



# EMPLOYMENT APPLICATION

NAME: _____		
(Last)	(First)	(Middle)

This application is for: (Check one)

- Police Officer     Communications Specialist     CSO  
Community Service Officer



# COLCHESTER POLICE DEPARTMENT

## APPLICATION FOR EMPLOYMENT



You are hereby informed that all statements and information submitted may be investigated and are subject to verification. False, misleading, or incomplete information is grounds for termination of application.

NAME: (Last) \_\_\_\_\_ (First) \_\_\_\_\_ (Middle) \_\_\_\_\_

ADDRESS: (Number & Street) \_\_\_\_\_  
(Town/City) \_\_\_\_\_ (State) \_\_\_\_\_ (Zip Code) \_\_\_\_\_

Legal Address (If different than above) \_\_\_\_\_

- 1) Are you 18 years or older?  Yes  No
- 2) Telephone Number: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_  
Secondary Telephone: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_
- 3) Social Security Number: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_
- 4) Email : \_\_\_\_\_
- 5) Do you hold a valid operator's license?  Yes  No License Number: \_\_\_\_\_  
Date Issued: \_\_\_\_\_ State: \_\_\_\_\_
- 6) Do you have prior Military Service?  Yes  No Organization: \_\_\_\_\_  
Date Entered: \_\_\_\_\_ Date Discharged: \_\_\_\_\_
- 7) What position are you applying for?  Police Officer  
 Communications Specialist  
 Community Service Officer (Seasonal)
- 8) Are you authorized to work in the United States?  Yes  No
- 9) Have you ever worked for any department of the Town of Colchester before?  Yes  No
- 10) Have you ever been discharged (fired) from or disciplined by an employer for any reason?  Yes  No

If yes, explain:

11) Have you ever resigned after being informed that your employer intended to discharge or discipline you?

Yes  No

If yes, explain:

12) Previous Employment: (list your last three places of employment)

A. Dates of Employment (Month and Year) \_\_\_\_/\_\_\_\_ to \_\_\_\_/\_\_\_\_

Exact Title of your position: \_\_\_\_\_

Name and Address of Employer : \_\_\_\_\_

Name and Title of immediate supervisor: \_\_\_\_\_

Description of Work: \_\_\_\_\_

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

B. Dates of Employment (Month and Year) \_\_\_\_/\_\_\_\_ to \_\_\_\_/\_\_\_\_

Exact Title of your position: \_\_\_\_\_

Name and Address of Employer : \_\_\_\_\_

Name and Title of immediate supervisor: \_\_\_\_\_

Description of Work: \_\_\_\_\_

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

C. Dates of Employment (Month and Year) \_\_\_\_/\_\_\_\_ to \_\_\_\_/\_\_\_\_

Exact Title of your position: \_\_\_\_\_

Name and Address of Employer : \_\_\_\_\_

Name and Title of immediate supervisor: \_\_\_\_\_

Description of Work: \_\_\_\_\_

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

13) Education:

Grade School Name: \_\_\_\_\_

City/State: \_\_\_\_\_

High School Name: \_\_\_\_\_

City/State: \_\_\_\_\_

Diploma?    Yes    No   If No: GED?    Yes    No

College Name: \_\_\_\_\_

City/State: \_\_\_\_\_

Years Attended: \_\_\_\_/\_\_\_\_ to \_\_\_\_/\_\_\_\_

Degree:    Not completed    Associate    Bachelor    Master

Concentration: \_\_\_\_\_

College Name: \_\_\_\_\_

City/State: \_\_\_\_\_

Years Attended: \_\_\_\_/\_\_\_\_ to \_\_\_\_/\_\_\_\_

Degree:    Not completed    Associate    Bachelor    Master

Concentration: \_\_\_\_\_

College Name: \_\_\_\_\_

City/State: \_\_\_\_\_

Years Attended: \_\_\_\_/\_\_\_\_ to \_\_\_\_/\_\_\_\_

Degree:    Not completed    Associate    Bachelor    Master

Concentration: \_\_\_\_\_

13) Education (cont.)

List below any school(s) or courses you believe are relevant to the applied for position including dates of attendance. Include correspondence courses, night school, trade schools, and similar education. Include service school in the armed forces or Merchant Marine.

14) Law Enforcement Experience or Testing:

Are you currently certified as a Vermont Law Enforcement Officer?  Yes  No

If yes, what level are you certified? \_\_\_\_\_

Have you taken the Vermont Criminal Justice Training Council written exam?  Yes  No

If Yes: Date: \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

Have you taken the Vermont Criminal Justice Training Council physical standards testing?  Yes  No

If Yes: Date: \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

15) Please add any information that you would like us to know about you: (Interests, hobbies, skills not otherwise described):

- 16) In the space below, please provide a paragraph on what qualities you possess that would make you a successful candidate for the Colchester Police Department:

I certify that the information given by me in this application is true in all respects and I understand that if the information given is found to be false in any way, it shall be considered sufficient cause for denial of employment or dismissal after appointment. Any and all statements made in this application or the employment process are subject to investigation including a fingerprint supported background check, police records, and former employers.

I understand that prior to being offered employment with the Colchester Police Department I may be requested to take pre-employment exams or tests. I understand that I will be required to pass a physical examination which may include alcohol and/or drug testing. In the event I have a disability which will affect my ability to take a test, I will so inform the Colchester Police Department prior to administration of the test so that a reasonable accommodation can be made. Requested accommodations may include accessible testing sites, modified testing conditions and accessible testing formats. The Colchester Police Department reserves the right to require medical documentation concerning the need for any accommodation which is requested.

Signature of Applicant \_\_\_\_\_ Date: \_\_\_\_\_

The Town of Colchester is an equal opportunity employer. It is the policy of this Municipality to provide equal employment opportunity to all applicants and employees without regard to race, color, religion, sex, national origin, ancestry, place of birth, age, marital status, pregnancy status, genetic information, HIV status, veteran status, sexual orientation, gender identity, or other category protected by state or federal law.