



EL PASO COUNTY SHERIFF'S OFFICE

Terry Maketa
Sheriff

Employment Application Form

NOTE: *If you are hired by the El Paso County Sheriff's Office (EPSO), as an El Paso County Deputy Sheriff, you will be required to sign a two (2) year training agreement. This agreement states you will remain employed with the EPSO (barring termination) for at least two (2) years or you will be assessed monetary charges. These charges are associated with training and are based on a sliding scale depending on your length of stay. Further information may be obtained from the Sheriff's Office Personnel Unit.*

(To be printed legibly in ink or typed - ANSWER EVERY QUESTION)

Date: _____

Personal

1. Your Name: _____
Last First Middle (Maiden)

2. Date of Birth: _____ 3. Social Security Number: _____

4. Your Address: _____
Number Street

_____ City State Zip Code

5. Your Phone No.: _____
Home Business Other

6. Are you a citizen of the United States? Yes ___ No ___ If no, please provide citizenship.

El Paso County Sheriff's Office
210 S. Tejon St
Colorado Springs, CO 80903
(719) 520-7206
www.shr.elpasoco.com



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EMPLOYMENT

7. List your present or most recent job.

Company: _____ Dates: _____
Phone Number: _____ Address: _____
Duties: _____
Reason for Leaving: _____

EDUCATION HISTORY

8. Did you graduate from high school or receive a GED or equivalent? Yes ___ No ___

ARREST INFORMATION

9. Have you ever been arrested in a felony or misdemeanor case including court martial and military charges?

Yes ___ No ___ If yes, complete the following (list incidents as a juvenile as well).

Police Agency	City & State	Date	Disposition of Case
Crime Charged			
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

10. Have you ever been questioned as an accused party in a felony or misdemeanor, including court martial and military charges?

Yes ___ No ___ If yes, complete the following on page 3 (list incidents as a juvenile as well).

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Police Agency Crime Charged	City & State	Date	Disposition of Case
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

DRIVER'S LICENSE

11. Do you possess a valid operator's license? Yes ___ No ___.
Issuing State _____ DL Number: _____

NARCOTICS

12. Have you ever used any form of drugs or narcotics other than those prescribed by your physician? Yes ___ No ___. If yes, explain in detail: _____

13. Have you ever sold or furnished drugs or narcotics to anyone? Yes ___ No ___. If yes, explain in detail: _____

I hereby certify, under the penalty of perjury and potential criminal charges, that there are no willful misrepresentations, omissions, or falsifications in the foregoing statements and answers to questions. I am fully aware that any such misrepresentations, omissions, or falsifications will be grounds for immediate rejection or termination of employment.

Signature of Applicant

Date

El Paso County Sheriff's Office
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TO: New Applicants

FROM: El Paso County Sheriff's Office Human Resources Section

SUBJECT: The Selection Process for New Applicants for Sworn and Non-Sworn Positions within the El Paso County Sheriff's Office.

The purpose of this memorandum is to inform new applicants of the following:

1. The expected duration of the selection process.
2. All elements of the selection process.
3. The agency's policy on reapplication.

Please refer to Policy 302, Hiring Recruitment and Selection on our web site.

Deputy Sheriff Applicants (Sworn Position)

1. The expected duration of the selection process is approximately 16 weeks. This time begins once the banding list is developed immediately following the Oral Board.
2. The elements of the selection process are as follows:
 - a. Application received
 - b. Written test
 - c. Oral board
 - d. Background investigation (will require the applicant's consent to look into or discuss their criminal history, financial history, drug usage, acts of moral turpitude, work history, interview with listed references etc)
 - e. Computer Voice Stress Analysis (CVSA) exam, conducted by a certified National Institute for Truth Verification (NITV) technician
 - f. Psychological examination
 - g. Physical examination
 - h. Pre-employment drug screen
3. Any applicant that is determined ineligible for employment shall be notified in writing within 30 days of the determination of ineligibility. The notification will explain the reasons why they are ineligible and if they will be able to test again in the future.

Non-Sworn Position (Generally, All Other Job Applications outside of Deputy Sheriff)

1. The expected duration of the selection process is approximately 4 weeks. This time begins once the banding list is developed immediately following the interview.
2. The elements of the selection process are as follows:
 - a. Application received
 - b. Written test (Required for some jobs)
 - c. Basic comprehension Exam to determine an applicant's ability to read, write English, understand basic math, and typing if required
 - d. Interview board
 - e. Background investigation (will require the applicant's consent to look into or discuss their criminal history, financial history, drug usage, acts of moral turpitude, work history, interview with listed references etc)
 - f. Computer Voice Stress Analysis (CVSA) exam, conducted by a certified National Institute for Truth Verification (NITV) technician
 - g. Pre-employment drug screen
3. Any applicant that is determined ineligible for employment shall be notified in writing within 30 days of the determination of ineligibility. The notification will explain the reasons why they are ineligible and if they will be able to test again in the future.

RJB/rb