

## **CITY OF GLENDALE REQUIREMENTS FOR POLICE OFFICER EMPLOYMENT**

### **Minimum requirements include:**

- 21 years of age at time of appointment
- U.S. citizen or proper I-9 documentation
- Other essential functions listed in the job description
- P.O.S.T. Certified or currently attending an academy

### **Examinations may include:**

- Written exercise
- Physical Fitness
- Oral board interview
- Background investigation
- Polygraph
- Psychological examination
- Medical exam and substance screening

### **Disqualifiers may include:**

- Hard drug use within 5 years.
- Any felony convictions.
- Driver's license suspensions within 3 years.
- Any false statements on this application.
- For further disqualifiers see CO POST <https://www.colorado.gov/pacific/post/basic-certification>

**A MORE THOROUGH BACKGROUND APPLICATION AND PERSONAL HISTORY STATEMENT WILL BE SENT UPON PASSING SCORES ON THE WRITTEN EXAM and PHYSICAL FITNESS.**

MAIL APPLICATIONS TO: SHERRY LIEBHAUSER  
CITY OF GLENDALE  
950 SOUTH BIRCH STREET  
GLENDALE, CO 80246

# APPLICATION FOR EMPLOYMENT – POLICE OFFICER CITY OF GLENDALE, COLORADO

## An Equal Opportunity Employer

We do not discriminate on the basis of race, color, religion, national origin, sex, age, disability, or any other status protected by law or regulation. It is our intention that all qualified applicants are given equal opportunity and that selection decisions be based on job-related factors.

Answer each question fully and accurately. No action can be taken on this application until you have answered all questions. Use blank paper if you do not have enough room on this application. **PLEASE PRINT**, except for signature on back of application. In reading and answering the following questions, be aware that none of the questions are intended to imply illegal preferences or discrimination based upon non-job-related information.

Job Applied for \_\_\_\_\_ Today's Date \_\_\_\_\_

\_\_\_\_\_  
Last Name                      First Name                      Middle Name                      E-mail Address                      Telephone Number

\_\_\_\_\_  
Present Street Address                      City                      State                      Zip Code

Are you 21 years of age or older? ..... Yes  No   
(If you are hired, you may be required to submit proof of age.)

Social Security Number (Optional) \_\_\_\_\_

If hired, can you furnish proof you are eligible to work in the U.S.? Yes  No

Have you ever applied here before? Yes  No  If yes, when? \_\_\_\_\_

Were you ever employed here? Yes  No  If yes, when? \_\_\_\_\_

Do you have any relatives employed by the City of Glendale Police Department? Yes  No

If yes, their name and relation to you? \_\_\_\_\_

Have you ever been convicted of any law violations? Include any plea of "guilty" or "no contest." Exclude minor traffic violations. Yes  No  If yes, give details: \_\_\_\_\_

\_\_\_\_\_  
(A conviction will not necessarily disqualify an applicant for employment.)

If employed, do you expect to be engaged in any additional business or employment outside of our job?

Yes  No

If yes, give details: \_\_\_\_\_

## EDUCATION

List Name, Address, and Phone Number of Schools	Number of Years Completed	Diploma/ Degree/ Certificate
High School or GED: _____ _____ _____		
College or University: _____ _____		
Vocational or Technical: _____ _____ Subjects Studied: _____		

## SPECIAL SKILLS

What skills or additional training do you have that are related to the job for which you are applying? \_\_\_\_\_  
\_\_\_\_\_

For Job where you will be Driving Only: Do you have a valid driver's license? . . . . . Yes  No

Driver's License Number \_\_\_\_\_ Class of License \_\_\_\_\_ State Licensed In \_\_\_\_\_

Have you had your driver's license suspended or revoked in the last three years? . . . Yes  No

If yes, give details: \_\_\_\_\_

Have you ever had a restraining order issued against you? Yes  No  If so, please list date(s) and what the restraining order(s) were issued for, and if any are still active at this time.  
\_\_\_\_\_  
\_\_\_\_\_

List professional, trade, business, or civic activities and offices held.  
(Exclude labor organizations and memberships that reveal race, color, religion, national origin, sex, age, disability, or other protected status.)  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



**CERTIFICATION**

Are you currently certified as a police officer? Yes  No  If yes, give certificate number, year and agency or state of issuance.

\_\_\_\_\_

*Note: You will only be certified, if a copy of your certificate is attached.*

Which law enforcement training academy did you graduate from and when? \_\_\_\_\_

Are you currently attending a law enforcement academy? Yes  No  If yes, please state academy and your expected graduation date.

