

# EMPLOYMENT APPLICATION VOLUNTEER

**PUEBLO COUNTY**



**SHERIFF'S OFFICE**

Pueblo County Sheriff's Office  
101 West 10<sup>th</sup> Street  
Pueblo, Colorado 81003

## INFORMATION AND INSTRUCTIONS FOR COMPLETING APPLICATION

Each question should be answered fully and accurately. No action will be taken on your application unless all questions have been answered. Incomplete or illegible applications will not be processed. **EVERY QUESTION MUST BE ANSWERED TRUTHFULLY. ONE SINGLE FALSIFICATION ON YOUR APPLICATION COULD MAKE YOU INELIGIBLE.**

A resume is welcome, but not required. A resume does not substitute for the completed volunteer application.

## **EQUAL OPPORTUNITY EMPLOYER**

The Pueblo County Sheriff's Office does not discriminate on the basis of race, color, national origin, gender, religion, age, or disability in employment or provision of services. Individuals with disabilities who need reasonable accommodations in order to complete a test must inform the Pueblo County Sheriff's Office ten days prior to testing. We request documentation supporting the need for accommodations.

NAME: \_\_\_\_\_ ALIAS: \_\_\_\_\_  
Last First Middle

SOCIAL SECURITY # \_\_\_\_\_ DATE: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ CITY, STATE, ZIP \_\_\_\_\_

PHONE # \_\_\_\_\_ ALT PHONE# \_\_\_\_\_

**PASTE EMPLOYMENT INFORMATION.** We must have accurate and complete information on previous job tasks and levels of responsibility, as your work experience is an important factor in evaluating your qualifications. List names of employers in consecutive order with present or most recent employer listed FIRST. Please indicate employers you do not wish us to contact. Account for all periods of time including military service and any period of unemployment. If self-employed, give firm name and business references. A resume is welcome. However, it is our policy that an application be completed in its entirety by every applicant if we are accepting applications. Attach additional sheets if necessary.

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Name of Employer \_\_\_\_\_ Job Title \_\_\_\_\_  
Type of Business \_\_\_\_\_ Phone # \_\_\_\_\_  
Address \_\_\_\_\_  
Street City State Zip  
Employed From \_\_\_\_\_ to \_\_\_\_\_ Pay: Start \_\_\_\_\_ Final \_\_\_\_\_  
Last Supervisor: \_\_\_\_\_  
May we contact this employer? Yes \_\_\_\_\_ No \_\_\_\_\_  
Duties:  
\_\_\_\_\_  
\_\_\_\_\_  
Reason for Leaving: \_\_\_\_\_

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Name of Employer \_\_\_\_\_ Job Title \_\_\_\_\_  
Type of Business \_\_\_\_\_ Phone # \_\_\_\_\_  
Address \_\_\_\_\_  
Street City State Zip  
Employed From \_\_\_\_\_ to \_\_\_\_\_ Pay: Start \_\_\_\_\_ Final \_\_\_\_\_  
Last Supervisor: \_\_\_\_\_  
May we contact this employer? Yes \_\_\_\_\_ No \_\_\_\_\_  
Duties:  
\_\_\_\_\_  
\_\_\_\_\_  
Reason for Leaving: \_\_\_\_\_

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Name of Employer \_\_\_\_\_ Job Title \_\_\_\_\_

Type of Business \_\_\_\_\_ Phone # \_\_\_\_\_

Address \_\_\_\_\_

Street City State Zip

Employed From \_\_\_\_\_ to \_\_\_\_\_ Pay: Start \_\_\_\_\_ Final \_\_\_\_\_

Last Supervisor: \_\_\_\_\_

May we contact this employer? Yes \_\_\_\_\_ No \_\_\_\_\_

Duties:

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

Reason for Leaving: \_\_\_\_\_

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Name of Employer \_\_\_\_\_ Job Title \_\_\_\_\_

Type of Business \_\_\_\_\_ Phone # \_\_\_\_\_

Address \_\_\_\_\_

Street City State Zip

Employed From \_\_\_\_\_ to \_\_\_\_\_ Pay: Start \_\_\_\_\_ Final \_\_\_\_\_

Last Supervisor: \_\_\_\_\_

May we contact this employer? Yes \_\_\_\_\_ No \_\_\_\_\_

Duties:

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

Reason for Leaving: \_\_\_\_\_

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Name of Employer \_\_\_\_\_ Job Title \_\_\_\_\_

