



Volunteer POSSE application

Please print clearly and complete all areas.

NAME: _____
Last First Middle Initial

ADDRESS: _____
Street City Zip

PHONE: _____
Home Work Cell

EMAIL ADDRESS: _____

DATE OF BIRTH: _____ SOCIAL SECURITY # _____

DO YOU POSSESS A CURRENT VALID DRIVER'S LICENSE? _____

DRIVER'S LICENSE NUMBER: _____

SELECT AREA THAT YOU WOULD LIKE TO VOLUNTEER

- FIRE TEAM - responds to wildland fires in the unincorporated areas of Pueblo County.
- DIVE TEAM - provides underwater rescue and recovery capability to Pueblo County.
- SEARCH AND RESCUE TEAM - provides search and rescue capabilities in all seasons, from the mountains to the plains of Pueblo County.
- COMMUNITY SAFETY OFFICER - assists patrol on traffic missions, parades, special events, etc...
- RESERVE - Must be certified Peace Officer as defined by the Colorado Revised Statutes.
- SUPPORT STAFF – may help in various areas of the Sheriff's Office with clerical or any other support that is needed.

PLEASE PRINT

POSITION APPLYING FOR _____

NAME: _____ (as stated on job announcement)
Last First Middle

DATE _____ SOCIAL SECURITY NO. _____ DEPARTMENT _____

ADDRESS _____
Street City State Zip

HOME PHONE NO. () _____ CELL NO. () _____ BIRTHDATE _____

PLEASE LIST OTHER NAMES, ASSUMED NAMES OR NICKNAMES WHICH WILL ENABLE US TO VERIFY WORK OR EDUCATIONAL RECORDS

VOLUNTEER

EMPLOYMENT APPLICATION



Pueblo County Sheriff's Office
909 Court Street
Pueblo, Colorado 81003-2909
(719) 583-6125
www.sheriff.co.pueblo.co.us

INFORMATION AND INSTRUCTIONS FOR COMPLETING APPLICATION

Each question should be answered fully and accurately. No action will be taken on your application unless all questions have been answered. Incomplete or illegible applications will not be processed. **EVERY QUESTION MUST BE ANSWERED TRUTHFULLY. ONE SINGLE FALSIFICATION ON YOUR APPLICATION COULD MAKE YOU INELIGIBLE.** If more space is needed to give full answers or explanations, attach additional sheets. Place N/A in areas that do not pertain to you.

(A SEPARATE APPLICATION MUST BE SUBMITTED FOR EACH POSITION FOR WHICH YOU ARE APPLYING) Applications must be submitted no later than 5 P.M. on the date of closing. A resume is welcome. However, do not substitute a resume for the employment application.

Please PRINT or TYPE, except for your signature on the last page of this application.
 Use black ink only.

EQUAL OPPORTUNITY EMPLOYER

The Pueblo County Sheriff's Office does not discriminate on the basis of race, color, national origin, sex, religion, age or disability in employment or provision of services. Individuals with disabilities who need reasonable accommodations in order to complete a test must inform the Pueblo County Sheriff's Office ten days prior to tests. We request documentation supporting the need for accommodations.

PAST EMPLOYMENT INFORMATION. We must have accurate and complete information on previous job tasks and levels of responsibility, as your work experience is an important factor in evaluating your qualifications. List names of employers in consecutive order with present or most recent employer listed FIRST. Please indicate employers you do not wish us to contact. Account for all periods of time including military service and any period of unemployment. If self-employed, give firm name and business references. A resume is welcome. However, it is our policy that an application be completed in its entirety by every applicant if we are accepting applications. Attach additional sheets if necessary.

Name of Employer _____ Type of Business _____
Address _____ Telephone No. _____
Street City State Zip
Employed From _____ To _____ Your Job Title _____ Pay: Start _____ Final _____
Name of Last Supervisor _____ May we contact this employer? Yes No
Duties: _____

Reason(s) for leaving or seeking other employment _____

Name of Employer _____ Type of Business _____
Address _____ Telephone No. _____
Street City State Zip
Employed From _____ To _____ Your Job Title _____ Pay: Start _____ Final _____
Name of Last Supervisor _____ May we contact this employer? Yes No
Duties: _____

Reason(s) for leaving or seeking other employment _____

Name of Employer _____ Type of Business _____
Address _____ Telephone No. _____
Street City State Zip
Employed From _____ To _____ Your Job Title _____ Pay: Start _____ Final _____
Name of Last Supervisor _____ May we contact this employer? Yes No
Duties: _____

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Name of Employer _____ Type of Business _____
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Street City State Zip
Employed From _____ To _____ Your Job Title _____ Pay: Start _____ Final _____
Name of Last Supervisor _____ May we contact this employer? Yes No
Duties: _____

Reason(s) for leaving or seeking other employment _____

EDUCATION

School	Name & Address	Course of Study	Dates Attended	Graduation Date	Degree or Highest Grade Completed
High School or GED					
College or University					
College or University					
Vocational or Technical Training					

Other Education or Training	List any other education and/or training that would be of further assistance in evaluating your qualifications. For each, give the name and address of school, dates attended, certifications achieved and course of study.

Other Experience	List any significant voluntary or other relevant experience that you feel further qualifies you for the position for which you are applying.

