
RELEASE AUTHORIZATION

Please read the following information carefully before signing.

I certify that all information provided in this application is true and complete. I understand misrepresentation or omission of facts called for during the application or selection process may disqualify me from further consideration and may be cause for dismissal.

I understand that the Town of Greybull may conduct a background investigation which may include information as to my character, reputation, personal characteristics and mode of living obtained from interviews with neighbors, friends, former employers, schools, and others. I understand I have a right to make a written request within a reasonable time for the disclosure of the name and address of any consumer reporting agency which may be utilized in the background investigation so I may obtain a complete disclosure of the nature and scope of the investigation.

I authorize the investigation of any or all statements contained in this application and also authorize any person, school, current employer (except as previously noted), past employers and organizations named in this application to provide relevant information and opinions that may be useful in making a hiring decision. I release such persons and organizations from any legal liability in making such statements.

I understand that if I am extended an offer of employment it may be conditioned upon my successfully passing a complete pre-employment physical examination. I consent to the release of any or all medical information as may be deemed necessary to judge my capability to do the work for which I am applying.

I understand that I may be required to successfully pass drug and alcohol screening examinations. I hereby consent to a pre- and/or post-employment drug and alcohol screens as a condition of employment, if required.

I have read, understand, and by my signature consent to these statements. I authorize investigation of all information contained in this application.

Applicant's Signature

Date

- APPLICATION IS NOT VALID WITHOUT APPLICANT'S ORIGINAL SIGNATURE

 - SUBMIT THE COMPLETED PERSONAL HISTORY STATEMENT WITH THE APPLICATION

 - APPLICANTS **MUST ATTACH** THE FOLLOWING DOCUMENTATION:
 - * Copy of Birth Certificate
 - * Copy of Current Valid Driver's License and 10 year driving record
 - * Copy of Social Security Card
 - * Copies of High School and Other Diplomas
 - * Copy of Military Records
 - * One Page Synopsis Outlining Your Reasons for Wanting to Be a Greybull Police Officer

Submit to:

Chief of Police
P.O. Box 271
Greybull, WY 82426
Phone 307-765-2308
Fax 307-765-2384

PERSONAL HISTORY STATEMENT APPLICANT INSTRUCTIONS

The information you provide in this personal history statement will be used in the investigation into your background to assist in determining your suitability for the position of the Greybull Police Department. Please complete the questionnaire completely and accurately. Completion of this form is mandatory for all applicants. The form must be received by the application deadline.

All information contained in the personal history statement is subject to verification. Deliberate inaccuracies or incomplete statements may bar or remove you from employment consideration. All time periods in your background must be accounted for.

It is to your advantage that you respond openly and completely. Any negative factors in your background will be evaluated in terms of the circumstances and facts surrounding its occurrence and its degree of relevance to the job. For example, being fired from a job or having an arrest record is not in and of itself grounds for disqualification. During the background investigation, the investigator will inquire into the facts surrounding such an occurrence. A complete evaluation will then be made of the relevance of these facts to the requirements of the job.

Deliberate omissions or deliberate misstatements and misrepresentations of required information are grounds for rejection. Failure to properly complete this document may also result in rejection of your application.

If a question does not apply to you, write n/a (not applicable) in the space provided for the answer. Do not leave any space blank. If you need more space to respond to a question, please use additional pages and identify the additional information by including the question.

All applicants are required to submit the following information with their application form and personal history statement:

- * **Copy of Birth Certificate**
- * **Copy of Current Valid Driver's License and 10 year Driving Record**
- * **Copy of Social Security Card**
- * **Copies of High School and Other Diplomas**
- * **Copy of Military Records**
- * **One Page Synopsis Outlining Your Reasons For Wanting to be a Greybull Police Officer**

Thank you for your interest in the Greybull Police Department. Submit all application information to:
Chief of Police
Town of Greybull
P.O. Box 271
24 South 5th Street
Greybull, Wyoming 82426

Spouse:		
Former Spouse:		
Former Spouse:		
Brother/Sister:		
Brother/Sister:		
Brother/Sister:		
Brother/Sister:		
Step-Mother:		
Step-Father:		
Step-Siblings:		

Please list other relatives with whom you have a close personal relationship (including children)

Name	Relationship	Current Address	Telephone Number

Please list all individuals with whom you have resided during the last ten years (do not include information prior to your 15th birthday). Exclude family members.

Name	Current Address	Telephone Number

Please list as references 3 individuals who have knowledge of you and your qualifications. Exclude relatives, former employers and friends.

Name	Current Address	Telephone Number

Please list 3 individuals who are social acquaintances (i.e., person whom you have seen frequently during the past year) and who have knowledge of your qualifications. Exclude relatives and former employees.

Name	Current Address	Telephone Number

EDUCATION:

The Peace Officers Standards and Training Commission requires a Peace Officer to possess a high school diploma or its equivalent.

