

Lusk Police Department

P.O. Box 390

221 South Main

Lusk, Wyoming 82225

APPLICATION FOR EMPLOYMENT

An Equal Opportunity Employer

INSTRUCTIONS: FILL OUT IN BLACK INK, PRINT OR TYPE

RETURN TO THIS OFFICE EITHER IN PERSON OR BY MAILING TO:

The Town of Lusk, Attention: Police Department

PO Box 390 Lusk, Wyoming 82225

1. Print name in full _____

2. Address _____
Street and/or PO Box City State Zip

3. Can you provide proof of U.S. citizenship? Yes _____ No _____

4. When would you be available for work? _____

5. Telephone numbers: Home _____ Cell _____

6. Do you have a valid driver's license? Yes _____ No _____

State License Number Expiration Date

7. Did you serve on active duty in the U.S. Military? Yes _____ No _____

From To Branch of Service Serial # Type of Discharge

8. Did you graduate from High School or do you have a General Educational Development (GED) certificate? Yes _____ No _____

9. Have you ever been arrested or detained by a law enforcement agency on felony charges? Yes _____ No _____

If yes, describe all such charge(s) _____

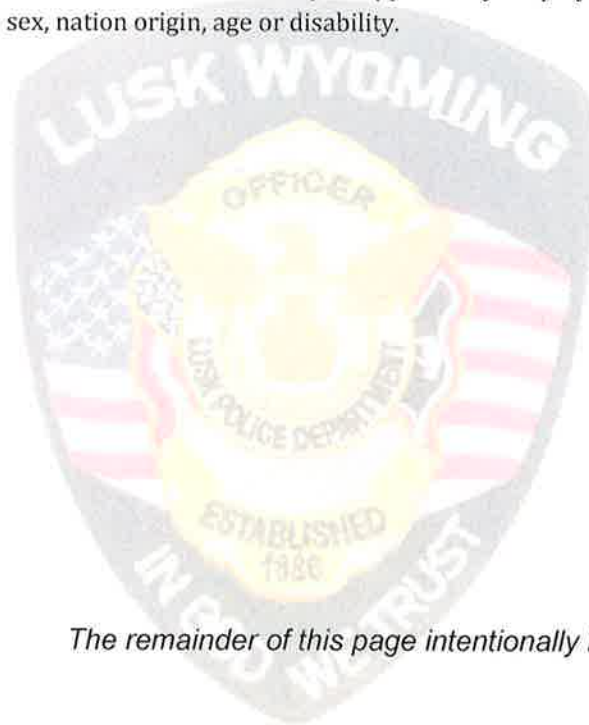
Lusk Police Department

"I certify that the facts contained in this application are true and complete to the best of my knowledge and understand that if employed, falsified statements on this application shall be grounds for dismissal."

I understand and agree that, if hired, I am subject to the Lusk Police Department personnel policies and a six month probation period.

Date _____ Signature of Applicant _____

This form has been designed to strictly comply with State and Federal Fair Employment Practice Laws prohibiting employment discrimination. The Town of Lusk is an Equal Opportunity Employer. We do not discriminate on the basis of race, religion, color, sex, nation origin, age or disability.



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INSTRUCTIONS TO THE APPLICANT

PERSONAL HISTORY STATEMENT

The information you provide in this personal history statement will be used in the investigation into your background to assist in determining your suitability for the position for which you have applied. Please fill out the questionnaire completely and accurately. Keep in mind that:

1. The completion of this form is mandatory for all Wyoming Peace Officer, Detention Officer and Communications Technician Applicants.
2. Complete background investigations are authorized by the Rules of Peace Officers Standards and Training.
3. All statements are subject to verification.
4. Deliberate inaccuracies or incomplete statements may bar or remove you from employment verification.
5. All time periods in your background must be accounted for.

It is to your advantage to respond openly. Any negative factor in your background will be evaluated in terms of the circumstances and facts surrounding it's occurrence and it's degree of relevance to the job you applied for. For example, being fired from a job or having an arrest record is not in itself grounds for disqualification. During the investigation, the investigator will inquire into the facts surrounding such an occurrence. An evaluation will then be made of the relevance of these facts to the requirements of the job.

