



# ROUTT COUNTY SHERIFF'S OFFICE APPLICATION FOR EMPLOYMENT

## MEMORANDUM

**TO:** Applicants for the Routt County Sheriff's Office

**FROM:** Human Resources

**RE:** Application Process

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Thank you for your interest in working for the **Routt County Sheriff's Office (RCSO)**. The RCSO has high standards and they are absolutely necessary due to the nature of the work and because of legal obligations of the Sheriff. It is our intention that all qualified applicants are given equal opportunity and that selection decisions be based on job-related factors.

Certain personal behavior has the potential of compromising the prospective employee's standing with the Office and the public. Such behavior may disqualify an applicant from employment:

- Criminal History
- Misrepresentation or Falsification of Application
- Illegal Drug or Narcotic Use

All information provided or discovered through the selection process becomes the property of the Routt County Sheriff's Office. Make copies of any document before submitting to the Office.

Before completing and submitting your application please consider the following information about the Routt County Sheriff's Office multiple phased selection process.

The initial application screening and testing are used for all positions. The polygraph, psychological and medical tests are used after the applicant has participated in the testing process. An extensive background investigation is conducted by RCSO personnel before an applicant is offered a position.

Upon receiving your completed application with the signed and notarized Authorization to Release Information, the application is reviewed for neatness, completeness, work history, experience, education, etc. After the review it is determined whether an applicant is eligible for further testing.

A completed **RCSO Application Packet** can be delivered to:

1. Human Resources, 136 6<sup>th</sup> Street, Steamboat Springs, CO
2. E-mailed to [humanresources@co.routt.co.us](mailto:humanresources@co.routt.co.us)
3. Faxed to 970-870-5362
4. Mailed to Routt County Human Resources, PO Box 773598, Steamboat Springs, CO 80477-3598.

**For questions, assistance or an accommodation please contact Human Resources at: 970-870-5361.**

All application paperwork must be received on or before the due date and time listed on the job opportunity posting.

**IMPORTANT:** Applications must be complete to be considered

We appreciate your interest in working for Routt County and your desire to serve the community.

# ROUTT COUNTY APPLICATION FOR EMPLOYMENT

Routt County, Colorado, ("County") is an equal opportunity employer and political affiliation, age, color, disability, gender identity, genetic information, military or veteran status, national origin, race, religion, sex, sexual orientation or any other applicable status protected by federal, state or local law, are not taken into account in any employment decision.

The County is not a "contractor" as that term is used in Executive Order 11246 (Office of Federal Contract Compliance Programs). However, the County will not discharge or in any other manner discriminate against employees or applicants because they have inquired about, discussed, or disclosed their own pay or the pay of another employee or applicant.

**COMPLETE EACH SECTION:** If a question does not apply to you, please indicate with "N/A". If additional space is needed to respond to any section, use a separate sheet of paper and attach to the end of the application.

**ALL INFORMATION IS SUBJECT TO VERIFICATION. ANY DELIBERATE MISSTATEMENTS, MISREPRESENTATION OR OMISSIONS IS CAUSE FOR DISQUALIFICATION FOR EMPLOYMENT CONSIDERATION.**

Position Applying For: \_\_\_\_\_ Date You Can Start: \_\_\_\_\_

Name (Last, First, Middle): \_\_\_\_\_

Current Mailing Address: \_\_\_\_\_

DOB (Month/Day/Year): \_\_\_\_\_ Place of Birth: \_\_\_\_\_

Height: \_\_\_\_\_ Weight: \_\_\_\_\_ Eye color: \_\_\_\_\_ US Citizen:  Yes  No

Social Security No.: \_\_\_\_\_ Telephone No.: \_\_\_\_\_

Driver's License No.: \_\_\_\_\_ State Issued: \_\_\_\_\_

**RELATIVES:**

Spouse Name: \_\_\_\_\_ Present Address: \_\_\_\_\_

Father's Name: \_\_\_\_\_ Present Address: \_\_\_\_\_

Mother's Name: \_\_\_\_\_ Present Address: \_\_\_\_\_

Number of Dependents \_\_\_\_\_

**RESIDENCES:** List all residences for the past five (5) years beginning with your present address.

**Dates** **Address (Mailing/Physical)** **City, State, Zip**

<b>Dates</b>	<b>Address (Mailing/Physical)</b>	<b>City, State, Zip</b>

**EMPLOYMENT HISTORY:** List all employment for the past ten (10) years beginning with the most recent.

May we contact your present employer? Yes No

<b>Dates</b>	<b>Name &amp; Address of Employer</b>	<b>Salary on Leaving</b>	<b>Job Title &amp; Duties</b>	<b>Reason Left</b>
From To				
From To				
From To				
From To				
From To				
From To				
From To				
From To				