_____ I possess a high school diploma.

_____ I passed the G.E.D. (General Education Development) test.

_____ I possess other equivalent. Explain _____

_____ I do not currently have a high school diploma or its equivalent, but will satisfy this requirement as follows:

Date _____ How? _____

Please indicate all schools you have attended, beginning with high school. During the background investigation, persons who have known you in a learning environment may be contacted and your school records may be reviewed.

School Name	Location (City, State)	Dates Attended	School Reference	Degree/Diploma

Were you ever expelled from any school? Yes _____ No _____

If yes, please explain (include school, date and circumstances). _____

Have you ever been placed on academic probation? Yes _____ No _____

If yes, please explain (school, dates and circumstances). _____

Please list clubs, sports, leadership positions, community activities, awards, commendations or items of special recognition.

RESIDENCES:

Individuals who have become acquainted with you by reason of your locations are often helpful in providing useful information for the background investigation.

Please list all of your residences during the last 10 years, not including information prior to your 15th birthday. Begin with the most current residence first.

Address of Residence	City, State, Zip Code	Dates Resided	If rental, name/address of rent collector

EXPERIENCE AND EMPLOYMENT:

Beginning with your most current employment, please list all jobs (including part-time, temporary and voluntary), you have held **since the age of eighteen**. Indicate the nature of the position (full-time, part-time or voluntary). If you have had intervening periods of military service or unemployment, please list those periods in sequence. Attach additional paper if necessary.

Employment Dates	Employer's Name, Address & Telephone Number	Position Held/ Supervisor's Name/Title	Rate of Pay	Reason for Leaving

Employment Dates	Employer's Name, Address & Telephone Number	Position Held/ Supervisor's Name/Title	Rate of Pay	Reason for Leaving

Have you ever quit a job rather than get fired? Yes _____ No _____

If yes, please explain in detail the circumstances surrounding your termination/request to leave or resignation in lieu of being fired. Please include allegations made against you, dates, names, address and phone number of your employer, supervisor's name and all of the facts. If you have been fired or requested to leave on more than one occasion, please list each incident separately (attach additional pages if necessary):

May we contact your present employer during the course of a background investigation? Yes _____ No _____

If no, when should such contact be made? _____

If you have had no prior employment, please explain. _____

MILITARY SERVICE:

Have you ever served in the armed forces, National Guard or military reserves? Yes _____ No _____

If yes, please provide the following information:

Branch of Service _____ Service # _____ Service Dates _____ to _____

Type of Discharge _____

Awards, Special Schools/Training (type and date) _____

Please list current and past draft classifications in chronological order beginning with the most current classification.

Are you currently a member of a U.S. Reserve or National or State Guard Organization? Yes _____ No _____

Branch of Service _____ Active _____ Inactive _____ Standby _____
 Grade & Service # _____ Organization/State/Unit & Location _____

Have you ever been the subject of any judicial or non-judicial disciplinary action while in the military, National Guard or military reserves? Yes _____ No _____

If yes, please give details, including branch of service, date, location and circumstances. _____

Past commanding officers or military acquaintances are potential sources of relevant information pertaining to your background. Please list three individuals who know you well enough to provide accurate information about you.

Name	Address	Telephone Number	Years Acquainted

FINANCIAL:

This section will be used to evaluate the behavior exhibited by you in meeting your financial obligations. Please be complete and accurate.

Please supply information about your charge accounts, contracts or other financial liabilities.

Name of Firm	Address	Telephone Number	Account Number

Have you ever filed for or declared bankruptcy? Yes _____ No _____

If yes, please give details, including date, location and circumstances. _____

Have any of your bills been turned over to a collection agency? Yes _____ No _____

If yes, please give details, including date, firms involved and circumstances. _____

Have you ever had items you purchased repossessed? Yes _____ No _____

If yes, please give details, including date, firms involved and circumstances. _____

Have your wages ever been garnished? Yes _____ No _____

If yes, please give details, including date, location and circumstances. _____

Have you ever been delinquent on income or other tax payments? Yes _____ No _____
If yes, please give details, including date, type of taxes and circumstances.

Has credit ever been denied to you or canceled on you? Yes _____ No _____
If yes, please give details.

LEGAL:

If you have ever been arrested or convicted for any crime (excluding traffic citations), please give the following information.

Approximate Date	Law Enforcement Agency	Circumstances

List all crimes (detected and undetected) that you have been involved in:

Have you ever taken any property/money from an employer or place of business? Yes _____ No _____

Have you ever been convicted of a crime other than misdemeanor traffic violations? Yes _____ No _____

Have you ever been placed on court probation as an adult? Yes _____ No _____

Have you ever been reported to a law enforcement agency as a missing person or a runaway? Yes _____ No _____

Are you now, or have you ever been, involved as a plaintiff or defendant in any civil court action? Yes _____ No _____

If you answered yes to any of the above five questions, please explain each incident in detail including the final outcome (list juvenile as well as adult occurrences. If more room is needed please attach additional pages.

MOTOR VEHICLE OPERATION:

Operation of a motor vehicle is an integral part of the position of Patrol Officer. An investigation of your driving history will be made through a records check. To expedite this procedure, please supply the following information.

