

University of Colorado Public Safety Department - Student Application
(Police and Security, Parking and Transportation Services, Environmental Health and Safety)

Complete the following forms (if using Excel, use tab key to access all required fields).
Print and sign in the appropriate places.
Submit the entire packet (4 or 5 pages) to the hiring supervisor.

Type or print in ink

Current Date: _____

I. PERSONAL

U.S. Citizen (write yes or no): _____ **IF NO, complete the attached International Employee form**

Name _____ Phone: _____
(As shown on Social Security Card) Last, First Middle

Address _____
Number and Street Apt. City State Zip

Email Address _____

Social Security Number _____ Date of Birth _____

II. TYPE OF WORK DESIRED

1 _____ 2 _____ 3 _____
Type of Student _____ Available how many hours per week _____
Hourly/Work Study

Days and times you are available to work:

Days _____ Times _____

Are you interested in working Special Events on occasion (I.e. Football, Basketball, concerts) _____
yes or no

List any physical limitations _____

III. PREVIOUS EMPLOYMENT (List the most recent job first -- include military service)

Have you ever been employed at CU? _____ Last date worked at CU _____

1 Employer _____ Supervisor _____ From _____ To _____
Address _____ Hourly Pay _____ Position _____
City and State _____ Duties _____
Phone _____ Reasons for leaving _____

2 Employer _____ Supervisor _____ From _____ To _____
Address _____ Hourly Pay _____ Position _____
City and State _____ Duties _____
Phone _____ Reasons for leaving _____

3 Employer _____ Supervisor _____ From _____ To _____
Address _____ Hourly Pay _____ Position _____
City and State _____ Duties _____
Phone _____ Reasons for leaving _____

If currently employed, may we contact this employer? _____ If no, please explain _____

IV. EDUCATION

Years of College Completed _____ Major _____ Years Remaining at CU _____
Other Schools/ Special Training _____

V. CHARACTER REFERENCES (Do not include relatives or employers)

Name _____ Address _____
Phone _____ Length of Acquaintance _____ City/ State _____

Name _____ Address _____
Phone _____ Length of Acquaintance _____ City/ State _____

Name _____ Address _____
Phone _____ Length of Acquaintance _____ City/ State _____

VI. EMERGENCY CONTACT

In case of emergency, please notify:

Name _____ Address _____
Phone _____ City/ State _____

VII. ADDITIONAL INFORMATION

Are there any incidents in your life not mentioned herein which may reflect upon your suitability to perform the duties which you may be called upon to take or which might require further explanation? If yes, please explain:

If requested, would you be willing to take a polygraph test prior to or during employment? _____
yes or no

Note any information not covered elsewhere which relates to your qualification or eligibility for this position:

VIII. SIGNATURE

I understand that giving false information is cause for discharge. I also understand that any employment offer is contingent on passing a background investigation. A loyalty oath and physical examination may be required.

APPLICANT'S SIGNATURE: _____ **DATE:** _____

University of Colorado Police Department
 Personal History Questionnaire (PHQ) - Short Form

IMPORTANT INFORMATION AND INSTRUCTIONS

I. Information

A. **Equal Opportunity Statement:** Within the specifications of job requirements, the University of Colorado is an Affirmative Action employer. There is no discrimination for or against any applicant based on race, color, religion, sex, age, national origin, political affiliation or handicaps.

B. **Pre-Employment Inquiry:** The PHQ is the basis for a pre-employment inquiry designed to verify the information set forth in support of the application. The pre-employment inquiry will entail a query of appropriate federal, state, county, and municipal law enforcement agencies regarding a possible criminal history. Personal data such as sex, date of birth, social security number, and physical description are necessary to obtain accurate information and to protect an applicant from an incident of mistaken identity.

II. Instructions

It is important that every item is answered. If an item does not pertain to the individual applicant, the abbreviation N/A (Not Applicable) must be entered in the blank space. Please type or print in ink. Incomplete PHQs cannot be processed and will be returned to the hiring authority. The results of the pre-employment inquiry are furnished to the hiring authority and, if appropriate, to a duly appointed selection board. The dissemination of information furnished on the PHQ or obtained through a pre-employment inquiry will be governed by reasonable discretion.

III. Request for Pre-Employment Inquiry

The person identified on the PHQ is considered for employment with our department. Please implement an inquiry to verify personal data furnished by the applicant. **No inquiry will be conducted without the requestor's signature and other information.**

Department Requesting Background	Phone Number	Campus Box	Date
Signature of Requestor	Printed Name of Requestor	Title of Requestor	

Authority to Release Information

I authorize representatives of the University of Colorado to make any and all appropriate inquiries regarding the information listed above. I hereby release you or others from any liability or damage which may result from furnishing the information requested. **I understand that any false information or deliberate omissions on this document or any other employment document of the University of Colorado Boulder Campus may be grounds for dismissal and /or termination.**

APPLICANT'S SIGNATURE: _____ **DATE:** _____

I. PERSONAL DATA

Applicant Name: _____
last, first middle

Aliases: _____
list names, dates used, reasons (i.e. prior marriage, maiden name, etc.)

