



**Shayne E. Heap, Sheriff**  
Elbert County Sheriff's Office  
751 Ute Avenue, P.O. Box 486  
Kiowa, Colorado 80117  
Ph: 303-621-2027 Fax: 303-621-2055  
www.elbertcountysheriff.com

## Employment Application NOTICE OF POLICY

The Elbert County Sheriff's Office observes a written policy concerning the use of illicit drugs prior to employment by this agency. The policy is as follows:

***“No applicant for employment will be considered by this agency when the applicant is a “current” user of illicit drugs. “Current” use is any use of marijuana within the last year, any other illicit drug use that has occurred within the PAST THREE (3) YEARS. No applicant will be considered for employment if the applicant has used any form of hallucinogen within the PAST FIVE (5) YEARS.”***

I hereby testify that I am not a “current” user according to this definition.

I hereby certify that I personally completed the Personal History Questionnaire and all the attachments. I certify that all the answers are true and complete to the best of my knowledge.

I am aware that any misstatement of fact or willful withholding of information on this form will disqualify me or, if appointed or employed, will be cause for immediate dismissal from the Elbert County Sheriff's Office.

I fully understand and agree to the above.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

Subscribed and sworn to before me on this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_

\_\_\_\_\_  
Notary Public

AUTHORIZATION TO RELEASE INFORMATION

TO WHOM IT MAY CONCERN: As an applicant for a position with the Elbert County Sheriff's Office, I am required to furnish information concerning my moral, physical, educational, and mental qualifications. The Sheriff's Office needs to thoroughly investigate my employment background and personal history to evaluate my qualifications to hold the position for which I have applied. It is in the public's best interest that all-relevant information concerning my personal and employment history be disclosed to the Sheriff's Office.

I hereby authorize any representative of the Elbert County Sheriff's Office bearing this release to obtain any information upon request of the bearer. I do hereby authorize a review and fully disclosure of all records, or any part thereof, concerning myself; by and to any duly authorized agent of the Elbert County Sheriff's Office, whether said records are of public, private, or confidential nature. The intent of this authorization is to give my consent for full and complete disclosure. I reiterate and emphasize that the intent of this 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 that may provide pertinent data for the Elbert County Sheriff's Office to consider in determining my suitability for employment in that office. It is my specific intent to provide access to personnel information, however personal or confidential it may appear to be.

I consent to your release of any and all public and private information that you have concerning me, to include the following: work records, background data, details regarding my reputation, military service records, educational records, financial status, criminal history record, including any arrest records, any information contained in investigatory files, efficiency ratings, complaints or grievances filed by or against me, the records or recollections of attorneys at law, or other counsel, whether representing me or another person in any case, either criminal or civil, in which I presently have or have had an interest, attendance records, polygraph examinations and discipline, including any files which are deemed to be confidential, and/or sealed.

I hereby release you, your organization, and all others from liability or damages that may result from furnishing the information requested, including any liability or damage pursuant to any state or federal laws. I hereby release you, your organization and it's officers, employees, or related personnel, both individually and collectively, from any and all liability for damages of whatever kind, which may at any time result to me, my heirs, family, or associates because of compliance with this authorization and request to release information, or any attempt to comply with it. I direct you to release such information upon request of the duly accredited representative of the Elbert County Sheriff's Office regardless of any agreement I may have made with you previously to the contrary. The Elbert County Sheriff's Office will discontinue processing my application if you refuse to disclose the information requested.

\_\_\_\_\_  
Initials

\_\_\_\_\_  
Date





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**Personal History Questionnaire**

*ELBERT COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER*

Position Applied For: \_\_\_\_\_

***Instructions:*** Read every question carefully. Print in INK. Answer every question. If a question does not apply to you, indicate so by marking "N/A" within the appropriate place. Leave NO questions unanswered. All information is subject to verification. Any misstatement, omission, or misrepresentation by you is cause for disqualification from employment consideration. Any falsification discovered after you are employed is cause for dismissal. Make copies of and use the attached supplemental sheet for any areas that need additional explanation.

<i>Last</i>	<i>First</i>	<i>Middle</i>
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(NAME)

<i>Number</i>	<i>Street</i>	<i>City</i>	<i>State</i>	<i>Zip Code</i>
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(ADDRESS) *list both mailing and street if different*

Home ( ) ____ - ____ Hrs. you can be reached:	Work ( ) ____ - ____ Hrs. you can be reached:	Cell ( ) ____ - ____ Hrs. you can be reached:	Email _____
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(PHONE NUMBERS) *indicate primary number for daytime contact*

For <b><i>DEPUTY POSITION</i></b> <u>only</u> , are you a United State Citizen?  <input type="checkbox"/> Yes <input type="checkbox"/> No
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For all other positions, are you eligible to work in the United States?  <input type="checkbox"/> Yes <input type="checkbox"/> No
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List **all** schools you have attended beginning with high school, to include any colleges/trade schools

<i>Name of School</i>	<i>Location (City and State)</i>	<i>Dates Attended</i>		<i>Diploma</i>
		<i>From (month/year)</i>	<i>To (month/year)</i>	
				<input type="checkbox"/> Yes <input type="checkbox"/> No
				<input type="checkbox"/> Yes <input type="checkbox"/> No
				<input type="checkbox"/> Yes <input type="checkbox"/> No
				<input type="checkbox"/> Yes <input type="checkbox"/> No
				<input type="checkbox"/> Yes <input type="checkbox"/> No

Have you ever been suspended or expelled from any of the above schools? \_\_\_ Yes \_\_\_ No

If YES, explain: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

List any special skills or training you may possess such as: computer knowledge, typing ability, CDL license, professional certifications, instructor certifications, foreign languages, etc.

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

List **all** of you residents during the last 10 years beginning with your most current residence.

<i>Street Address</i>	<i>City, State, Zip Code</i>	<i>Dates</i>		<i>List <u>all</u> individuals who lived in the residence</i>
		<i>From (mth/year)</i>	<i>To (mth/year)</i>	

Beginning with your most current employer, list all jobs you have held in the past 10 years. Include part-time, temporary, voluntary, self-employment and military positions. Attach additional sheets if necessary.

May your present employer be contacted during this investigation? \_\_\_ Yes \_\_\_ No

<b>Dates of Employment</b> From To month/yr month/yr		<b>Name and Address of Employer</b>	<b>Name of Supervisor</b>
			<b>Telephone</b>
<input type="checkbox"/> Full-time <input type="checkbox"/> Part-time <input type="checkbox"/> Voluntary <input type="checkbox"/> Seasonal		<b>Duties:</b>	
Salary: \$ _____			
<input type="checkbox"/> Monthly <input type="checkbox"/> Weekly <input type="checkbox"/> Hourly			
<b>Reason for Leaving:</b>			
<b>Dates of Employment</b> From To month/yr month/yr		<b>Name and Address of Employer</b>	<b>Name of Supervisor</b>
			<b>Telephone</b>
<input type="checkbox"/> Full-time <input type="checkbox"/> Part-time <input type="checkbox"/> Voluntary <input type="checkbox"/> Seasonal		<b>Duties:</b>	
Salary: \$ _____			
<input type="checkbox"/> Monthly <input type="checkbox"/> Weekly <input type="checkbox"/> Hourly			
<b>Reason for Leaving:</b>			
<b>Dates of Employment</b> From To month/yr month/yr		<b>Name and Address of Employer</b>	<b>Name of Supervisor</b>
			<b>Telephone</b>
<input type="checkbox"/> Full-time <input type="checkbox"/> Part-time <input type="checkbox"/> Voluntary <input type="checkbox"/> Seasonal		<b>Duties:</b>	
Salary: \$ _____			
<input type="checkbox"/> Monthly <input type="checkbox"/> Weekly <input type="checkbox"/> Hourly			
<b>Reason for Leaving:</b>			