Have you ever been discharged, asked to resign, or placed on inactive status for cause or subjected to disciplinary action while employed? Yes No

Have you previously been employed by Routt County? Yes No

If Yes: Dates: \_\_\_\_\_ Position: \_\_\_\_\_

**MILITARY STATUS:** Have you served in the Armed Forces?  Yes  No

Rank at time of discharge: \_\_\_\_\_ Branch of Service: \_\_\_\_\_

Are you a member of the US Reserves?  Yes  No Branch: \_\_\_\_\_

**EDUCATION HISTORY:** List the high school from which you graduated. If you received a GED indicate the location, date and number. Attach copies of transcripts from all institutions including your high school diploma.

<b>Name of School</b>	<b>Location</b>	<b>Dates Attended</b>	<b>Degree</b>

**SPECIAL QUALIFICATIONS & SKILLS:** List skills, training, special training, or college classes which are relevant to position applied.

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Are you currently certified as a peace officer?  Yes  No

Issuing State \_\_\_\_\_ Date of Issue \_\_\_\_\_

Certification No \_\_\_\_\_

Attach a Copy of Certificate

Do you possess a Colorado POST Certificate that is currently expired (inactive)?  Yes  No

Do you speak, understand, read or write a foreign language?  Yes  No

What language(s): \_\_\_\_\_

Do you know how to operate any office equipment?  Yes  No

Type of equipment: \_\_\_\_\_

Do you type?  Yes  No

**CRIMINAL HISTORY:** List all arrests and detainments by the police, including traffic violations, since age eighteen (18).

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Date	Agency	Location (city & state)
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Offense/Charge	Disposition
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Date	Agency	Location (city & state)
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Offense/Charge	Disposition
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Date	Agency	Location (city & state)
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Offense/Charge	Disposition
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Have you ever been arrested for driving while intoxicated?  Yes  No

Have you ever been denied issuance of a driver's license or have you ever had your driver's license suspended or revoked?  Yes  No

Have you been involved in a traffic accident in the past three (3) years?  Yes  No

Have you ever been convicted of a felony?  Yes  No

Are there any hours or days you cannot or will not work?  Yes  No

If so, what hours and days? \_\_\_\_\_

**REFERENCES:** List three (3) persons who are 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 names of supervisors listed under work history.

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Name	Address	Phone No.	Occupation
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Name	Address	Phone No.	Occupation
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Name	Address	Phone No.	Occupation
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# ROUTT COUNTY SHERIFF'S OFFICE AUTHORIZATION TO RELEASE INFORMATION

**This is an official document to be witnessed, signed and notarized by a Notary Public**

Full Name: \_\_\_\_\_

Date of birth: \_\_\_\_\_

Social Security No.: \_\_\_\_\_

### **Please Read Each Statement Carefully Before Signing**

I certify that all information provided in this employment application is true and complete. I understand any false information or omission may disqualify me from further consideration for employment and may result in my dismissal if discovered at a later date.

I understand that the employer may request a background investigation and a consumer report. The report may include information as to my character; reputation, personal characteristics and mode of living obtained from interviews with neighbors, friends, former employers, school and others. I understand I have a right to make a written request within a reasonable time for the disclosure for the name and address of the consumer reporting agency so that I may request a complete disclosure of the nature and scope of the investigation.

