

Goshen County Sheriff's Department
Donald J. Murphy, Sheriff
Administrative Services

2120 East "B" Street • Torrington, Wyoming 82240
 Administration (307) 532-4026 Fax (307) 532-7590



OFFICE USE ONLY

APPROVED: _____ 0
DISAPPROVED: _____ 0
REASONS:

PX _____
BY: _____

EMPLOYMENT APPLICATION

INSTRUCTIONS: *Please print or type all information.* The application must be filled out accurately and completely. Answer all questions. Do not leave any item blank. If an item does not apply, write N/A (not applicable). Incomplete applications will not be considered. All statements made on the application are subject to verification. Exaggerated, false, or misleading statements may be cause for rejection of the application and/or termination of employment. Eligibility for hire may be based on a rating of this application; therefore, completeness and accuracy is of the utmost importance.

Date of Application:

Position Applied For: _____ Social Security Number: _____

Last Name: _____ First: _____ Middle Initial: _____

Street Address: _____

City: _____ State: _____ Zip Code: _____

Home Phone _____ Work/Message Phone: _____

Please Check Appropriate Response

| | |
|--|--|
| <p>1. Have you ever worked for Goshen County? <input type="radio"/> Yes <input type="radio"/> No If yes, please give date(s) of employment. _____</p> <p>2. Are you a U.S. citizen? <input type="radio"/> Yes <input type="radio"/> No If no, are you authorized by Immigration and Naturalization to work in the U.S.? <input type="radio"/> Yes <input type="radio"/> No Alien #A: _____ Admission #: _____</p> <p>3. Will you work night shifts? <input type="radio"/> Yes <input type="radio"/> No Will you work weekends? <input type="radio"/> Yes <input type="radio"/> No</p> <p>4. Have you ever been fired, forced to resign, or resigned in lieu of termination? <input type="radio"/> Yes <input type="radio"/> No If yes, please explain below: Employer's Name: _____ Date: _____ Reason: _____ _____</p> <p>5. Are you related to a County employee or is any member of your family employed by the Goshen Co. Sheriff's Dept.? <input type="radio"/> Yes <input type="radio"/> No If yes, please give the person's: Name: _____ Relationship: _____ Division: _____</p> | <p>6. Have you ever been found guilty of, had adjudication withheld, or pled no contest to any violation of law or do you have a current case pending with any criminal or civil court? <input type="radio"/> Yes <input type="radio"/> No If yes, please give details below: Date: _____ Agency: _____ Offense/Charge: _____ <input type="radio"/> Felony <input type="radio"/> Misdemeanor Disposition: _____ _____</p> <p>Note: A conviction does not automatically mean you cannot be employed by the Goshen Co. Sheriff's Dept. The nature of the offense, how long ago it occurred, etc., are given consideration. <i>Attach additional sheets as needed.</i></p> <p>7. Were you in the U. S. Armed Forces?: <input type="radio"/> Yes <input type="radio"/> No Did you receive an honorable discharge? <input type="radio"/> Yes <input type="radio"/> No Do you claim veteran's preference? <input type="radio"/> Yes <input type="radio"/> No</p> <p>8. List any alias or maiden names by which you are known by: _____ _____ _____</p> |
|--|--|

9. DRIVER'S LICENSE INFORMATION

| | |
|---|---|
| Do you have a valid Driver License? _____ Driver License Number: _____ State: _____ Expiration Date: _____ CDL Class: _____ Endorsements: _____ | Has your license ever been suspended? <input type="radio"/> Yes <input type="radio"/> No Has your license ever been revoked? <input type="radio"/> Yes <input type="radio"/> No If yes, please provide dates and explain: _____ _____ |
|---|---|

9. PLEASE LIST ALL TRAFFIC CITATIONS RECEIVED WITHIN THE LAST SEVEN (7) YEARS (driving under the influence, driving while intoxicated, etc., should be listed under number 6 on page 1).

| | |
|--|--|
| Date: _____ Agency: _____ Offense/Charge: _____ Points: _____ Outcome: _____ Date: _____ Agency: _____ Offense/Charge: _____ Points: _____ Outcome: _____ | Date: _____ Agency: _____ Offense/Charge: _____ Points: _____ Outcome: _____ Date: _____ Agency: _____ Offense/Charge: _____ Points: _____ Outcome: _____ |
|--|--|

If you have more than four citations within the last seven years, please attach a separate sheet in the same format.