<b>Dates of Employment</b> From To month/yr month/yr	<b>Name and Address of Employer</b>	<b>Name of Supervisor</b>
		<b>Telephone</b>
<input type="checkbox"/> Full-time <input type="checkbox"/> Part-time <input type="checkbox"/> Voluntary <input type="checkbox"/> Seasonal	<b>Duties:</b>	
Salary: \$ _____		
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<b>Reason for Leaving:</b>		
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		<b>Telephone</b>
<input type="checkbox"/> Full-time <input type="checkbox"/> Part-time <input type="checkbox"/> Voluntary <input type="checkbox"/> Seasonal	<b>Duties:</b>	
Salary: \$ _____		
<input type="checkbox"/> Monthly <input type="checkbox"/> Weekly <input type="checkbox"/> Hourly		
<b>Reason for Leaving:</b>		
<b>Dates of Employment</b> From To month/yr month/yr	<b>Name and Address of Employer</b>	<b>Name of Supervisor</b>
		<b>Telephone</b>
<input type="checkbox"/> Full-time <input type="checkbox"/> Part-time <input type="checkbox"/> Voluntary <input type="checkbox"/> Seasonal	<b>Duties:</b>	
Salary: \$ _____		
<input type="checkbox"/> Monthly <input type="checkbox"/> Weekly <input type="checkbox"/> Hourly		
<b>Reason for Leaving:</b>		

Have you ever been dismissed or asked to resign or had any disciplinary action taken against you from any employment or volunteer position you have held?

Yes  No

If YES, explain: (provide dates, employer, and circumstances) \_\_\_\_\_

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Have you resigned or left a job by mutual agreement following allegations of misconduct or unsatisfactory job performance?

Yes  No

If YES explain: (provide dated, employer, and circumstances) \_\_\_\_\_

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Have you ever been a previous applicant for any position with a law enforcement agency?

Yes  No

If YES, explain: (provide dates, agencies, and circumstances) \_\_\_\_\_

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Are you a current applicant for any other position and/or any other employer, including other law enforcement agencies?

Yes  No

If YES, explain: (provide name of each agency, date of application, position applied for, and status of application)

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***Your military discharge status is not necessarily a bar to employment. If other than Honorable we will investigate the nature of the discharge and take into consideration such factors as your age at the time, the age of the offense, the seriousness and nature of the offense, any sentence, and you rehabilitation.***

Have you ever served in any capacity with **any** military force, to include any military reserve component? \_\_\_ Yes \_\_\_ No  
 If YES, supply the following information: **(attach copy of DD214)**

Branch of Service	Dates of Service	Type of Discharge
	/          to          /	

Have you ever been the subject of any judicial or non-judicial disciplinary action while in the military, National Guard or military reserves? \_\_\_ Yes \_\_\_ No

If YES, explain: (include branch of service, when, where and circumstances) \_\_\_\_\_

***Your criminal record or past criminal acts are not necessarily a bar to employment. We will take into consideration factors such as the date of the offense, your age at the time, the seriousness and nature of the offense, your sentence, and your rehabilitation.***

Have you ever committed (detected or non-detected) any misdemeanor or felony type crimes, including where anything was sealed, expunged or pardoned? \_\_\_ Yes \_\_\_ No

If YES, give the following information: **(exclude traffic violations)**

Date	Crime(s) committed	Explanation: Include any sentencing and circumstances

***The management of personal finances is relevant to an individual's qualification for a position with a law enforcement agency. Your past financial activities are not necessarily a bar to employment. We will take into consideration factors such as the age of the activity, the seriousness and nature of the activity, and your actions to resolve the issue.***

In the last 3 years have you been delinquent in any monthly financial obligations, had bills turned over to collections agencies, or had items repossessed? \_\_\_ Yes \_\_\_ No

