



# OFFICE OF THE SUMMIT COUNTY SHERIFF

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## FIELD TRAINING PROGRAM

### **Application Directions**

Thank you for your interest in becoming a member of the Summit County Sheriff's Office team. The following pages consist of the initial application for employment with the Sheriff's Office. Please note the following:

This application must be legible and complete in order to be accepted. If we are unable to read your application, we will not process it.

If selected, you will be added to the testing roster and will be informed of the date and time of your testing. Candidates selected to move forward after the testing day will be notified by phone or e-mail.

You are expected to attend the testing if placed on the roster. If you are not able to attend testing, you may elect to have your application held for the next hiring process, but if you withdraw from a second process you will need to resubmit an application to be considered.

Completed applications may be mailed directly to the Sheriff's Office at P.O. Box 210, Breckenridge, CO, 80424 to the attention of the Training Division. They may also be scanned and emailed to [RecruitPatrol@summitcountyco.gov](mailto:RecruitPatrol@summitcountyco.gov) or [RecruitDetentions@summitcountyco.gov](mailto:RecruitDetentions@summitcountyco.gov). Please be sure to e-mail the appropriate division.

To ensure your application is accepted, please make certain to follow these directions. If you have any questions about the directions please contact Patrol Field Training Sergeant Thomas Whelan or Detentions Field Training Sergeant Cynthia Gilbert.

Thank you and we look forward to speaking with you further about this opportunity.

For more information you can also visit our web page at [www.summitsheriffco.com](http://www.summitsheriffco.com).

Thank you,

Sergeant Thomas Whelan  
Patrol Field Training Sergeant  
[Thomas.Whelan@summitcountyco.gov](mailto:Thomas.Whelan@summitcountyco.gov)  
970-423-8906

Sergeant Cynthia Gilbert  
Detentions Field Training Sergeant  
[Cynthia.Gilbert@summitcountyco.gov](mailto:Cynthia.Gilbert@summitcountyco.gov)  
970-453-8933



# SUMMIT COUNTY SHERIFF'S OFFICE

## Deputy Application

Mail to: Training Division: PO Box 210, Breckenridge CO, 80424

Email to: [RecruitPatrol@summitcountyco.gov](mailto:RecruitPatrol@summitcountyco.gov) OR [RecruitDetentions@summitcountyco.gov](mailto:RecruitDetentions@summitcountyco.gov)

Summit County is an equal opportunity employer, dedicated to a policy of non-discrimination in employment or the provision of services on any basis including race, color, religion, sex, age, sexual orientation, disability or national origin. Summit County only hires individuals authorized to be employed in the United States.

NAME (please type or print): \_\_\_\_\_  
Last First MI Email address

Mailing Address: \_\_\_\_\_  
Street City State Zip

Home Phone: (\_\_\_\_) \_\_\_\_\_ Alternate Phone: (\_\_\_\_) \_\_\_\_\_

Position applying for:  Patrol  Detentions  I am over the age of 21

**RELATED EXPERIENCE:** In order to be eligible for testing for **PATROL DEPUTY** you must meet one of the following:

I am currently Colorado POST certified Certification # \_\_\_\_\_ (Attach copy of certification)

I am eligible for Colorado POST certification (**You must meet one of the two criteria below**)

I have graduated from \_\_\_\_\_ (Name of academy). My test is scheduled for \_\_\_\_\_ (date)

I am certified in another state Certification # \_\_\_\_\_ State \_\_\_\_\_ (Attach copy of certification)

I am currently enrolled in a POST academy (enrolled at the time of application and will be actively attending at the time of interview).  
Name of Academy \_\_\_\_\_ Anticipated Grad Date \_\_\_\_\_

Other information you feel would be helpful in considering you for employment: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**EDUCATION:** Please circle highest grade completed. 12 13 14 15 16 16+

High School \_\_\_\_\_ City/State \_\_\_\_\_ GED or Diploma:  Yes  No

College/University \_\_\_\_\_ City/State \_\_\_\_\_ Degree & Major \_\_\_\_\_

**EMPLOYMENT HISTORY:** List your work history below. **Start with your present, or most recent, position and go backward through your adult work experience at least 2 years.** Include military service and volunteer work in your work history in chronological order. Identify by month and year any period of unemployment of six months or more. Also, explain the circumstances for any positions from which you have been fired or terminated. **This section MUST be complete.** Attach additional sheets if necessary.