10. EDUCATION AND SPECIAL TRAINING

Do you have a High School Diploma? Yes No Date Obtained: _____ GED? Yes No Date Obtained: _____
 If not, highest grade completed: _____
 Name and location of last High School attended: _____

Name
City
State

List Special Training (Business, Trade, Vocational, Armed Forces Schools, etc.) Below:

| Name and Location | Total Hours Completed | Hours required for certification | Course/Subject Taken | Certificates Received |
|-------------------|-----------------------|----------------------------------|----------------------|-----------------------|
| | | | | |
| | | | | |
| | | | | |
| | | | | |

List Colleges and Universities Attended Below:

| Name and Location | Credit Hours Received | | Did you graduate? | | Major/Minor Degree Field of Program of Study | Type of Degree Received |
|-------------------|-----------------------|------|-------------------|----|--|-------------------------|
| | Sem. | Qtr. | Yes | No | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |

11. Employment History

INSTRUCTIONS: Beginning with your present or most recent job, describe your paid work experience for the past ten (10) years and list a minimum of three (3) employers. List each promotion or transfer as a separate job even if they were with the same employer. Include Military, part time, and self-employment. List all gaps in work history in spaces provided. If you have more than four (4) separate periods of employment, sign and attach sheets in the same format as below. Resumes will not be accepted as official applications.

| | | | | | | | | | | | |
|---|-----|-----|-----|------------|-----|--|--|--|--|--|--|
| (Job 1) Present or most Recent Employer | | | | | | Employer: _____ | | | | | |
| From | | To | | Total Time | | Address: _____ | | | | | |
| Mo. | Yr. | Mo. | Yr. | Yrs. | Mo. | Telephone Number: _____ | | | | | |
| | | | | | | Your Job Title: _____ | | | | | |
| Hours per Week _____ | | | | | | Supervisor's Name and Title: _____ | | | | | |
| Starting Salary \$ _____ per _____ | | | | | | Reason For Leaving Position: _____ | | | | | |
| Last Salary \$ _____ per _____ | | | | | | May we contact your present employer? <input type="radio"/> Yes <input type="radio"/> No | | | | | |
| Specific Duties: _____ | | | | | | | | | | | |
| _____ | | | | | | | | | | | |
| Number of Employees supervised (if applicable): _____ | | | | | | | | | | | |

BETWEEN THESE JOBS (if applicable): UNEMPLOYED IN SCHOOL FROM (mo/yr): _____ TO (mo/yr): _____

| | | | | | | | | | | | |
|---|-----|-----|-----|------------|-----|------------------------------------|--|--|--|--|--|
| (Job 2) Present or most Recent Employer | | | | | | Employer: _____ | | | | | |
| From | | To | | Total Time | | Address: _____ | | | | | |
| Mo. | Yr. | Mo. | Yr. | Yrs. | Mo. | Telephone Number: _____ | | | | | |
| | | | | | | Your Job Title: _____ | | | | | |
| Hours per Week _____ | | | | | | Supervisor's Name and Title: _____ | | | | | |
| Starting Salary \$ _____ per _____ | | | | | | Reason For Leaving Position: _____ | | | | | |
| Last Salary \$ _____ per _____ | | | | | | | | | | | |
| Specific Duties: _____ | | | | | | | | | | | |
| _____ | | | | | | | | | | | |
| Number of Employees supervised (if applicable): _____ | | | | | | | | | | | |

BETWEEN THESE JOBS (if applicable): UNEMPLOYED IN SCHOOL FROM (mo/yr): _____ TO (mo/yr): _____

| | | | | | | | | | | | |
|---|-----|-----|-----|------------|-----|------------------------------------|--|--|--|--|--|
| (Job 3) Present or most Recent Employer | | | | | | Employer: _____ | | | | | |
| From | | To | | Total Time | | Address: _____ | | | | | |
| Mo. | Yr. | Mo. | Yr. | Yrs. | Mo. | Telephone Number: _____ | | | | | |
| | | | | | | Your Job Title: _____ | | | | | |
| Hours per Week _____ | | | | | | Supervisor's Name and Title: _____ | | | | | |
| Starting Salary \$ _____ per _____ | | | | | | Reason For Leaving Position: _____ | | | | | |
| Last Salary \$ _____ per _____ | | | | | | | | | | | |
| Specific Duties: _____ | | | | | | | | | | | |
| _____ | | | | | | | | | | | |
| Number of Employees supervised (if applicable): _____ | | | | | | | | | | | |

