

Employment Application  
**Mountain View Police Department**

4176 Benton St Mountain View, CO 80212  
303- 425-1748



General Instructions:

- If an item doesn't apply to you write " N/A"
- A completed application is required
- Any Misstatements, misrepresentations or omissions by you is cause for disqualification from employment considerations.
- All Information is subject to verification

## Application Process

The application process will consist of the following steps:

**Employment Application** - Initial employee applications are screened for suitability based on a variety of factors. Approval of the application moves prospective employees to the written test.

**Written Test** - The written test may consist of a variety of essays, multiple choice or true- false questions.

**Oral Boards** - The oral board consists of a panel of experienced personnel and are designed to give the applicant an opportunity to express herself/himself verbally. Applicants will answer a variety of questions, and discuss various strategies and scenarios relating to the position for which they are applying. The board may or may not recommend that the applicant move to the next application phase.

**Polygraph** - You may be asked questions about your background based on the following areas of inquiry: Theft of merchandise or money from employers; commission of undetected crimes; falsification of the application; job terminations, suspensions, disciplinary actions; use of force, assaultive behavior; illicit drug history; fraud or deceit during the application process.

**Comprehensive Background Check** - The background check is intended to further illuminate and illustrate the applicant's behavior, history, and personality.

**Staff Review** - All applications will be subject to approval by the Chief of Police Management staff

**Medical/Psychological Examinations** - Upon receiving a conditional job offer, employment may be contingent upon physical and psychological examinations to determine the applicant's fitness to perform required duties.

# Mountain View Police Department

## Background Questionnaire

Personal		
Name		
Last:	First:	Middle:
Other names you have been known by:		
Address where you reside		
Street:	Apt/unit/ PO Box:	
City:	State:	Zip:
Mailing address if different than physical address:		
Contact number		
Home	Work	Cell
Birth date:		Social Security Number:
Email Address:		
I acknowledge the Mountain View Police Department or representative may contact my current employer during the application process. Yes ( ) No ( ) Explain if needed:		

Education		
List Name and Address of Schools:	# of years completed	Diploma/ Degree Certificate/ Field of study
High school:		
Address:		
College or University		
Name:		



			Phone #
			Name: Phone #

**Current and Past Acquaintances**  
Please list individuals including family members you have lived with during the past 10 years starting with the most current

Name:	Relationship:	Contact #
Name:	Relationship:	Contact #
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**Relatives**

Mother name:	Phone #
Father name:	Phone #
Step mother name:	Phone #
Step father name:	Phone #
Siblings:	Phone #

	Phone #
	Phone #
	Phone #

**Please list five ( 5) references**

Name:	Address:
Occupation:	Home phone number:
Email:	Work phone number:
Name:	Address:
Occupation:	Home phone number:
Email:	Work phone number:
Name:	Address:
Occupation:	Home phone number:
Email:	Work phone number:
Name:	Address:
Occupation:	Home phone number:
Email:	Work phone number:
Name:	Address:
Occupation:	Home phone number:
Email:	Work phone number:

**Experience and Employment History**  
 Beginning with the most current employment list all jobs you have had, including part time, temporary or volunteer, within the last 10 years. List all periods of unemployment.

From	To	Name of company	Phone #	Supervisor
Address:			Co - Workers	
City, State, Zip:			1)	

		2)		
Duties/assignments		Starting pay	Reason for leaving	
		Final pay		
From	To	Name of company	Phone #	Supervisor
Address:		Co - Workers		
City, State,Zip:		1)		
		2)		
Duties/assignments		Starting pay	Reason for leaving	
		Final pay		
From	To	Name of company	Phone #	Supervisor
Address:		Co - Workers		
City, State,Zip:		1)		
		2)		
Duties/assignments		Starting pay	Reason for leaving	
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Address:		Co - Workers		
City, State,Zip:		1)		
		2)		
Duties/assignments		Starting pay	Reason for leaving	
		Final pay		

### General Employment Questions

Have you ever been terminated from a job:asked to resign;resign after learning your employer intended to terminate your employment; or resigned for similar reasons?

Have you had any extended work absences for reasons other than approved vacations, sick leave or disability leave?

Have you ever been disciplined at work? This includes written warnings, formal letters, reprimands, suspensions, demotion, or received a reduction in pay?



If a former law enforcement officer, have you ever been accused of using excessive force, been investigated for using excessive force, used excessive force, or failed to report excessive force?

### Certifications

List any certifications related to law enforcement:

Do you speak a second language?

Please list any professional accomplishments:

### Military Experience

Branch of service:

Dates of Services:

Type of discharge:

## Financial

Have you ever filed for or declared bankruptcy?

Have you ever had personal property repossessed?

Have you ever been behind in paying debts for four or more months?

Have you ever been served with a lien?

Have your wages ever been garnished?

Have you ever had wages garnished for failure to pay child support?

Have you ever failed to file an income tax return?

Have you ever obtained money or merchandise by writing a check knowing there were insufficient funds in the account?

## Legal

Have you ever been arrested or convicted of any crime in this state or any other?