If YES, explain: (give details including when, and circumstances) \_\_\_\_\_

***As an employee of the Elbert County Sheriff's Office there exists the possibility of you being required to operate a county vehicle. In view of this possibility please provide the following information. Your driving record is not necessarily a bar to employment here. We will take into consideration factors such as your age at the time of the action, the age of the action, the seriousness and nature of the action, any sentence, and your rehabilitation.***

Driver's License Number	State of Issue	Expiration Date

List other states where you have been licensed to operate a motor vehicle: \_\_\_\_\_

List all traffic citations you have received within the last 3 years: (excluding parking citations)

**NOTE: Include any DUI citations in the last 5 years**

Date	Citing Agency City and State	Nature of Violation	Action Taken (fine, points, etc.)

In the last 3 years have you been charged as having been **AT FAULT** in a traffic accident? \_\_\_ Yes \_\_\_ No

If YES, give details of each accident:

Date	Investigating Agency City and State	Circumstances	Injuries to persons other than self
			<input type="checkbox"/> Yes <input type="checkbox"/> No
			<input type="checkbox"/> Yes <input type="checkbox"/> No
			<input type="checkbox"/> Yes <input type="checkbox"/> No
			<input type="checkbox"/> Yes <input type="checkbox"/> No
			<input type="checkbox"/> Yes <input type="checkbox"/> No

Have you ever been denied issuance of a license or have you ever had a license suspended or revoked? \_\_\_Yes \_\_\_No

If YES, explain: (give details including when, and circumstance) \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Have you ever had automobile insurance refused, withdrawn, revoked, or required to obtain special risk insurance?  
 \_\_\_Yes \_\_\_No

If YES, explain: (give details including when, and circumstance) \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Have you ever used **any** form of illegal drugs or narcotics (drugs not prescribed by your physician) including but not limited to marijuana or hashish? \_\_\_ Yes \_\_\_ No

Have you ever abused **any** prescription drugs (prescribed by a physician)? \_\_\_ Yes \_\_\_ No

If YES, explain in detail:

Drug Used	Date Last Used	Number of Times Used	Circumstances

Identify **ALL** complaints (however characterized) made against you by any member of the public.

Agency	Name of Complainant	Approximate Date	Disposition

Identify **ALL** complaints (however characterized) made against you by any law enforcement personnel.

Agency	Name of Complainant	Approximate Date	Disposition

Identify **ALL** claims or lawsuits (however characterized) filed against you or your employing agency based on allegations of negligent or wrongful acts or omissions by you.

Agency	Name of Plaintiff(s)	Approximate Date	Court Where Filed

Identify **ALL** disciplinary action (however characterized) taken against you by a law enforcement employer.

Agency	Supervisor/Administrator Taking Action	Approximate Date	Basis and Form of Discipline

Identify **ALL** circumstances in which you have been requested or ordered to take a polygraph exam, CVSA or any other form of truth/deception technology.

Agency	Basis for Exam	Approximate Date	Outcome

Personal References: List the names of three (3) persons **not** related to you by blood or marriage.

Name	Address	Years Known	Daytime Phone

Professional References: List names of three (3) professional references who have known you well for at least five (5) years and who are **not** related to you by blood or marriage.

Name	Address	Years Known	Daytime Phone

**The following information is for identification and background investigation purposes only and is used solely for this purpose. Information provided in this section will not be used as a bar to employment.**

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Last Name First Middle

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Maiden Name Other Married Name Other married Name

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Any other names you have used or been known by

Height:	Weight:	Hair Color:	Eye Color:	Sex: <input type="checkbox"/> M <input type="checkbox"/> F
Date of Birth:	Social Security #:	Place of Birth: (city/state)		Race:

Complete the following information regarding your marriage or marriages:

Spouse's Birth Name	Date of Marriage	Date of Separation	Date of Divorce	Telephone

Complete the following information regarding family members. If someone is deceased, indicate so next to his or her name.

Name	Current Address	Telephone
Father:		
Mother:		
Step Father:		
Step Mother:		
Name	Current Address	Telephone
Siblings:		
Children:		