I authorize the Routt County Sheriff's Office (RCSO) and Routt County to investigate all statements made as part of this application and to secure any necessary information from all prior employers, references, academic institutions and law enforcement agencies. I release the RCSO and all of those persons, employers, references, academic institutions and law enforcement agencies from any and all liability arising from their giving and receiving information about my employment history, academic credentials, qualifications or criminal record. I understand that any false answers, or statements or misrepresentations by omission made by me as part of my application will be sufficient for rejection of my application or for my immediate dismissal should one be discovered after I am employed. I understand that my employment with the RCSO, should I be hired, is a voluntary one. Nothing in this employment application, in RCSO or Routt County policy statements of personnel guidelines, or in my communication with any Routt County employee or official is intended to create an employment contract between Routt County and me. By signing below, I certify that I have read and understand this statement.

I consent to the release of any or all medical information as may be deemed necessary to judge my capability to do the work for which I am applying.

I understand I may be required to successfully pass a drug screening examination and consent to the s requirement at any time.

I further certify that I am aware of and understand the instructions, conditions and other information provided in this document.

\_\_\_\_\_  
Signature of Applicant

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

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

Expires: \_\_\_\_\_

Seal

## AFFIRMATIVE ACTION INFORMATION

It is the policy of Routt County to provide equal employment opportunity to all qualified applicants for employment without regard to political affiliation, age, color, disability, gender identity, genetic information, military or veteran status, national origin, race, religion, sex, sexual orientation or any other applicable status protected by federal, state or local law. The County is not a "contractor" as that term is used in Executive Order 11246 (Office of Federal Contract Compliance Programs). However, as an Equal Opportunity Employer we invite all applicants to identify themselves as indicated below.

**COMPLETION OF THIS FORM IS VOLUNTARY AND IN NO WAY AFFECTS THE DECISION REGARDING YOUR APPLICATION FOR EMPLOYMENT. THIS FORM IS CONFIDENTIAL AND WILL BE MAINTAINED SEPARATELY FROM YOUR APPLICATION FORM.**

**PLEASE PRINT**

Name \_\_\_\_\_ Date \_\_\_\_\_  
          **Last**                                  **First**                                  **Middle**

**Position applied for (list only one)** \_\_\_\_\_

**Race/Ethnicity** (You may mark one or more of the following):

- White** – A person having origins in any of the original peoples of Europe, the Middle East or North Africa.
- American Indian or Alaska Native** – A person having origins in any of the original peoples of North and South America (including Central America), and who maintains tribal affiliation or community attachment.
- Hispanic or Latino** – A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race.
- Black or African American** – A person having origins in any of the black racial groups of Africa.
- Asian** – A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand and Vietnam.
- Native Hawaiian or Other Pacific Islander** – A person having origins in any of the original peoples of Hawaii, Guam, Samoa or other Pacific Islands.
- Two or More (Not Hispanic or Latino)** – All persons who identify with more than one of the above five races.
- I elect not to identify.

**Sex:**

- Male     Female
- I elect not to identify.

**Signature** \_\_\_\_\_

## VETERANS INVITATION TO SELF-IDENTIFY

Routt County is an equal opportunity employer; as such we take action to employ and advance in employment: (1) disabled veterans; (2) recently separated veterans; (3) active duty wartime or campaign badge veterans; and (4) Armed Forces service medal veterans. These classifications are defined as follows:

- A “disabled veteran” is one of the following:
  - A veteran of the U.S. military, ground, naval or air service who is entitled to compensation (or who but for the receipt of military retired pay would be entitled to compensation) under laws administered by the Secretary of Veterans Affairs; **or**
  - A person who was discharged or released from active duty because of a service-connected disability.
- A “recently separated veteran” means any veteran during the three-year period beginning on the date of such veteran’s discharge or release from active duty in the U.S. military, ground, naval, or air service.
- An “active duty wartime or campaign badge veteran” means a veteran who served on active duty in the U.S. military, ground, naval or air service during a war, or in a campaign or expedition for which a campaign badge has been authorized under the laws administered by the Department of Defense.
- An “Armed forces service medal veteran” means a veteran who, while serving on active duty in the U.S. military, ground, naval or air service, participated in a United States military operation for which an Armed Forces service medal was awarded pursuant to Executive Order 12985.

Protected veterans may have additional rights under USERRA – the Uniformed Services Employment and Reemployment Rights Act. In particular, if you were absent from employment in order to perform service in the uniformed service, you may be entitled to be reemployed by your employer in the position you would have obtained with reasonable certainty if not for the absence due to service. For more information, call the U.S. Department of Labor’s Veterans Employment and Training Service (VETS), toll-free, at **1-866-4-USA-DOL**.



