



TOWN OF ESTES PARK EMPLOYMENT APPLICATION

170 MacGregor Ave., P.O. Box 1200
Estes Park, Colorado 80517
(970) 577-3800 (970) 577-3573 (fax)
www.estesnet.com

FOR OFFICIAL USE ONLY:

Date Received _____

POSITION APPLIED FOR: _____ DATE: _____

INSTRUCTIONS: Please complete this application in its entirety. Type or print legibly and accurately. No action will be taken on this application until all questions have been answered. If the space provided is not adequate, add another page and identify the additional information by item number. Resumes may be submitted as additional detail but not in place of information requested.

BIOGRAPHICAL INFORMATION

1. NAME (Last, First, Middle): _____

2. Other names by which you are (or have been) known: _____

3. Address (Mailing & Physical): _____

E-Mail Address: _____

4. Home Phone: _____ Business/Message Phone: _____

5. Social Security Number: _____ Are you 18 years of age or older? YES NO

6. How did you hear about this position? _____

7. If previously employed by the Town of Estes Park list dates: _____ Position: _____

8. Have you previously applied with the Town of Estes Park? If so list positions and dates:

9. Do any relatives work for the Town of Estes Park? YES NO List Names & Relationship:

10. Can you provide proof that you are eligible to work in the United States? YES NO

11. In what languages are you fluent? _____

12. List your computer skills (words per minute, Word, CAD, etc.).

13. Please list all specific skills and/or additional training that are related to the job you are applying:

EMPLOYMENT HISTORY

List your previous employers in consecutive order starting with your present or most recent employer. Please account for the last five years, including military service and periods of unemployment. If the space provided is not adequate, add another page and identify the additional information by item number. Resumes may be used to supplement but not in place of requested information. *Using this format continue on a separate sheet of paper if needed. Continue in consecutive order labeling each employer E., F., G., etc.*

A. Name and Address of Employer:

Job Title: Telephone: Supervisor:

Dates of Employment (mo/yr): Beginning and Ending Salary:

Duties:

May we contact your present employer? YES NO Reason for Leaving:

B. Name and Address of Employer:

Job Title: Telephone: Supervisor:

Dates of Employment (mo/yr): Beginning and Ending Salary:

Duties:

Reason for Leaving:

C. Name and Address of Employer:

Job Title: Telephone: Supervisor:

Dates of Employment (mo/yr): Beginning and Ending Salary:

Duties:

Reason for Leaving:

D. Name and Address of Employer:

Job Title: Telephone: Supervisor:

Dates of Employment (mo/yr): Beginning and Ending Salary:

Duties:

Reason for Leaving:

EDUCATION AND EXPERIENCE

14. High School: Name and Address:

Did you graduate or do you have a GED?

15. Undergraduate College or University: Name and Address:

Degree(s) Earned: Number of Credits:

16. Graduate School Name, Address and Telephone Number:

Degree(s) Earned: Number of Credits:

17. Other, Vocational or Technical Schools:

Certificate(s) Earned: Number of Credits:

18. Law Enforcement Academy Name, Address and Telephone Number:

Are you Colorado P.O.S.T Certified? YES NO If yes, what is your Colorado P.O.S.T #?

You may be asked to provide your college transcripts later or you may attach them with this application.

MILITARY SERVICE

19. Have you ever been in the United States Military? YES NO If no, skip to the Driving Record section.
What Branch of Service? Type of discharge?

DRIVING RECORD

20. Do you have a valid driver's license? YES NO Type:
State: Number: Exp. Date:

Any Restrictions?

What other states or countries have you held a driver's license in? What year(s)?

21. List all traffic citations you have received in the past 3 years (exclude parking). Give the Date(s), Violation(s), City and State.

PERSONAL CHARACTERISTICS

Affirmative answers to this question do not automatically disqualify you for this position. Withholding information will be grounds for automatic disqualification.

22. Have you ever been convicted of a felony, or any alcohol-related offenses including Driving Under the Influence (DUI)?

YES NO

If yes, explain in detail. Include date (s) and type of violation (s), City and State.

PLEASE READ EACH STATEMENT CAREFULLY BEFORE SIGNING

I certify that all information provided in this employment application is true and complete to the best of my knowledge. I understand that any false information or omissions 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 my criminal history and any or all statements contained in this application. I also authorize, whether listed or not, any person, school, current employer (except previously noted), 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 that the Town of Estes Park may request an investigative consumer report from a consumer-reporting agency. This report may include information as to my character, reputation, personal characteristics and mode of living obtained from interviews with neighbors, friends, former employers, schools and others. I understand I have a right to make a written request within a reasonable time for the disclosure of the name and address of the consumer-reporting agency so that I may obtain a complete copy of their report.

I understand that if I am extended an offer of employment, it may be conditioned upon my successful passing one or more pre-employment screenings, including physical examinations, psychological screening, and drug and/or alcohol testing. If required, I consent to the Screenings and the release of any or all medical information as may be deemed necessary to judge my capability to do the work that I am applying. I consent to a pre or post employment drug and/or alcohol screen as a condition of employment if required.

I UNDERSTAND THAT THIS APPLICATION, VERBAL STATEMENTS BY TOWN REPRESENTATIVES, OR SUBSEQUENT EMPLOYMENT DOES NOT CREATE AN EXPRESSED OR IMPLIED CONTRACT OF EMPLOYMENT NOR GUARANTEE EMPLOYMENT FOR ANY DEFINITE PERIOD OF TIME. 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 my signature consents to these statements.

Signature: _____ **Date:** _____

(Applications without signature will be automatically rejected.)