**Current or Most Recent Employer**

\_\_\_\_\_  
Company Name \_\_\_\_\_ City/state \_\_\_\_\_ ( ) \_\_\_\_\_ Phone Number of Supervisor \_\_\_\_\_  
From \_\_\_\_\_ to \_\_\_\_\_  
Date Employed \_\_\_\_\_ Job Title \_\_\_\_\_ Supervisor Name \_\_\_\_\_  
 Full Time  Part Time  
 Volunteer

DUTIES: \_\_\_\_\_  
\_\_\_\_\_

Salary \$ \_\_\_\_\_ per \_\_\_\_\_ (Hour, Week, Month)

May we contact this employer?  Yes  No Reason For Leaving or wanting to leave \_\_\_\_\_

**Previous Employer**

\_\_\_\_\_ ( ) \_\_\_\_\_  
 Company Name City/state Phone Number of Supervisor  
 Full Time  Part Time  
 Volunteer

From \_\_\_\_\_ to \_\_\_\_\_  
 Date Employed Job Title Supervisor Name

DUTIES: \_\_\_\_\_

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Salary \$ \_\_\_\_\_ per \_\_\_\_\_ (Hour, Week, Month) Reason For Leaving or wanting to leave \_\_\_\_\_

May we contact this employer?  Yes  No

**Previous Employer**

\_\_\_\_\_ ( ) \_\_\_\_\_  
 Company Name City/state Phone Number of Supervisor  
 Full Time  Part Time  
 Volunteer

From \_\_\_\_\_ to \_\_\_\_\_  
 Date Employed Job Title Supervisor Name

DUTIES: \_\_\_\_\_

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Salary \$ \_\_\_\_\_ per \_\_\_\_\_ (Hour, Week, Month) Reason For Leaving or wanting to leave \_\_\_\_\_

May we contact this employer?  Yes  No

**Previous Employer**

\_\_\_\_\_ ( ) \_\_\_\_\_  
 Company Name City/state Phone Number of Supervisor  
 Full Time  Part Time  
 Volunteer

From \_\_\_\_\_ to \_\_\_\_\_  
 Date Employed Job Title Supervisor Name

DUTIES: \_\_\_\_\_

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Salary \$ \_\_\_\_\_ per \_\_\_\_\_ (Hour, Week, Month) Reason For Leaving or wanting to leave \_\_\_\_\_

May we contact this employer?  Yes  No

**Previous Employer**

\_\_\_\_\_ ( ) \_\_\_\_\_  
 Company Name City/state Phone Number of Supervisor  
 Full Time  Part Time  
 Volunteer

From \_\_\_\_\_ to \_\_\_\_\_  
 Date Employed Job Title Supervisor Name

DUTIES: \_\_\_\_\_

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Salary \$ \_\_\_\_\_ per \_\_\_\_\_ (Hour, Week, Month) Reason For Leaving or wanting to leave \_\_\_\_\_

May we contact this employer?  Yes  No

**Please make copies of this page if more space is required for listing employers**



## Screening Checklist for Deputy Applicants

I, \_\_\_\_\_ (*print name*), am willing to undergo a comprehensive background investigation, including contacts with all references, employers, co-workers, close personal associates and family, and agree to allow a representative of the Summit County Sheriff's Office to review my driving record, credit history, criminal records and history, and military records. I understand that I will submit to a pre-employment polygraph examination, psychological evaluation, physical evaluations and a urinalysis drug test. I am aware that failure to fully submit to these listed reviews and evaluations will be grounds for disqualification from the selection process.

Signature \_\_\_\_\_

### AN IMPORTANT MESSAGE ABOUT TRUTHFULLNESS...

One of the fundamental requirements of working in law enforcement is the ability of an individual to adhere to and demonstrate the highest legal and ethical standards. The Summit County Sheriff's Office has an unwavering stand on untruthfulness and dishonesty that can result in the dismissal of an employee who engages in such misconduct.

The same standard applies in the hiring and selection process. Unfortunately, it is our experience that a number of applicants in each hiring process will fail due to such misconduct. **If you are untruthful, dishonest, knowingly omit, falsify, conceal or obscure required information, or engage in any similar misconduct or deception during any part of the application and hiring process, you may be permanently disqualified from being employed by the Summit County Sheriff's Office.** Information regarding a candidate's disqualification may also be made available to other law enforcement agencies with an authorized request.

Please circle the correct answer to the following questions. If you answer "yes" to any question you must provide additional information about the circumstances, including dates. Attach additional pages if necessary. A "Yes" answer may not automatically bar an applicant from employment, however, you must provide detailed information about each "Yes" response. Failure to provide the information requested will disqualify you from the process. The relationship of the conviction to the job, as well as the severity and the passage of time will all be considered.

Have you ever:

- |  |           |
|--|-----------|
| 1. Been convicted by any court of a felony or misdemeanor or entered a guilty or nolo contendere plea?                         | Yes or No |
| 2. Used any illegal drugs in the last 2 years?   | Yes or No |
| 3. Have you used any form of marijuana in the last 2 years?  | Yes or No |
| 5. Been arrested for DWI or DUI in the last three years?   | Yes or No |
| 7. Sold any illegal drug at any time in your life?   | Yes or No |
| 9. Falsified any document, form, testimony, or pleading as an officer of the court or as a witness?                            | Yes or No |
| 10. Omitted, misstated or falsely stated any information, in writing or orally, during an application process with any agency? | Yes or No |
| 11. Have you ever been terminated or asked to resign from a job?   | Yes or No |