Driver's License Number _____ State _____ Expiration Date _____

Name under which driver's license was granted _____

Do you have a valid driver's license in more than one state? Yes _____ No _____

If yes, please list states. _____

Please list other states where you have been licensed to operate a motor vehicle and the name under which the license was granted.

State _____ Name _____

State _____ Name _____

Have you ever been refused a driver's license by any state? Yes _____ No _____

If yes, please give details, including time, state and circumstances. _____

Have you, within the last three years, operated a motor vehicle without having the proper insurance? Yes _____ No _____

Wyoming law requires operators and owners of motor vehicles to be covered by automobile liability insurance. Therefore, please list the current liability insurance you have with your motor vehicle(s).

Company	Address	Policy Number

Please provide the name, address and telephone number of your local insuring agent _____

List all vehicles owned by you and your spouse:

Year	Make	Model	License Plate #	State of Issue	Month/Year

List all traffic citations and/or summons you have received since you began driving.

Nature of Violation	Issuing Agency	Approximate Date	Disposition (Fined, Not Guilty, Guilty)

Have you ever had your license placed on probation for receiving an excessive number of traffic violations? Yes _____ No _____

Have you ever been involved in an accident and then left the scene without identifying yourself? Yes _____ No _____

Have you ever been involved in an accident that you were required by law to report and didn't? Yes _____ No _____

If you have been involved in an accident that you were required by law to report and didn't, please provide the circumstances.

Did you submit it to your insurance? Yes _____ No _____

How many motor vehicle accidents have you been involved in as a driver? _____

Have you ever been involved in an accident when you were driving after you had been drinking any type of alcoholic beverage or ingested any controlled substance? Yes _____ No _____

Have you ever operated a motor vehicle while under the influence of an intoxicating beverage or controlled substance? Yes _____ No _____

Have you ever had a hearing for probation/suspension? Yes _____ No _____

Have you ever had your driver's license suspended? Yes _____ No _____

If yes, complete the table below.

Date of Suspension	Type of Suspension	Date Reinstated

Have you ever been placed as an assigned risk for vehicle insurance? Yes _____ No _____

Have you ever had your insurance revoked due to the number of traffic citations you received? Yes _____ No _____

Have you ever knowingly driven a motor vehicle after your driver's license was suspended or revoked? Yes _____ No _____

Has your license ever been suspended, revoked, or placed on negligent operator's probation? Yes _____ No _____

If you have been involved as a driver in a motor vehicle accident within the last 7 years, provide the following information.

Date	Location	Police Agency	Was a Police Investigation Conducted?	Was it an Injury or Non-Injury Accident?

If there is anything you would like to mention about your driving record, please use this space. _____

GENERAL INFORMATION:

Have you ever made an application for employment with this or any other law enforcement or law enforcement related agency?

Yes _____ No _____

Name of Agency	Date of Application	Status of Application: Pending, Rejected, Not Pursued, Etc.

Have you ever been de-certified as a Peace Officer or Detention Officer: Yes _____ No _____

If yes, please explain _____

Have you ever applied for a permit to carry a concealed weapon? Yes _____ No _____

If yes, please provide the following information:

Date	Law Enforcement Agency	Purpose

PERSONAL DECLARATIONS

Drug use covers all description terms used to describe the ingestion of any of the listed types into a person’s system. Example: experimental, tried, etc. Have you illegally sold, furnished, given away, bought, possessed, injected or used the following:

Drug	Yes	No	Activity*	Approx. Last Date	Form Used
Marijuana					
Hashish					
“Speed”					
Cocaine					
LSD					
STP					
PCP					
Peyote					
Mushrooms					
Quaaludes					
Tranquilizer					
Barbiturates					
Heroin					
Crank					
Any Designer Drug					

* Please indicate in this column whether you sold, furnished, bought, possessed, and/or used the substance indicated

Within the last three years, have you inhaled (paint, glue, etc.)? Yes _____ No _____ Date _____
 Describe your involvement, including the substance _____

Do others use illegal drugs in your presence? Yes _____ No _____ If yes, how often? _____
 When was the last time? _____

During the last year, have you used cough medicine or any other over-the-counter drug to get high? Yes _____ No _____
 If yes, please explain. _____

How have you prepared yourself to be an employee of the Town of Greybull?

Why is becoming an employee with the Greybull Police Department important to you?

If it should become necessary in the performance of your duties, could you use deadly force in defense of your life or the life of someone else? Yes _____ No _____

Please explain your position, regardless of your positive or negative answer. _____

Are there any incidents or circumstances in your life not included herein which may reflect upon your suitability to perform the duties which you may be called upon to perform? Yes _____ No _____
If yes, please explain.

I hereby certify that all statements made in this Personal History Statement are true and complete, and I understand that any misstatements of material facts will subject me to disqualification or dismissal.

Applicant's Signature in Full

Date

You must attach a one-page synopsis outlining my reasons for wanting to be a Greybull Police Officer as well as all other required documents and attachments.