Type of Business \_\_\_\_\_ Phone # \_\_\_\_\_

Address \_\_\_\_\_

Street City State Zip

Employed From \_\_\_\_\_ to \_\_\_\_\_ Pay: Start \_\_\_\_\_ Final \_\_\_\_\_

Last Supervisor: \_\_\_\_\_

May we contact this employer? Yes \_\_\_\_\_ No \_\_\_\_\_

Duties:

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

Reason for Leaving: \_\_\_\_\_

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Name of Employer \_\_\_\_\_ Job Title \_\_\_\_\_

Type of Business \_\_\_\_\_ Phone # \_\_\_\_\_

Address \_\_\_\_\_

Street City State Zip

Employed From \_\_\_\_\_ to \_\_\_\_\_ Pay: Start \_\_\_\_\_ Final \_\_\_\_\_

Last Supervisor: \_\_\_\_\_

May we contact this employer? Yes \_\_\_\_\_ No \_\_\_\_\_

Duties:

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

Reason for Leaving: \_\_\_\_\_

**EDUCATION**

School	Name and Address	Course of Study	Dates Attended	Graduation Date	Degree or Highest Grade Completed
High School or GED					
Voc or Tech School					
College or University					
College or University					
College or University					

Other Education or Training	List any other education and/or training that would be of further assistance in evaluating your qualifications. For each, give the name and address of the school, dates attended, certifications achieved and course of study
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Other Volunteer Experience	List other volunteer experience that you feel further qualifies you for the volunteer position for which you are applying
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**MILITARY SERVICE**

Military Status \_\_\_\_\_ Branch of Service \_\_\_\_\_

Active Duty From \_\_\_\_\_ to \_\_\_\_\_

Service Duties \_\_\_\_\_

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**SPECIAL SKILLS**

If you are a proficient operator of any heavy machinery, industrial equipment, etc. Please list:

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Indicate and current skills/certifications you have earned that may apply to the position:

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List computer skills that may apply to the position for which you are applying:

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**GENERAL**

Are you a citizen of the United States: \_\_\_\_\_ (If no, attach certificate of eligibility)

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Driver's License: Please provide the following information

State \_\_\_\_\_ Class \_\_\_\_\_ Number \_\_\_\_\_ Expires \_\_\_\_\_

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Previous Employment/Volunteer Service of Pueblo County Government? \_\_\_\_\_

Department \_\_\_\_\_ Dates of service \_\_\_\_\_

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Have you ever been convicted of a crime? \_\_\_\_\_

If yes, give the particulars:

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A conviction record will not necessarily be a bar to employment/service. Factors such as age at the time of offense, seriousness and nature of the violation, rehabilitation and the effect on job performance for the job for which you will be applying will be taken into consideration.

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Names of relatives in the employ/service of Pueblo County and relationship:

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**REFERENCES**

List three persons not related to you and who have definite knowledge of your business or professional qualifications for the position for which you are applying. Do not repeat any of the names of supervisors listed under work history

Full Name	Address	Phone #	Occupation

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**CERTIFICATION**

**BEFORE SIGNING, READ APPLICATION THROUGH FOR ERRORS OR OMISSIONS**

I certify that all statements on this application are true and complete. I understand that false statements on this application shall be considered sufficient cause for rejection of application or dismissal. I authorize Pueblo County to make any investigation regarding past employment and educational history, except as noted in the "Past Employment Information" section of this application. As a condition of employment, I understand I may be required to take a physical exam and complete a health questionnaire after I am offered employment to certify that I can perform the physical requirements of the job for which I am applying.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

# SUPPLEMENTAL APPLICATION

## For Prospective POSSE Members

**PUEBLO COUNTY**



**SHERIFF'S OFFICE**

NAME: \_\_\_\_\_  
Last First Middle

ADDRESS: \_\_\_\_\_ CITY, STATE, ZIP \_\_\_\_\_

PHONE # \_\_\_\_\_ ALT PHONE# \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_

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Select the area that you would like to volunteer:

- \_\_\_ FIRE TEAM – Responds to wildland fires with the PCSO Fire Team
- \_\_\_ DIVE TEAM – Provides underwater rescue and recovery with the PCSO Dive Team
- \_\_\_ SEARCH AND RESCUE TEAM – Provides SAR capabilities with the PCSO SAR Team
- \_\_\_ COMMUNITY SAFETY OFFICER – Assists Patrol and ESB with services such as traffic control, scene security, community outreach, etc
- \_\_\_ CLERICAL SUPPORT STAFF – Provides administrative duties to areas of the agency as needed such as in the Emergency Operations Center
- \_\_\_ RESERVE DEPUTY – Must be POST Certified by the State of Colorado defined by CRS
- \_\_\_ ACOVA – A Community Organization for Victim Assistance
- \_\_\_ MOUNTED PATROL – Search and Rescue, Parades, Security Operations, etc
- \_\_\_ COURIER – Distribution of Pueblo County files and documents
- \_\_\_ EXPLORER – Program through the Boy Scouts of America for young adults (14-20) to educate youth in the mission, skills, and goals of Law Enforcement
- \_\_\_ SWAT MEDIC – Provides paramedic level support to the PCSO SWAT Team



**TRAINING AND QUALIFICATIONS:****SEARCH AND RESCUE**

	<b>Years of Experience</b>	<b>Re-Certification Date if needed</b>
<b>Land Navigation</b>		
<b>Technical Climbing</b>		
<b>High Angle Rescue</b>		
<b>Dog Handler</b>		
<b>Other</b>		

**FIREFIGHTER**

	<b>Years of Experience</b>	<b>Re-Certification Date if needed</b>
<b>Wildland – S130/190</b>		
<b>Structural</b>		
<b>Basic Firefighter</b>		
<b>Other</b>		
<b>Other</b>		

**PUBLIC SAFETY DIVER**

	<b>Years of Experience</b>	<b>Re-Certification Date if needed</b>
<b>Open Water</b>		
<b>Advanced Open Water</b>		
<b>Master Diver - Recreational</b>		
<b>Dive Master - Professional</b>		
<b>Public Safety Diver</b>		
<b>Full Face Mask</b>		
<b>Dry Suit</b>		
<b>Swift Water Rescue</b>		

**STATEMENT OF ACKNOWLEDGEMENT AND CONSENT TO  
RELEASE INFORMATION STATE OF COLORADO  
(ss. COUNTY OF PUEBLO)**

I, \_\_\_\_\_, being first duly sworn upon oath, state as follows:

I am presently an applicant for employment with the Pueblo County Sheriff's Office, Pueblo, Colorado.

I fully understand that the Pueblo County Sheriff's Office conducts a background investigation of all applicants who are being considered for a position with the Pueblo County Sheriff's Office. This investigation, which uses this application as a starting point, includes, but is not limited to, an investigation of my past employment performance, school records, financial stability, character and military, police and driving record.

I hereby authorize any person who is contacted by the Pueblo County Sheriff's Office personnel section or Investigative officers to release any information pertaining to the background investigation, including, but not limited to, records or information relating to my past employment performance, financial stability, schooling, character and military, police, and driving records. This information is to be used by the Pueblo County Sheriff's Office in the consideration of my application for employment and for no other purpose.

I also understand that this application, and any and all papers and other exhibits submitted by me or any other person, government agency, former employer, private business, or any other Individual or group of individuals in support and attached hereto, become upon submission to the Pueblo County Sheriff's Office the property of the County of Pueblo, State of Colorado, and cannot and will not be returned to me under any circumstances whatsoever.

I authorize the Pueblo County Sheriff's Office to release any documents or information collected during the application process to any person or entity lawfully empowered to obtain such information or documents.

I further agree to release and hold harmless Pueblo County, its elected officials, officers, agents and employees from any and all liability or claims that I may have arising out of the disclosure of such information to the Pueblo County Sheriff's Office for use by the office in consideration of my application for employment, and for such other purposes as maybe related to any subsequent employment with the office.

This authorization for the release of information shall be valid for a one-year period from the date hereof. Any release of claim or liability set forth herein shall survive the termination of the agreements.

I further certify hereby that all statements made by me in the completion of this application are, to the best of my knowledge and recollection, accurate and true, and I understand that any false answer made deceitfully, or any fraud whatsoever, constitutes a basis for rejection of the application with no further consideration, or if I am hired and fraud and/or deceit is subsequently discovered such fraud and/or deceit will become grounds for my immediate dismissal from the Pueblo County Sheriff's Office.

I further acknowledge that I understand all employment with the Sheriff's Office is at the will and pleasure of the Sheriff, per Colorado State Statute, 30-10-506.

Signature \_\_\_\_\_ Date \_\_\_\_\_