Please print in BLACK ink or type your responses to this questionnaire. If a question does not apply to you, write N/A (not applicable) in the space provided for your answer. DO NOT leave any space blank. If you need more space to respond to a question, use additional pages and identify the additional information by question number.

Documentation required from the applicant in addition to this personal history statement is listed on the reverse side of this instruction sheet and copies should be provided with this form.

Please return by: _____

Lusk Police Department

PO Box 390
Lusk, Wyoming 82225

PERSONAL HISTORY STATEMENT

(print in black ink or type)

PERSONAL

1. Name (Last, First, Middle)

Other Names (including nicknames) you have used or been known by:

2. List address at which you can be contacted:

Number Street City State Zip Code

3. List the local telephone number(s) and times at which you can be reached:

() _____ Hours _____

() _____ Hours _____

4. Birthdate: _____ / _____ / _____
 Month Day Year

5. You must be a citizen of the United States (or a permanent resident alien who is eligible for and has applied for citizenship. Can you provide such documentation? YES NO

6. Social Security Number: _____

(In accordance with the Federal Privacy Act of 1974, disclosure is voluntary. The SSN will be used for identification purposes to ensure that proper records are obtained).

7. For the purpose of identification, please provide the following:

Height _____ Weight _____ Eye Color _____ Hair Color _____

Scars, Tattoo's or other distinguishing marks: _____

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Relatives, References, Acquaintances:

During the course of the background investigation, person who knows you will be asked to comment upon your suitability for the position you have applied for. Inquiries will be confined to job-relevant matters.

8. Supply the appropriate information in the spaces provided below. If a category is not applicable, write "N/A".

If living – name of: Address where person can be contacted Telephone

Father

_____ / _____ / _____

Mother

_____ / _____ / _____

Father-in-Law

_____ / _____ / _____

Mother-in-Law

_____ / _____ / _____

Spouse

_____ / _____ / _____

Former Spouse(s)

_____ / _____ / _____

_____ / _____ / _____

Brother(s)/Sister(s)

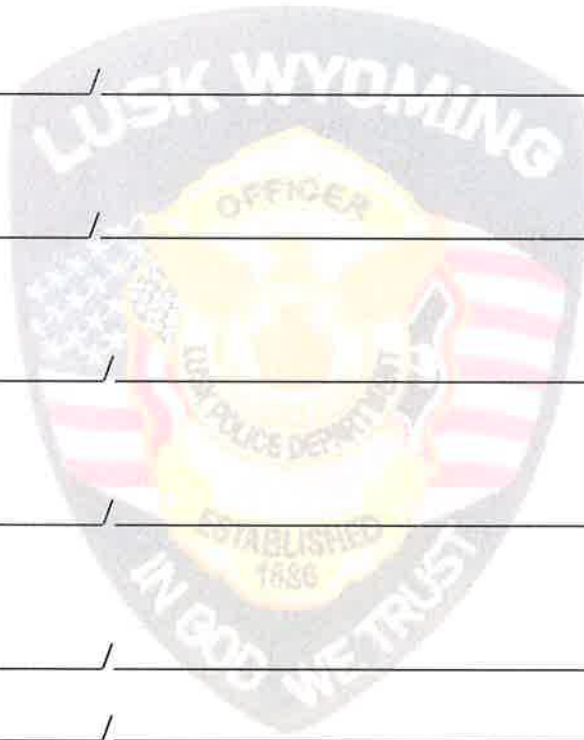
_____ / _____ / _____

_____ / _____ / _____

_____ / _____ / _____

Step-Father

_____ / _____ / _____



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Step-Mother

_____ / _____ / _____

Step-Brother(s)/Step-Sister(s)

_____ / _____ / _____

_____ / _____ / _____

Other relatives with whom you have a close personal relationship (Including Children)

Name	Relationship	Address	Telephone
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

9. List those individuals with whom you have resided during the last 10 years. List no information prior to your 15th birthday and exclude immediate family members.