\_\_\_\_\_

If you have successfully completed a basic training program approved by the Colorado P.O.S.T. board but have not taken the examinations administered by P.O.S.T. board, please note the date when you will take the P.O.S.T. exams:

\_\_\_\_\_

*Note: If you were not able to submit your Colorado Peace Officer Certification with this application, please submit it upon receipt from the Colorado P.O.S.T.*

**REFERENCES WILL BE REQUESTED AT A LATER DATE**

Have you worked under any other names? . . . . . Yes  No

If yes, give names: \_\_\_\_\_

Have you ever been fired from a job or asked to resign? . . . . . Yes  No

If yes, please explain:

\_\_\_\_\_

\_\_\_\_\_

## **AFFIDAVIT, CONSENT AND RELEASE**

**PLEASE READ EACH STATEMENT CAREFULLY BEFORE SIGNING.**

I certify that all information provided in this employment application is true and complete. I understand that 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 authorize the investigation of any or all statements contained in this application. I also authorize, whether listed or not, any person, school, current employer, past employers, and organizations to provide relevant information and opinions that may be useful in making a hiring decision. I release such persons and organizations from any legal liability in making such statements.

I understand I may be required to successfully pass a drug screening examination. I hereby consent to a pre- and/or post-employment drug screen as a condition of employment, if required.

I understand that if I am extended an offer of employment, it may be conditioned upon my successfully passing a complete physical examination. 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 that this application, verbal statements by management, or subsequent employment does not create an express or implied contract of employment or guarantee employment for any definite period of time. Only the City Manager, pursuant to City Council authorization, has the authority to enter into an agreement of employment for any specified period, and such agreement must be in writing, signed by the City Manager and the employee. If employed, I understand that I have been hired at the will of the employer, and my employment may be terminated at any time, with or without reason and with or without notice.**

I have read, understand, and by my signature consent to these statements.

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

# Glendale Police Department

## Police Officer Applicants

In order to apply for a police officer's position with the Glendale Police Department, you must:

- Be able to work legally in the United States
- Have a valid driver's license
- Be currently P.O.S.T. certified or have a conditional letter from P.O.S.T.

### AUTOMATIC DISQUALIFIERS

If you answer yes to any of the following questions, you will be automatically disqualified for employment by the Glendale Police Department. Be advised that the hiring process includes an in depth background check and polygraph exam. Any untruthful statements on this form, the application, or background packet are grounds for immediate disqualification in the hiring process. If you have any questions on any of these disqualifying issues, please contact

- ❖ Lt. Roy Martin (303) 639-4304
- ❖ Lt. Jamie Dillon (303) 639-4315

YES NO

Have you been convicted of four or more moving traffic violations in the past three years, or three moving violations in the last year?

Within the last five years have you been convicted of driving while your driver's license was suspended, revoke or denied?

Have you been convicted, pled guilty or no contest to driving under the influence of alcohol, drugs or both, or with ability impaired within the last 10 years?

Have you ever committed, been convicted, or pled guilty or no contest to a felony?

Have you ever committed, been convicted, pled guilty or no contest to a sex offense?

Have you been convicted, pled guilty or no contest to a crime involving domestic violence?

Have you ever been dishonorably discharged from the United States Armed Forces?

YES NO

- Have you ever **illegally** sold, produced, cultivated or transported marijuana for sale?
- Have you ever **illegally** used marijuana for any purpose within the last three years?
- Do you now, or have you ever had a medical marijuana card?
- Have you ever **illegally** used marijuana while employed as a peace officer?
- Have you **illegally** used marijuana 20 times or more in your life or 5 times since the age of 21?
- Have you ever **illegally** sold, produced, cultivated or transported for sale any dangerous drugs or narcotics including steroids.
- In the last 10 years have you used a hallucinogen (Methamphetamine, LSD, Acid, Mushrooms, etc.)?
- Have you used any **illegal** dangerous drugs narcotics including steroids (other than Marijuana) for any purpose within the past seven years?
- Have you been convicted of any misdemeanor listed on the P.O.S.T. web site that will affect your P.O.S.T. certification?  
<http://www.coloradoattorneygeneral.gov/sites/default/files/uploads/post/misdemeanors.pdf>
- Is there anything in your background that you believe may eliminate you from becoming a police officer with the Glendale Police Department? If so write a narrative below and it will be addressed on an individual basis.

ATTACH SHEETS FOR ADDITIONAL INFORMATION.

Print Name \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_



# CITY OF GLENDALE

## APPLICANT AFFIRMATIVE ACTION INFORMATION

It is the policy of the City of Glendale to provide equal employment opportunity to all qualified applicants for employment without regard to race, color, religion, national origin, sex, age, veteran status, or disability. As an affirmative action employer under E.O. 11246, 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)  
\_\_\_\_\_

Where did you hear about this job?  
\_\_\_\_\_

Racial origin (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.
- 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.

Ethnicity:

- Hispanic or Latino** — A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race.

Sex:    Male        Female

Signature \_\_\_\_\_

Please return this form to: EOE Coordinator  
City of Glendale, 950 S. Birch St., Glendale, CO 80246