## VETERANS INVITATION TO SELF-IDENTIFY

Routt County is an Equal Opportunity Employer; as such we invite all applicants to identify themselves as indicated below.

PLEASE PRINT

Name \_\_\_\_\_ Date \_\_\_\_\_  
Last First Middle

Job Title Applied/Hired for (*list only one*) \_\_\_\_\_

Signature \_\_\_\_\_

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If you believe you belong to any of the categories of protected veterans listed on page one, please indicate by checking the appropriate box below.

As an Equal Opportunity Employer we request this information in order to measure the effectiveness of our outreach and positive recruitment efforts.

- I identify as one or more of the classifications of protected veterans listed on page one
- I am not a protected veteran
- I decline to self-identify

Submission of this information is voluntary and refusal to provide it will not subject you to any adverse treatment. The information provided will be used only in ways that are not inconsistent with the Vietnam era veterans' readjustment assistance act of 1974, as amended.

The information you submit will be kept confidential, except that (i) supervisors and managers may be informed regarding restrictions on the work or duties of disabled veterans, and regarding necessary accommodations; (ii) first aid and safety personnel may be informed, when and to the extent appropriate, if you have a condition that might require emergency treatment; and (iii) government officials engaged in enforcing laws administered by the office of federal contract compliance programs, or enforcing the Americans with disabilities act, may be informed.

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# Voluntary Self-Identification of Disability

Form CC-305  
OMB Control Number 1250-0005  
Expires 1/31/2020  
Page 1 of 2

## Why are you being asked to complete this form?

Because we do business with the government, we must reach out to, hire, and provide equal opportunity to qualified people with disabilities.<sup>1</sup> To help us measure how well we are doing, we are asking you to tell us if you have a disability or if you ever had a disability. Completing this form is voluntary, but we hope that you will choose to fill it out. If you are applying for a job, any answer you give will be kept private and will not be used against you in any way.

If you already work for us, your answer will not be used against you in any way. Because a person may become disabled at any time, we are required to ask all of our employees to update their information every five years. You may voluntarily self-identify as having a disability on this form without fear of any punishment because you did not identify as having a disability earlier.

## How do I know if I have a disability?

You are considered to have a disability if you have a physical or mental impairment or medical condition that substantially limits a major life activity, or if you have a history or record of such an impairment or medical condition.

Disabilities include, but are not limited to:

- Blindness
- Autism
- Bipolar disorder
- Post-traumatic stress disorder (PTSD)
- Deafness
- Cerebral palsy
- Major depression
- Obsessive compulsive disorder
- Cancer
- HIV/AIDS
- Multiple sclerosis (MS)
- Impairments requiring the use of a wheelchair
- Diabetes
- Schizophrenia
- Missing limbs or partially missing limbs
- Intellectual disability (previously called mental retardation)
- Epilepsy
- Muscular dystrophy

Please check one of the boxes below:

- YES, I HAVE A DISABILITY (or previously had a disability)
- NO, I DON'T HAVE A DISABILITY
- I DON'T WISH TO ANSWER

\_\_\_\_\_  
Your Name

\_\_\_\_\_  
Today's Date

# Voluntary Self-Identification of Disability

Form CC-305  
OMB Control Number 1250-0005  
Expires 1/31/2020  
Page 2 of 2

## Reasonable Accommodation Notice

Federal law requires employers to provide reasonable accommodation to qualified individuals with disabilities. Please tell us if you require a reasonable accommodation to apply for a job or to perform your job. Examples of reasonable accommodation include making a change to the application process or work procedures, providing documents in an alternate format, using a sign language interpreter, or using specialized equipment.

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<sup>i</sup> Section 503 of the Rehabilitation Act of 1973, as amended. For more information about this form or the equal employment obligations of Federal contractors, visit the U.S. Department of Labor's Office of Federal Contract Compliance Programs (OFCCP) website at [www.dol.gov/ofccp](http://www.dol.gov/ofccp).

**PUBLIC BURDEN STATEMENT:** According to the Paperwork Reduction Act of 1995 no persons are required to respond to a collection of information unless such collection displays a valid OMB control number. This survey should take about 5 minutes to complete.