Name	Relationship	Address	Telephone
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

10. In the space below, please list as reference 3-5 individuals who have knowledge of you and your qualifications. Exclude relatives and friends.

Name	Address	Telephone
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

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11. List 3-5 individuals who are social acquaintances (i.e. person whom you have seen frequently in the past year) and have knowledge of your qualifications. Exclude relatives and former employers.

Name	Address	Telephone
_____ / _____ / _____		
_____ / _____ / _____		
_____ / _____ / _____		

EDUCATION

12. The Peace Officers Standards and Training Commission requires Law Enforcement applicants possess a high school diploma or its equivalent. Please indicate your current situation with regard to this requirement.

_____ I possess a high school diploma

_____ I passed the G.E.D. (General Educational Development) test

_____ I possess other equivalent. Explain: _____

_____ I do not currently have a high school diploma or its equivalent, but plan to satisfy this requirement in the future as follows:

When _____

How _____

13. Indicate below **all** the schools you have attended beginning with high school. During the background investigation, persons who have known you in a learning environment will be contacted. A review of your school records may be made in conjunction with those contacts.

Name of School	Location of School (City, State)	Dates Attended	References
		From To	
_____ / _____ / _____			
_____ / _____ / _____			
_____ / _____ / _____			
_____ / _____ / _____			
_____ / _____ / _____			
_____ / _____ / _____			

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14. Have you ever been suspended or expelled from any high school or post-secondary school? (Post – secondary schools include colleges and universities, graduate schools, business and vocational schools – any formal education beyond the high school level).

Yes _____ NO _____ (If yes Explain, include school, date and circumstance)

RESIDENCE

Individuals who have become acquainted with you, by reason of your different locations, are often helpful in providing useful information for the background investigation.

15. List all of your residences during the last 10 years. (list no information prior to your 15th birthday). Begin with your most current residence.

Address	City, State, Zip	Dates	If Rented/Landlord
_____ / _____	_____ / _____	_____ / _____	_____
_____ / _____	_____ / _____	_____ / _____	_____
_____ / _____	_____ / _____	_____ / _____	_____
_____ / _____	_____ / _____	_____ / _____	_____

EXPERIENCE AND EMPLOYMENT

16. Beginning with your most current employment, please list all jobs (including part-time, temporary and voluntary positions) you have held in the past 10 years. (For the purposes of this personal history statement, voluntary work should be included as employment). For identification and verification, please indicate the nature of the activity, i.e. full time, part time or voluntary. If you have had intervening periods of military service or unemployment, please list those periods in the spaces provided.

Dates of Employment – Name – Address of Employer From _____ To _____ Mo/Yr Mo/Yr _____ / _____	Name of Supervisor Names of Co-Workers
Full time _____ Part Time _____ Voluntary _____	Telephone # _____ Title or Duties _____

Reason for Leaving:

 _____ Military Service _____ Not Employed From _____ / _____ To _____ / _____

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Dates of Employment – Name – Address of Employer

Name of Supervisor

From To
Mo/Yr Mo/Yr

____/____

Names of Co-Workers

Telephone #

Full time _____
Part Time _____
Voluntary _____

Title or Duties

Reason for Leaving:

____ Military Service ____ Not Employed From ____/____ To ____/____

Dates of Employment – Name – Address of Employer

Name of Supervisor

From To
Mo/Yr Mo/Yr

____/____

Names of Co-Workers

Telephone #

Full time _____
Part Time _____
Voluntary _____

Title or Duties

Reason for Leaving:

____ Military Service ____ Not Employed From ____/____ To ____/____

Dates of Employment – Name – Address of Employer

Name of Supervisor

From To
Mo/Yr Mo/Yr

____/____

Names of Co-Workers

Telephone #

Full time _____
Part Time _____
Voluntary _____

Title or Duties

Reason for Leaving:

____ Military Service ____ Not Employed From ____/____ To ____/____

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LEGAL

17. If you have ever been arrested or convicted for any crime (excluding traffic citations), please give the following information:

Approx. Date	Police Agency	Circumstances
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18. Have you ever been placed on court probation as an adult? YES _____ NO _____
If yes, please give details (include when, where, why)

19. Were you ever required to appear before a juvenile court for an act which would have been a crime if committed by an adult? YES _____ NO _____
If yes, please give details (include when, where, why)

20. Have you ever been reported to a law enforcement agency as a missing person or a runaway? YES _____ NO _____
If yes, please give details (include date, law enforcement agency, circumstances)

21. Are you now, or have you ever been involved as a plaintiff or defendant in any civil court/criminal action?
YES _____ NO _____
If yes, please give details (include when, where, name and location of court, circumstances)

MOTOR VEHICLE OPERATION

22. Driver's License Number _____ State _____ Expiration Date _____

Name under which license was granted _____

23. List other states where you have been licensed to operate a motor vehicle:

State _____ Name license Granted Under _____

State _____ Name License Granted Under _____

State _____ Name License Granted Under _____

State _____ Name License Granted Under _____

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24. Have you ever been refused a driver's license by any state? YES _____ NO _____
 If yes, please explain (include when, where, why)

25. Wyoming Law requires that operators and owners of motor vehicles be covered by automobile liability insurance. Therefore, please list the current liability insurance you have with your motor vehicles:

Company	Address	Policy Number	Expiration Date
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26. List all traffic citations (excluding parking tickets) you have received within the last 7 years:

Nature of Violation	Location (city)	Approximate Date	Disposition
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27. Have you ever been involved as a driver in a motor vehicle accident within the last 7 years? YES _____ NO _____
 If yes, please give details for each accident.

Date _____ Location _____ Injury/Non Injury _____
 Police Investigation YES _____ NO _____
 Police Agency _____

Date _____ Location _____ Injury/Non Injury _____
 Police Investigation YES _____ NO _____
 Police Agency _____

Date _____ Location _____ Injury/Non Injury _____
 Police Investigation YES _____ NO _____
 Police Agency _____

28. If there is anything you wish to discuss about your driving record, please use the space below:

29. Has your license ever been suspended, revoked or placed on negligent operator's probation? YES _____ NO _____
 If yes, please give details (include what, when, where, why)

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30. Have you ever been refused insurance for any reason other than failure to pay a premium? YES ___ NO ___
If yes, please explain (include company name, address, date and reason)

31. Have you ever applied for a permit to carry a concealed weapon? YES ___ NO ___
If yes, please provide the following information:

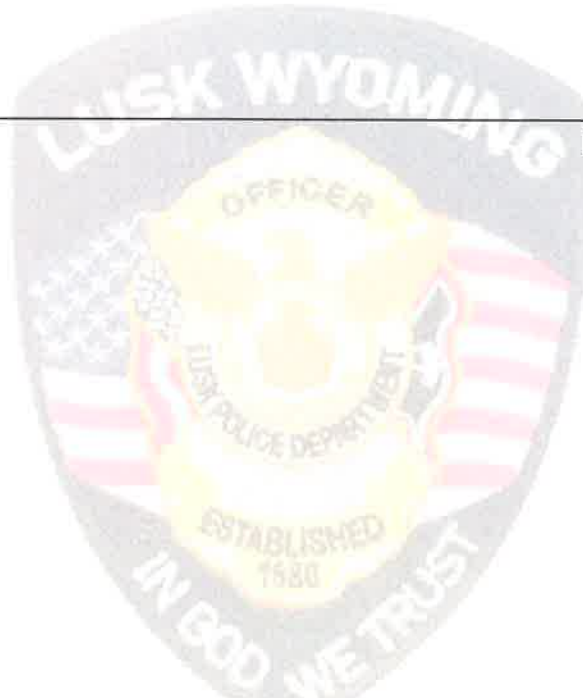
Permit granted? YES ___ NO ___ Permit # _____ Date _____

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I hereby certify that all statements made in this Personal History Statement are true and complete, and I understand that any mis-statements of material facts will subject me to disqualification or dismissal.

Signature in Full

Date Completed



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