MILITARY

Military Status _____ Active Duty Service From _____ to _____

Branch of Service _____ Service Duties _____

SPECIAL SKILLS

If you are a proficient operator of any heavy machinery, industrial equipment or business machines, please list:

Indicate any current skills/certifications you have earned, such as language, public speaking, building trades:

Do you take dictation? Yes No Dictation speed _____ WPM

Do you type? Yes No Typing speed _____ WPM

List skills you may have with computer terminals, i.e., programming languages, data entry, type of application systems and hardware systems familiar with, etc.: _____

GENERAL

Are you a citizen of the United States? Yes No (If no, attach certificate of eligibility)

Driver's license: Please provide the following information if you are applying for work as a law enforcement deputy.

State _____ Class _____ Number _____ Expiration Date _____

Have you previously been employed by Pueblo County? Yes No Dates _____

Have you been convicted of a crime, excluding misdemeanors and summary offenses in the past 10 years which have not been annulled, expunged or sealed by a court? Yes No

If yes, give particulars:

(A conviction record will not necessarily be a bar to employment. Factors such as age and time of offense, seriousness and nature of the violation, rehabilitation and the effect on performance of the job for which you are applying will be taken into consideration.)

Names of relatives in our employ and relationship:

REFERENCES

List three persons 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.

Full Name Address Phone Occupation

CERTIFICATION

BEFORE SIGNING, READ APPLICATION THROUGH FOR ERRORS OR OMISSIONS

I certify that all statements on this application are true and complete. I understand that false statements on this application shall be considered sufficient cause for rejection of application or dismissal. I authorize Pueblo County to make any investigation regarding past employment and educational history, except as noted in the "Past Employment information" section of this application. As a condition of employment, I understand I may be required to take a physical exam and complete a health questionnaire after I am offered employment to certify that I can perform the physical requirements of the job for which I am applying.

Signature _____ Date _____

NOTIFY OUR OFFICE IMMEDIATELY IF YOU CHANGE YOUR ADDRESS

PUEBLO COUNTY



SHERIFF'S OFFICE

Kirk M. Taylor Sheriff
J.R. Hall Undersheriff

Charlene Graham
Bureau Chief
Law Enforcement

Mark A. Mears
Bureau Chief
Emergency Services

Darlene Alcala
Bureau Chief
Detention

Dear Volunteer Applicant:

Thank you for inquiring about the volunteer opportunities at the Pueblo County Sheriff's Office. All applicants for this program are interviewed and placed in positions which match vacant Sheriff's Office volunteer positions, with the volunteer's skills and interests in mind. It is a requirement of the Sheriff's Office procedures to perform background checks, criminal history, and personal reference checks on the suitability of all new volunteers due to the sensitivity of the information with which the applicant will be working.

Enclosed you will find the application form, personal inquiry waiver and a confidentiality agreement. Please complete the forms and return them as soon as possible. Due to the necessary background and reference checks, allow a few weeks for processing.

If you have any questions or need further information, please feel free to call the Emergency Service Bureau at (719) 583-6200. Thank you for your interest in the Pueblo County Sheriff's Office Volunteer Program.

Sincerely,

Mark A. Mears
Bureau Chief

Previous Volunteer Experience:

List previous or present volunteer jobs

Agency: _____

Address: _____
Street City Zip

Phone: _____ Position: _____

Describe Duties: _____

Agency: _____

Address: _____
Street City Zip

Phone: _____ Position: _____

Describe Duties: _____

Agency: _____

Address: _____
Street City Zip

Phone: _____ Position: _____

Describe Duties: _____

Briefly state your reasons for wanting to volunteer with the Pueblo County Sheriff's Office:

When are you available for Volunteer Work?

Number of hours per week _____ Days Available _____ Time of Day _____

TRAINING AND QUALIFICATIONS:

	Years of Experience	Recertification Dates
Search and Rescue		
Land		
Technical Climbing		
Dog Handler		
Other		
Other		

Firefighting		
Wildland		
Structural		
Other		
Other		

Additional Experience		

AUTHORITY FOR RELEASE OF INFORMATION

Name of Applicant _____
Date of Birth _____ Social Security Number _____
Date _____

This release, or photocopy of same, when presented by a duly authorized representative of the Pueblo County Sheriff's Office, will constitute my consent and authority to examine and obtain copies and abstracts of records and to receive statements and information regarding:

My selective service file, military records, 201 file, local police records, credit records, high school and/or college records.

Any employment, account or transactions, current or which I have previously had with any corporation, bank, brokerage house, building and loan association, life or other insurance company, automobile agency, store or any business concern, accountant, and other individuals with full knowledge and understanding that the Pueblo County Sheriff's Office may use, consider or disclose such information, statements, and records within the scope of their official duties and responsibilities.

I hereby release the military and those concerned, their officers, agents and individuals from any and all liability for damages of whatever kind or nature which may at any time result to me on account of compliance or any attempt.

I also hereby release from any and all liability resulting from the release of any information, any school, college or university and/or institution of training and learning, personal or developed references and custodians of any medical and/or employment records.

This authorization is given in connection with a full background investigation being conducted relative to my application for employment with the Pueblo County Sheriff's Office. This authorization also gives the Pueblo County Sheriff's Office the right to release this information to other law enforcement agencies.

Applicant signature

Applicant Address

Signature of person witnessing applicant's signature

Relationship to applicant