject to disciplinary action while with the organization?	Yes	No	If Yes, explain
Reason for Leaving or Seeking other employment?			

Previous Employer _____	Type of Business		
Address _____	Telephone # _____		
Employed from _____ to _____	Pay Start _____	End _____	
Name of Last Supervisor _____	May we contact this employer?	Yes	No
Duties _____			
Did you resign (quit), asked to resign, furloughed, put on inactive status or subject to disciplinary action while with the organization?	Yes	No	If Yes, explain
Reason for Leaving or Seeking other employment?			

Previous Employer _____	Type of Business		
Address _____	Telephone # _____		
Employed from _____ to _____	Pay Start _____	End _____	
Name of Last Supervisor _____	May we contact this employer?	Yes	No
Duties _____			
Did you resign (quit), asked to resign, furloughed, put on inactive status or subject to disciplinary action while with the organization?	Yes	No	If Yes, explain
Reason for Leaving or Seeking other employment?			

Prior Law Offenses

Have you ever been convicted of, plead guilty to, or plead no contest to any offense against the law, forfeited collateral/bond, or are you now under charges for any offense against the law? You may omit: Traffic violations for which you paid a fine of \$100 or less, and an offense committed before your 18th birthday which was finally adjudicated in a juvenile court under a Youth Offender Law.

Yes No

If yes, explain the circumstances or any conviction, or attach a copy of the sentencing order. Show for each conviction: Date, Charge, Place, Court, and action taken. Prior convictions which reflect adversely on your current ability to perform the job for which you are applying may be considered as a disqualifying factor; however, it does not mean that "any" prior conviction will disqualify you from consideration.

Has your drivers license to operate a vehicle ever been revoked, suspended, denied, or cancelled? Yes No

Narcotics

Have you ever used any illegal drugs, including, but not limited to, marijuana, hashish, cocaine, or take any depressants, amphetamines, tranquilizers, etc... that have not been prescribed for you by a physician? Yes No

If yes, please list the drug type, how many times used, and date last used.

Have you ever sold or given any illegal drugs, narcotics, marijuana, hashish, etc..., to anyone? Yes No

If yes, please list the drug type, how many times, and the last time it occurred.

Do you associate with any person or persons who use illegal drugs, narcotics, or marijuana? Yes No

If yes, please explain.

Documents to be included with this application:

1. Copy of your Birth Certificate.
2. Copy of you High School Diploma or Equivalency Certificate.
3. Copy of any college credits.
4. Copy of any Military discharges and separation papers (DD214).
5. Copy of your P.O.S.T. Certificate (for commissioned position applicants).

Affidavit - Please read and initial each paragraph below (if there is any part of this page you do not understand, please call the Human Resources Department before signing)

_____ I certify that I have not knowingly withheld any information that might adversely affect my chances for employment and that the answers given by me are true and correct. I further certify that I, the undersigned applicant, have personally completed this application. I understand that any omission or misstatement on this application or on any documents used to secure employment may be grounds for rejection of this application or for immediate discharge if I am employed, regardless of the time elapsed before discovery.

_____ I authorize the Rangely Police Department to thoroughly investigate my references, work records, education and other matters related to my suitability for employment and to contact my current and previous employers. I fully understand that the Rangely Police Department conducts a background investigation of all applicants. This investigation includes, but is not limited to, an investigation of my past employment performance, school records, military, police driving records and character traits. I authorize any person, school, current and former employers, law enforcement authorities, and organizations named in the application and this supplemental application to provide and release any information and opinions concerning my background, without giving me prior notice of such disclosure. I release such persons and organizations from any and all claims, demands or liabilities arising out of or in any way related to such investigation or disclosure

_____ I understand that nothing contained in the application, supplemental application or conveyed to me during any interview which may be granted is intended to create an employment contract, implied or explicit, between me and the Rangely Police Department. In addition, I understand and agree that if I am employed, my employment relationship with the Rangely Police Department is strictly voluntary and at our mutual will. I understand that if employed, my employment is for no definite period and may be terminated at any time, with or without prior notice, with or without cause or reason, at the option of either myself or the Rangely Police Department, and that no promises or representations contrary to the forgoing are binding on the Rangely Police Department unless made in writing and signed jointly by the appropriate elected official and myself.

_____ I understand and agree that if hired, any future changes in title, duties, compensation, working conditions, and/or Rangely Police Department benefits, policies and procedures will not alter our at-will agreement.

My signature below certifies that I have read and understand the instructions, conditions and other information provided in this document and that I hereby authorize release of all above listed records to the Rangely Police Department and Human Resources Offices.

Applicant's Signature

Date

STATE OF _____

COUNTY OF _____

Before me personally appeared _____ who says that he/she executed the above instrument of his or her own free will and accord, with full knowledge of the purpose therefore.

Subscribed and sworn in my presence this _____ day of _____, 20_____

My Commission expires on _____ 20_____

NOTARY PUBLIC