Social Security Number: _____

Date of Birth (mm/dd/yyyy): _____

Marital Status: _____ Date: _____
Single, Married or Divorced Date of Marriage or Divorce

Last Name: _____

U.S. Citizen (write yes or no): _____ Alien Registration #: _____

Driver's License #: _____ State: _____ Exp Date: _____

Past Suspensions, Revocations, Denials (list w/ dates): _____

II. CRIMINAL HISTORY

List all convictions resulting from arrests, tickets or summonses which required an appearance in court. This includes traffic tickets which required court appearances. Also list all cases where an arrest was made or a summons issued, in which the outcome has not been determined by the courts.

Date of arrest/ summons: _____ Charging agency: _____

Offense charged: _____

Case disposition: _____

Date of arrest/ summons: _____ Charging agency: _____

Offense charged: _____

Case disposition: _____

For additional convictions, attach another sheet of paper.

III. PHYSICAL DATA

Sex: _____
male or female

Race: _____
White, Black, Hispanic, Asian, Native American, etc.

Height: _____ Weight: _____ Hair Color _____

Eye Color: _____ Facial Hair: _____ Scars: _____

Tattoos: _____ Other Unique Features: _____

IV. RESIDENTIAL HISTORY

List residences for the last five years starting with your present address:

Address: _____ From: _____ To: _____
street city state zip

Address: _____ From: _____ To: _____
street city state zip

Address: _____ From: _____ To: _____
street city state zip

Address: _____ From: _____ To: _____
street city state zip

PRINT AND SIGN THIS FORM BEFORE SUBMITTING TO THE HIRING SUPERVISOR

INTERNATIONAL EMPLOYEES ONLY

Tax and Immigration Information and Map

Before you come to see Admin Services and within 3 working days, you must do the following as a condition of hire: Take the necessary documents to the HR Director's Office for employment eligibility and make an appointment to see Donna Hitchcock at PBS concerning your tax status. Obtain their signatures on this form and return to Admin Services . You should call first for a list of the appropriate documents required.

See map below to Building ARC, location #0

International Applicant's Name: _____

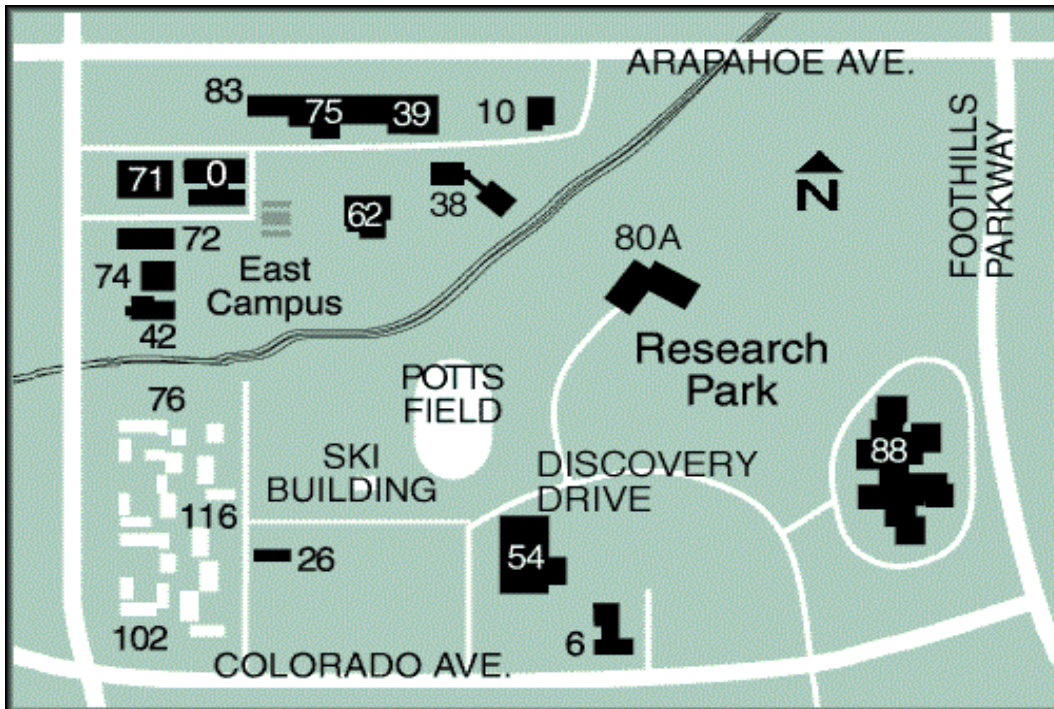
Administrative Research Center, 3100 Marine Street, Boulder, Colorado
 Donna Hitchcock, Payroll & Benefit Services, 6th Floor, 735-6500, option 0 for receptionist
 Human Resources Director's Office, 3rd Floor, 492-6893

 Donna Hitchcock verification signature

 Date

 Director's Office verification signature

 Date



- 0.** Administrative and Research Center (formerly RL-3)
- 6.** Center for Astrophysics and Space Astronomy
- 10.** Computing Center
- 26.** Family Housing Children's Center-Colorado Court
- 42.** Institute for Behavioral Genetics
- 54.** LASP Space Technology Center

- 71.** Research Laboratory No. 1
- 72.** Research Laboratory No. 2-WICHE
- 74.** Research Laboratory No. 4
- 75.** Research Laboratory No. 6
- 83.** Transportation Center