BETWEEN THESE JOBS (if applicable): UNEMPLOYED IN SCHOOL FROM (mo/yr): _____ TO (mo/yr): _____

| | | | | | | | | | | | |
|---|-----|-----|-----|------------|-----|------------------------------------|--|--|--|--|--|
| (Job 4) Present or most Recent Employer | | | | | | Employer: _____ | | | | | |
| From | | To | | Total Time | | Address: _____ | | | | | |
| Mo. | Yr. | Mo. | Yr. | Yrs. | Mo. | Telephone Number: _____ | | | | | |
| | | | | | | Your Job Title: _____ | | | | | |
| Hours per Week _____ | | | | | | Supervisor's Name and Title: _____ | | | | | |
| Starting Salary \$ _____ per _____ | | | | | | Reason For Leaving Position: _____ | | | | | |
| Last Salary \$ _____ per _____ | | | | | | | | | | | |
| Specific Duties: _____ | | | | | | | | | | | |
| _____ | | | | | | | | | | | |
| Number of Employees supervised (if applicable): _____ | | | | | | | | | | | |

NOTE: We may contact previous employers to verify employment information.

Did You:

- Include your social security number?
- Answer all questions completely?
- Cover a full 10-year employment history?
- Explain all gaps in employment?
- Complete application supplement, if applicable?
- Submit copies of the following documents?
 - Birth Certificate
 - Valid Driver License
 - High School Diploma or G.E.D.
 - College Transcripts
 - Social Security Card
 - Resume' if desired
- Sign and date the application?

Please read this statement carefully before signing below:

The Goshen County Sheriff's Department is an Equal Opportunity Employer.

I hereby certify that each response on this application and all other information I have furnished in applying for employment with the Goshen County Sheriff's Dept. is true and correct. I understand that any incorrect, incomplete, or false statement or information I have furnished may subject me to disqualification in an examination or to discharge at any time.

Copies of Education Documents, Birth Certificate, Photo Identification, and Social Security Card must be submitted prior to employment and must be attached to this application. All information is subject to investigation and verification.

Subsequent to an offer of employment, I give my voluntary consent to be medically examined, to be examined by a psychologist and to provide a sample of urine which may be tested for use of drugs and/or controlled substances.

My signature affirms that all information is true to the best of my knowledge and that I understand that any misstatement of fact may result in disqualification or dismissal.

SIGN YOUR NAME HERE

DATE

NOTES:

- Applicants must provide copies of documents required with application. Please include your social security number on all documents submitted.
- If you require special testing accommodations due to a disability, please notify the staff BEFORE the test date.

GOSHEN COUNTY SHERIFF'S DEPARTMENT
TORRINGTON, WYOMING

NOTICE TO APPLICANT
REQUIREMENT TO COMPLETE BACKGROUND CHECK/CONSUMER REPORT

Dear Applicant,

In connection with your application for employment, the Goshen County Sheriff's Department is required to procure certain background information concerning you. These background elements include but are not limited to information relating to drug and alcohol abuse, personal references, employment history, educational institutions, state and federal fingerprint files, present employer references, driving records, military records, spousal interviews, public or private utility companies, personal and real estate property records, records of complaint, arrest, trial and/or convictions for alleged or actual violations of law including criminal, civil and/or traffic records, professional licensing records, child support records and financial or credit institutions to include records of deposits, withdrawals, loans and balances.

I hereby authorize a review of and full disclosure of all records, or any part thereof, concerning myself, by and to ANY duly authorized agent of the Goshen County Sheriff's Department whether the said records are of public, private or confidential nature. 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 which may provide pertinent data for the Goshen County Sheriff's Department to consider in determining my suitability for employment. It is further 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 agree to indemnify and hold harmless the person to whom this request is presented and his agents and/or 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 confidential information will not be revealed to me. **I further understand that 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.**

Understanding these rights,

I authorize the Goshen County Sheriff's Department to proceed with the background investigation described herein that is required by Wyoming State Statute and department policy and procedure.

NAME (Print Please) _____

SOCIAL SECURITY NUMBER _____

DATE OF BIRTH _____

MUST BE SIGNED IN THE PRESENCE OF A NOTARY:

SIGNATURE _____

DATE _____

SEAL Subscribed and sworn before me this _____ day of _____, 200 ____.

My commission expires: _____, 200 ____.

Notary: _____

HOW DID YOU LEARN OF THIS POSITION?

- Ad in newspaper _____
- Ad in trade journal _____
- Ad on radio _____
- Complete interest form and received notification
- County bulletin board/walk-in
- Friend/County Employee
- Internet _____
- Job Fair _____
- Agency Referral _____