

HIRING SUPERVISOR: _____ **POSITION APPLYING FOR:** _____ **DATE:** _____

University of Colorado Public Safety Department- Hourly Application

(Police and Security, Parking and Transportation Services)

Complete, print & sign (if using Excel, use tab key to access all required fields) before submitting.

Submit the entire packet (4 pages) to the hiring supervisor.

Type or print in BLUE INK:

Current Date: _____

I. PERSONAL

INTERNATIONAL: How long have you been in the US? _____ Do you have a valid driver's license? _____

U.S. Citizen (write yes or no): _____ **If NO, read and complete the International packet.**

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 Employee: _____ Available # of hours per week: _____

Regular Student/Work Study/6-month Temp

Days and time you are available to work:

Days: _____ Times: _____

Are you interested in working Special Events on occasion (i.e. Football, Basketball, concerts)? _____

Yes/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: _____ Reason for leaving: _____

2. Employer: _____ Supervisor: _____ From: _____ To: _____

Address: _____ Hourly Pay: _____ Position: _____

City and State: _____ Duties: _____

Phone: _____ Reason for leaving: _____

3. Employer: _____ Supervisor: _____ From: _____ To: _____

Address: _____ Hourly Pay: _____ Position: _____

City and State: _____ Duties: _____

Phone: _____ Reason 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: _____

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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/ 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. University Rules & Regulations state an employee may not begin working until the background report has been done and received by the hiring supervisor.

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 blue ink to show original. 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	Date
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Signature of Supervisor	Printed Name of Supervisor	Title of Supervisor
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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 at Boulder 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, Divorced

Date of Marriage or Divorce

Last Name: _____

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

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

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

II. Criminal History (IF NO RECORD PUT (N/A) IN LARGE LETTERS ACROSS THIS SECTION)

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 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: _____

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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

Address: _____ From: _____ To: _____