Approximate date:

Law enforcement agency:

Explain circumstances:

Approximate date:	Law enforcement agency:
Explain circumstances:	
Approximate date:	Law enforcement agency:
Explain circumstances:	
Have you ever been the subject of a restraining order?	
Have you ever committed perjury or falsified a document?	
Have you ever been questioned, investigated, detained, or arrested a suspect of a crime? If yes, please explain why, when and where. Please include incidents as a juvenile and as an adult.	
What undetected crimes have you committed? Please explain what, when and where.	
Hany many physical fights have you been involved in? Please explain the details.	
Have you ever been involved in a domestic violence incident?	
Have you ever damaged property out of anger?	

## Drug use

Have you ever used any illegal narcotic drug, barbiturates, amphetamines or any hallucinogenic drugs? If yes, please list what, when and how many times.

Have you ever illegally sold or given any controlled substance to another person?

Have you habitually used marijuana, alcohol, or any illegal substances in the past five years? Please explain.

## Motor Vehicle License

Current DL Number	State of issue	Expiration Date	Name under which DL was granted
List all other states where you have been licensed			
State of issue :		DL number :	
1)			
2)			

## Motor Vehicle Violations

List all traffic citations you have received in the past 7 years.

Nature of violation:	Location:	Approximate date:

Other than for medical reasons, has your driver's license ever been suspended, revoked, canceled or denied?

Have you ever driven a motor vehicle while impaired or under the influence of drugs or alcohol?

Have you ever been arrested for driving while impaired or under the influence?

Has your car insurance ever been canceled or been placed into a high-risk category?

As a driver, have you been involved in any motor vehicle accidents within the last 7 years?

## General Information

Please list all other law enforcement agencies you have applied with or have pending applications

Agency:	Date:	Reason you were not hired:

## General Information

- 1.) Do you have any relatives / friends that are employed by Mountain View Police Department? Who? Relationship to you: \_\_\_\_\_
  
- 2.) In the past, have you ever applied for any position with Mountain View Police Department? If yes, explain ( positions / dates, results, etc. ) \_\_\_\_\_
  
- 3.) If hired, can you furnish proof you are eligible to work in the U.S.? \_\_\_\_\_
  
- 4.) Are you a certified peace officer? State: \_\_\_\_ Certificate#: \_\_\_\_\_ Date of issue: \_\_\_\_
  
- 5.) Are you able to perform the essential functions of the position for which you have applied, with or with accommodations?
  
- 6.) Are you willing to work shift work including weekends, holidays, and overtime?

7.) If required, do you consent to the following: Polygraph, background investigation, drug test, physical examination and psychological examination?

8.) Have you ever taken a polygraph examination? Reason: \_\_\_\_\_ Date: \_\_\_\_\_  
Examining agency/corporation: \_\_\_\_\_

9.) Are there any incidents in your life, which if known, might disqualify you as an applicant, whether or not you were directly involved, which might be discovered by subsequent investigation? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### Additional Documentation

Applicants who pass written tests and continue with the hiring process will be required to provide the following documentation upon request:

STATEMENT OF ACKNOWLEDGMENT AND CONSENT TO RELEASE INFORMATION

State of Colorado, County of \_\_\_\_\_

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

I am presently an applicant for the Mountain View Police Department, Mountain View, Colorado.

I fully understand that the Mountain View Police Department conducts a background investigation of all applicants (using this application for its beginning point), who are being considered for a position with Mountain View Police Department. This investigation includes, but is not limited to, an investigation of my past employment performance, school records, military, police, driving records and character. I hereby waive all rights that I may have to examine, review, or inspect any documents or information of whatever kind, form, or nature, obtained during the background investigation.

I hereby authorize any person who is contacted by Mountain View Police Department personnel to release any information to the Mountain View Police Department pertaining to the background investigation including, but not limited to, records or information relating to my past employment performance, health, financial stability, schooling, military, police driving records and character for use by the Mountain View Police Department in the consideration of my application for employment and for no other purpose.

I also understand hereby that this application and any and all papers and other exhibits submitted by me or any person, government agency, former employer, private business, or any other individual or group of individuals become, upon submission to the Mountain View Police Department, the property of the Town of Mountain View, State of Colorado, and cannot and will not be returned to me under any circumstances whatsoever and will not be disclosed to me, except as provided by Colorado Law.

I authorize the Mountain View Police Department to release any documents or information collected during the application process or any person or entity lawfully empowered to obtain such information or documents.

I further agree to release and hold harmless any person releasing such information to the Mountain View Police Department from any and all liability or claims which I may have against that person arising out of the release of such information.

I further agree to release and hold harmless Town of Mountain View, its elected officials, officers, agents and employees from any and all liability or claims which I may have arising out of the disclosure of such information to Mountain View Police Department in the consideration of my application for employment and for such other purposes as may be related to any subsequent employment with the Mountain View Police, and the disclosure or release of any documents or information by Mountain View Police Department or agents thereof collected during the application process to any person or entity lawfully empowered to obtain such information or documents.

This authorization for the release of information shall be valid for a six (6) month period from the date hereof. Any release of claim or liability set forth herein shall survive the termination of the agreement.

I further certify 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 or any fraud



whatsoever, constitutes a basis for automatic rejection of this application, or if I run hired and fraud and/or deceit is subsequently discovered, such fraud and/or deceit will become grounds for my immediate dismissal from the Mountain View Police Department.

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

Subscribed and sworn to me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

My commission expires: \_\_\_\_\_

\_\_\_\_\_

Notary Public