



# Pine Bluffs Police Department

203 Main Street – PO Box 429  
Pine Bluffs WY 82082  
Phone: (307) 245-3746  
Fax: (307) 245-3890

**Robin Clark**  
Chief

## PRE-EMPLOYMENT APPLICATION POLICE OFFICER

*INSTRUCTIONS: Please print or type all information. The application must be filled out accurately and completely. Answer all questions. Do not leave an item blank. If an item does not apply write NA not applicable. Incomplete applications will not be considered. All statements made on the application are subject to verification. Resumes are accepted with a COMPLETE APPLICATION attached only.*

### AN EQUAL OPPORTUNITY EMPLOYER APPLICANT INFORMATION

**Name:** \_\_\_\_\_  
Last First Middle

**Address:** \_\_\_\_\_  
Street City State Zip Code

**Telephone (C/H/W):** \_\_\_\_\_

**Date of Application:** \_\_\_\_\_ **Driver's License #:** \_\_\_\_\_ **State** \_\_\_\_\_

### MINIMUM REQUIREMENTS

	YES	NO
Are you a U.S. Citizen or legally permitted to work in the U.S.?		
Are you 21 years of age or older at the time of this application?		
Are you willing and able to work shift work, including weekends and holidays?		
Have you graduated from High School or possess a GED Certificate?		
Have you ever been arrested for, or Convicted of a Felony Offense in a Court of Law?		
Have you ever been arrested for, or Convicted of a Misdemeanor Offense in a Court of Law?		
Have you ever been arrested for Domestic Violence?		
Have you ever been Convicted for Domestic Violence in a Court of Law?		
Have you ever been convicted for an Offense that was the result of a Domestic Violence arrest?		
Has your driver's license been suspended within the last three years?		
Have you had three or more moving violations within the last three years?		
Have you had a DUI or a Driving Impaired citation within the last three years?		

Are you employed now? Yes \_\_\_\_\_ No \_\_\_\_\_

May we contact your present employer? Yes \_\_\_\_\_ No \_\_\_\_\_

On what date would you be available for work? \_\_\_\_\_

Veterans Preference: Yes \_\_\_\_\_ No: \_\_\_\_\_ (you will be asked to provide proof of eligibility)

**WORK HISTORY:** List all jobs in reverse order starting with your present or last job. List your entire work history or until all the blocks below are filled. Include volunteer, part-time, temporary, self-employment and military jobs. This section must be accurate and complete. Fill in all blanks for each job listed. Do not submit a resume for this portion of the application. You will be asked to provide a more detailed work history for the background check.

**Employment Experience:**

<b>Employer:</b>	<b>Address:</b>
<b>Telephone:</b>	<b>Supervisor:</b>
<b>Position:</b>	<b>Dates:</b> <b>From:</b> <b>To:</b>
<b>Type of Work Performed:</b>	
<b>Reason For Leaving:</b>	

<b>Employer:</b>	<b>Address:</b>
<b>Telephone:</b>	<b>Supervisor:</b>
<b>Position:</b>	<b>Dates:</b> <b>From:</b> <b>To:</b>
<b>Type of Work Performed:</b>	
<b>Reason For Leaving:</b>	

<b>Employer:</b>	<b>Address:</b>
<b>Telephone:</b>	<b>Supervisor:</b>
<b>Position:</b>	<b>Dates:</b> <b>From:</b> <b>To:</b>
<b>Type of Work Performed:</b>	
<b>Reason For Leaving:</b>	

<b>Employer:</b>	<b>Address:</b>
<b>Telephone:</b>	<b>Supervisor:</b>
<b>Position:</b>	<b>Dates:</b> <b>From:</b> <b>To:</b>
<b>Type of Work Performed:</b>	
<b>Reason For Leaving:</b>	

<b>Employer:</b>	<b>Address:</b>
<b>Telephone:</b>	<b>Supervisor:</b>
<b>Position:</b>	<b>Dates:</b> <b>From:</b> <b>To:</b>
<b>Type of Work Performed:</b>	
<b>Reason For Leaving:</b>	

<b>Employer:</b>	<b>Address:</b>
<b>Telephone:</b>	<b>Supervisor:</b>
<b>Position:</b>	<b>Dates:</b> <b>From:</b> <b>To:</b>
<b>Type of Work Performed:</b>	
<b>Reason For Leaving:</b>	

