



Montezuma County Sheriff's Office

Gerald A. Wallace – Sheriff

730 East Driscoll
Cortez, Colorado 81321

Telephone 970/565-8452
Fax 970/565-3731
www.montezumasheriff.org

Montezuma County Sheriff's Office Application for Employment

In filling out this application, you are taking a step towards a career with a great organization that employs fantastic people. We believe in our people and their ability and willingness to provide quality law enforcement services to our community.

Basic Requirements

- Age: Certified Deputies and Detentions - Minimum age - 21
Office positions - Minimum age -18
- Education: High School Graduate or G.E.D.
P.O.S.T. Certification for certified positions
(Unless exempted by the Sheriff)
- Physical Fitness: Certified Deputies and Detentions – Pass office
physical assessment
- Eyesight: 20/20 Corrected
- Citizenship: Must be eligible to work in the U.S. and able to communicate
effectively in written and spoken English
- Drivers License: Certified Deputies and Detentions – Must have a valid
Colorado driver's license by start date with office

Testing Requirements

The screening process for any position with the Montezuma County Sheriff's Office may include the following:

- Oral board
- Credit history check
- Background check
- Drug screen

Certain positions require the following:

- Written tests
- Psychological evaluation
- Medical examination
- Physical assessment / obstacle course

Disqualification Factors

Disqualification factors include but are not limited to:

- Tattoos which are visible at any time including while wearing a short sleeved shirt
- Current non-prescribed drug use
- Previous illegal drug use, criminal activity and/or convictions, depending on severity and time lapse
- Convictions that would preclude P.O.S.T. certification [for certified positions]

Include copies of the following with your application:

- Birth Certificate or Citizenship Papers
- Valid Driver's License
- High School Diploma or G.E.D.
- Transcript of College Credits [if applicable]
- P.O.S.T. Certification [for certified positions]
- Military discharge papers [if applicable]
- Resume

It is the policy of the Montezuma County Sheriff's Office to not discuss the reasons why applicants were not selected for hire. Applicants may be notified of their disqualification at any point in the selection process. If you receive such a notice it simply means you did not meet our standards at the time.

Montezuma County Sheriff's Office

An Equal Opportunity Employer

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

Answer each question fully and accurately. No action can be taken on this application until you have answered all questions. Use blank paper if you do not have enough room on this application. **PLEASE PRINT**, except for signatures. In reading and answering the following questions, be aware that none of the questions are intended to imply illegal preferences or discrimination based upon non-job-related information.

Job Applied for _____ Today's Date _____

Are you seeking: Full-time Part-time Temporary employment?

When could you start work? _____

GENERAL

Last Name First Name Middle Name Telephone Number

List any other names you use or have used [aliases, maiden, etc.]

Present Street Address City State Zip Code

If hired, can you furnish proof you are eligible to work in the U.S.? Yes No

Have you ever applied here before? Yes No If yes, when? _____

Were you ever employed here? Yes No If yes, when? _____

Are you now or have you ever been a member of any foreign or domestic organization, association, movement, group, or combination of persons which has adopted, or shown a policy of advocating or approving the commission of acts of violence to deny other persons their rights under the constitution of the United States, or which seeks to alter the form of government of the United States by unconstitutional means? Yes No If yes, please explain:

Have you ever been arrested or charged with a criminal offense? Yes No

If yes, please relate circumstances including arresting agency, date, charges and disposition: _____

Have you ever been convicted of any criminal offense? (Include any plea of "guilty" or "no contest." Exclude minor traffic violations.) Yes No

if yes, please explain:

(A conviction will not necessarily disqualify an applicant for employment.)

Have you ever filed for or declared bankruptcy? Yes No

If yes please explain:

Have your wages or tax refunds ever been garnished? Yes No

If yes please explain:

Are you now or have you ever been a plaintiff or defendant in any civil action? Yes No

If yes, please explain:

Have you ever used any illegal drugs including prescription drugs that were not prescribed for you?

If yes, please explain: Yes No

Do you drink alcoholic beverages? Yes No

If so, has your drinking ever affected your ability to perform your work duties? Yes No

If yes, please explain:

If hired, do you agree to relinquish any additional business or employment outside of this job?

..... Yes No

If no, please explain:

What skills or additional training do you have that are related to the job for which you are applying? (Attach training certificates)

Have you worked or attended school under any other names? Yes No

If yes, give names:

Are you presently employed? Yes No

If yes, whom do you suggest we contact?

Have you ever been fired from a job or asked to resign? Yes No

If yes, please explain:

EDUCATION

List Name and Address of Schools		Number of Years Completed	Diploma/ Degree/ Certificate
High School or GED			
College or University			
Subjects Studied			
Vocational or Technical			
Subjects Studied			

How would you rate your computer skills? Poor _____ Moderate _____ Good _____

Do you speak any foreign languages? Yes No

If so, which languages and how well?

Do you have a valid driver's license? Yes No

Driver's License Number _____ Class of License _____ State Licensed In _____

Have you ever had your driver's license suspended or revoked? Yes No

If yes, give details:

List professional, trade, business or civic activities and offices held.
 (Exclude labor organizations and memberships which reveal race, color, religion, national origin, sex, age, disability, or other protected status.)

WORK HISTORY

List names of employers in consecutive order with current or last employer listed first. Account for all periods of time including military service and any periods of unemployment. If self-employed, give firm name and supply business references.

Note: A job offer may be contingent upon acceptable references from current and former employers.

Name, Address and Telephone of Employer	Employed		Pay		Reason for leaving
	From (mo/yr)	To(mo/yr)	Start	Final	
			\$	\$	
Title	Duties				Supervisor(s)

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	From (mo/yr)	To(mo/yr)	Start	Final	
			\$	\$	
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			\$	\$	
Title	Duties				Supervisor(s)

Name, Address and Telephone of Employer	Employed		Pay		Reason for leaving
	From (mo/yr)	To(mo/yr)	Start	Final	
			\$	\$	
Title	Duties				Supervisor(s)

MILITARY SERVICE

Have you ever been a member of any branch of the United States Military?

..... Yes No

Branch of Service: _____ Date of Discharge _____
month/day/year

Type of Discharge; _____

Awards/Commendations (type and date awarded)

Special Schools/Training/MOS:

While in the military, were you ever arrested for an offense which did or could have resulted in a trial or hearing? Yes No

If yes, give date, place, law enforcing authority or type of court-martial, charge and action taken for each incident.

Charge: _____ Date: _____ Results: _____

Last duty station and name of commanding officer: _____

Are you currently a member of a United States Reserve or National or State Guard Organization? Yes No

Branch of Service: _____ Grade & Service #: _____

Are you : Active _____ Inactive _____ Standby _____

Organization/Station/Unit and Location: _____

RESIDENCES

List all addresses where you have lived during the past five (5) years, **beginning with your present address.** List date by **month and year.** Attach an additional page if necessary. Include landlord names and telephone numbers.

Have you ever been evicted? Yes No

If yes, please explain:

DATES	COMPLETE STREET ADDRESS		
FROM			
TO	CITY	STATE	ZIP
LANDLORD		LANDLORD PHONE ()	
DATES	COMPLETE STREET ADDRESS		
FROM			
TO	CITY	STATE	ZIP
LANDLORD		LANDLORD PHONE ()	
DATES	COMPLETE STREET ADDRESS		
FROM			
TO	CITY	STATE	ZIP
LANDLORD		LANDLORD PHONE ()	
DATES	COMPLETE STREET ADDRESS		
FROM			
TO	CITY	STATE	ZIP
LANDLORD		LANDLORD PHONE ()	

PERSONAL REFERENCES

List five (5) persons who know you well enough to provide current information about you.
Do not list relatives or past/present employers!

REFERENCE #1		
Name:	Occupation:	
Home Address:		
Home Phone #:	Work Phone #:	Cell #:
How long have you known this person?		
Briefly describe your relationship with this person?		

REFERENCE #2		
Name:	Occupation:	
Home Address:		
Home Phone #:	Work Phone #:	Cell #:
How long have you known this person?		
Briefly describe your relationship with this person?		

REFERENCE #3		
Name:	Occupation:	
Home Address:		
Home Phone #:	Work Phone #:	Cell #:
How long have you known this person?		
Briefly describe your relationship with this person?		

REFERENCE #4		
Name:	Occupation:	
Home Address:		
Home Phone #:	Work Phone #:	Cell #:
How long have you known this person?		
Briefly describe your relationship with this person?		

REFERENCE #5		
Name:	Occupation:	
Home Address:		
Home Phone #:	Work Phone #:	Cell #:
How long have you known this person?		
Briefly describe your relationship with this person?		

AFFIDAVIT

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 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 and psychological examination. I consent to the release of any or all medical and psychological 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 SHERIFF HAS THE AUTHORITY TO ENTER INTO AN AGREEMENT OF EMPLOYMENT FOR ANY SPECIFIED PERIOD AND SUCH AGREEMENT MUST BE IN WRITING, SIGNED BY THE SHERIFF AND THE EMPLOYEE. IF EMPLOYED, I UNDERSTAND THAT I HAVE BEEN HIRED AT THE WILL OF THE SHERIFF 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.



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AUTHORITY FOR RELEASE OF INFORMATION

Last Name	First Name	Middle
Place of Birth	City and County	State or Country

I, _____, do hereby authorize a review of and full disclosure of all record, or any part thereof, concerning myself, by and to **ANY** duly authorized agent of the **Montezuma County Sheriff's Office**, whether the said records are public, private or confidential nature.

The intent of this authorization is to give my consent for full and complete disclosure of the records of educational institutions; financial or credit institutions, including records of deposit, withdrawals and balances of checking and savings accounts, and loans, and also the records of commercial or retail credit agencies (including credit reports and/or ratings); public utility companies; employment and pre-employment records, including background reports, efficiency ratings, complaints or grievances filed by or against me, and salary records; real and personal property tax statements and records, and other financial statements and records wherever filed; records of complaint, arrest trial and/or convictions for alleged or actual violations of law, including criminal, civil and/or traffic records; the results of any polygraph examinations; records of complaint of a civil nature made by or against me, wheresoever located, and to include the records and recollections of attorneys at law, or of other counsel, whether representing me or another person in any case in which I presently have, or have had an interest.

I reiterate, and emphasize that the intent of the authorization is to provide full and free access to the background and history of my personal life, for the specific purpose of pursuing a background investigation which may provide pertinent data for the Montezuma County Sheriff's Office to consider in determining my suitability for employment by the Montezuma County Sheriff's Office. It is my specific intent to provide access to personal information, however personal or confidential it may appear to be, and the sources of information specifically identified herein.

I understand that any information obtained by a personal history background investigation which is developed directly or indirectly, in whole or in part, upon this release authorization will be considered in determining my suitability for employment by the Montezuma County Sheriff's Office. I understand that all materials pertaining to this background investigation become the property of the Montezuma County Sheriff's Office and will not be returned to me.

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

I further understand that in the event my application is disapproved, the sources of the confidential information cannot be revealed to me, except as provided for under Colorado law.

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

Signature	Street Address	
City	State	Zip Code