<b>Employer:</b>	<b>Address:</b>
<b>Telephone:</b>	<b>Supervisor:</b>
<b>Position:</b>	<b>Dates:</b> <b>From:</b> <b>To:</b>
<b>Type of Work Performed:</b>	
<b>Reason For Leaving:</b>	

<b>Employer:</b>	<b>Address:</b>
<b>Telephone:</b>	<b>Supervisor:</b>
<b>Position:</b>	<b>Dates:</b> <b>From:</b> <b>To:</b>
<b>Type of Work Performed:</b>	
<b>Reason For Leaving:</b>	

**EDUCATIONAL HISTORY:** List schools in reverse order starting with your present or the last college attended. Make sure to include all colleges, vocational schools, and academics, etc. whether a degree was obtained or not. Provide copies of all degrees or certifications obtained.

**Education:**

<b>High School:</b>	<b>Location:</b>	<b>Graduation Date</b>	<b>Type of Degree</b>
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<b>College:</b>	<b>Location:</b>	<b>Graduation Date</b>	<b>Type of Degree</b>
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<b>College:</b>	<b>Location:</b>	<b>Graduation Date</b>	<b>Type of Degree</b>

<b>Training/Certification:</b>	<b>Location:</b>	<b>Graduation Date</b>	<b>Type of Training</b>
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<b>Training/Certification:</b>	<b>Location:</b>	<b>Graduation Date</b>	<b>Type of Training</b>

List all other training and certifications here:

ACKNOWLEDGEMENT AND DISCLAIMER

I UNDERSTAND THAT ANY FALSE STATEMENTS OR THE USE OF DECEPTION, OMISSION, OR FRAUD IN ANY PART OF THE SELECTION PROCESS FOR THIS POSITION MAY SUBJECT ME TO DISQUALIFICATION FOR THIS POSITION, OR IF HIRED, RESULT IN MY DISMISSAL. I CERTIFY THAT THE STATEMENTS MADE IN THIS APPLICATION ARE CORRECT AND COMPLETE TO THE BEST OF MY KNOWLEDGE.

*I AUTHORIZE INVESTIGATION OF ALL STATEMENTS CONTAINED IN THIS APPLICATION FOR EMPLOYMENT AS MAY BE NECESSARY IN ARRIVING AT EMPLOYMENT DECISIONS.*

*THIS APPLICATION FOR EMPLOYEMENT IS EFFECTIVE FOR THE POSITION APPLIED FOR ONLY. A SEPARATE APPLICATION MUST BE SUBMITTED FOR EACH POSITION VACANCY.*

*PINE BLUFFS POLICE DEPARTMENT POLICIES ARE NOT INTENDED TO BE CONTRUED AS PART OF ANY EMPLOYMENT RELATIONSHIP OR CONTRACT, AND ARE SIMPLY GENERAL STATEMENTS OF ORGANIZATIONAL POLICY.*

*PINE BLUFFS POLICE DEPARTMENT POLICIES ARE SUBJECT TO UNILATERAL CHANGE UNDER DIRECTION OF THE GOVERNING BODY OF THE TOWN OF PINE BLUFFS.*

*I UNDERSTAND THAT I AM REQUIRED TO ABIDE BY ALL RULES AND REGULATIONS OF THE EMPLOYER.*

**APPLICANTS**

**SIGNATURE:** \_\_\_\_\_

**DATE:** \_\_\_\_\_

**RELEASE AND WAIVER**

To Whom It May Concern:

I am an applicant for employment with the Town of Pine Bluffs, WY. I hereby authorize Town personnel duly appointed by the Town Administrator to conduct a background check and obtain any information within one year of this date that may be in your files or a copy of it, pertaining to my employment, included but not limited to documents concerning my credit history, education, criminal history, DMV history, work performance, disciplinary files, including any documentation that is deemed confidential.

I thereby direct you to release this information upon request of the bearer. This release is executed with full knowledge and understanding that the information is for Town of Pine Bluffs official use.

\_\_\_\_\_

Full Name (Signature) \_\_\_\_\_ Date: \_\_\_\_\_

Full Name (Printed) \_\_\_\_\_ Date of Birth \_\_\_\_\_

Address \_\_\_\_\_ Telephone \_\_\_\_\_

City \_\_\_\_\_ ST \_\_\_\_\_ Zip \_\_\_\_\_ Cell \_\_\_\_\_

Social Security Number \_\_\_\_\_

\_\_\_\_\_  
Notary Signature

\_\_\_\_\_  
Commission Expires

Notary Seal: