

EL PASO COUNTY SECURITY DEPARTMENT

EMPLOYMENT INFORMATION AND APPLICATION FOR:

ACCESS CONTROL OFFICER

GENERAL INFORMATION:

1. MINIMUM REQUIREMENTS:

- * Be at least 21 years of age on the date of hire.
- * Be a high school graduate or have a state G.E.D. certificate.
- * Have the mental and physical ability to complete law enforcement training if required.
- * Have a valid Colorado drivers license on the date of hire.
- * Be in good physical condition and able to stand, walk, run, and climb stairs for extensive periods of time.
- * Have the ability to perform arrest control and self defense techniques when necessary.
- * Be able to work all hours of the day, all days of the week including weekends and holidays.
- * Be able to work overtime and to respond to schedule changes on short notice.
- * Be able to work rotating shifts.
- * Have stable employment history in job related fields.
- * Possess basic computer skills.
- * Be able to monitor CCTV equipment.
- * Be able to use magnetic and x-ray screening equipment.
- * Be able to perform all other essential functions of the job.
- * Attendance and punctuality are essential functions of this job.

2. Applicants who are considered best matched to the job after their application forms have been reviewed and verified, may be required to complete some or all of the following screening tools:

- * Oral Board Interview; Polygraph Examination.

3. Applicants who are given a conditional offer of employment must also take a medical fitness and color perception examinations which must be passed to the satisfaction of the County before actually being employed as security personnel.

4. Must satisfactorily complete a six (6) month probationary review period to the standard of the Security Department before being considered for regular full time employment.

INSTRUCTIONS FOR COMPLETING APPLICATION:

FOLLOW ALL INSTRUCTIONS

This application form must be complete and detailed in all respects. Failure to properly complete this application as detailed below may cause it to be rejected.

The following instructions are furnished to assist you in filling out this employment application. Read carefully.

All questions must be answered completely and accurately. If a question does not apply, enter N/A in the space provided. Falsification or failure to include information as directed will be grounds for immediate rejection or termination if already employed. Avoid errors by reading the directions carefully before making any entries on the form. Make sure that your information is correct and in proper sequence before you begin.

You are responsible for obtaining correct addresses and telephone numbers. If you are not sure of an address or telephone number, check it by personal verification. Your local library may have a directory service or copies of local telephone directories.

Whenever a report of an incident is required, be sure that you give all facts pertaining to it. Present the information in such a manner that any person unfamiliar with the situation will be provided with all the details and facts in the order in which they occurred. Include the dates and times the events took place and the names of persons and organizations involved. If there is not sufficient space on the form for you to include all the information required, it should be placed on the back of the page on which the question appears.

Remember, every item may be checked and verified. A careful, accurate and complete form will help to expedite your application. All answers, except where specified, are to be legibly typed **OR** printed in ink.

Attach a **copy** of the following documents to the application form prior to submitting:

- * High school diploma or G.E.D. certificate.
- * Member 4 page from form DD-214, if applicable.
- * College / University diploma, if applicable.

Be sure to sign where requested and to have the Personal Inquiry Waiver form notarized before submitting the application to the El Paso County Human Relations Department. **Submit application pages 3 through 7 and any appropriate attachments only.** When this application form is accepted by the El Paso County Human Relations Department it becomes the property of the County, including all attached documents, and will not be returned to the applicant for any reason.

**EL PASO COUNTY SECURITY DEPARTMENT EMPLOYMENT APPLICATION FOR:
ACCESS CONTROL OFFICER**

1. Last name _____ First name _____ MI _____

Your Social Security Number _____ - - - - - _____ - - - - - _____

Give other names you have been known to use and give reason _____

2. Are you at least 21 years of age? Yes _____ No _____

If hired, can you submit proof of age? Yes _____ No _____

3. Your present address _____

Your present home telephone number _____ Work number _____

4. Are you a citizen of the United States? Yes _____ No _____ If no, do you have the right to remain in the United States permanently? Yes _____ No _____

5. Can you perform the essential functions of this job? Yes _____ No _____

6. Have you ever applied with the El Paso County Security Department before? Yes _____ No _____

7. Do you have a valid Colorado drivers license? Yes _____ No _____ Number _____

8. Have you ever been discharged or asked to resign from any position or employment? Yes _____ No _____

If yes, give employer and explain in detail _____

9. List all addresses that you have lived at in the past eight years. Account for all time. Start with the most recent address. List date of residence, length of residence and name, address and telephone number of the land-lord.

10. Begin with your present or most recent job and list your work history for the past ten (10) years. When listing military service, give your rank, job title, type of discharge and the name and rank of your last supervisor. list all periods of unemployment and why.

Company _____ From _____ To _____

Address _____ Phone(_____) _____

Your job title _____ Supervisor _____

Reason for leaving _____

Company _____ From _____ To _____

Address _____ Phone(_____) _____

Your job title _____ Supervisor _____

Reason for leaving _____

Company _____ From _____ To _____

Address _____ Phone(_____) _____

Your job title _____ Supervisor _____

Reason for leaving _____

Company _____ From _____ To _____

Address _____ Phone(_____) _____

Your job title _____ Supervisor _____

Reason for leaving _____

Company _____ From _____ To _____

Address _____ Phone(_____) _____

Your job title _____ Supervisor _____

Reason for leaving _____

Company _____ From _____ To _____

Address _____ Phone(_____) _____

Your job title _____ Supervisor _____

Reason for leaving _____

11. List three (3) Colorado Springs residents who know you well enough to provide current and past information about you. **Do not** list relatives or former employers.

Name _____ Phone _____
Address _____
Years known _____ Relationship _____

Name _____ Phone _____
Address _____
Years known _____ Relationship _____

Name _____ Phone _____
Address _____
Years known _____ Relationship _____

12. List all high schools, colleges, universities, trade and business schools you have attended if pertinent to this job. Give dates of attendance.

If you attended college:

What was your major? _____

What degree(s) did you earn? _____

How many credits did you earn? _____

If you attended a civil law enforcement academy, when, where, and for what law enforcement agency?

List any other training or education you have had which might qualify you for this job:

13. Have you ever been **convicted** of a felony or misdemeanor, including military courts martial?
(Omit traffic offenses)

Yes _____ No _____ If yes, explain giving crimes, dates, times, locations and arresting agencies:

14. Have you every been the focus of an internal investigation by prior employers?

Yes _____ No _____ If yes, explain giving charges, dates, times, locations and investigating agencies:

15. Describe your **illegal** drug use: _____

16. Can you work any schedule including nights, weekends, holidays, rotating shifts or overtime required of you by this job? Yes _____ No _____

17. By El Paso County policy, a probationary employee cannot transfer to another County department while completing the probationary period. Do you understand this rule and do you agree to abide by it?

Yes _____ No _____ Signature _____ Date _____

18. In your own handwriting, please tell us about yourself. When you are finished, place your signature below you comments. Use other side if necessary.

I authorize El Paso County to obtain information concerning me from previous employers, education officials and references. I certify that all information given on this application is correct to the best of my knowledge. I understand that any willful omissions, falsifications, or misrepresentations may constitute grounds for termination.

Signature _____ Date _____



EL PASO COUNTY SECURITY DEPARTMENT

DONALD D. JOHNSON, CPP -- DIRECTOR OF SECURITY AND PARKING OPERATIONS

Background Check Personal Inquiry Waiver

To Whom It May Concern:

I respectfully request and authorize you to furnish to the El Paso County Security Department copies (if requested) of any and all information that you may have concerning me, my work record, training records, conviction records and my financial and credit status if applicable. You may include any information of a confidential nature including my performance ratings, disciplinary actions including the results of internal investigations about me and commendations or awards I received while employed or associated with you. This information is to be used to determine my qualifications and suitability for the position that I am seeking as a County government security officer.

I hereby release you and all of your duly authorized agents from any liability or damage which may result from furnishing the information requested above.

Applicant's Signature

Date

PLACE NOTARY SEAL IN THIS BOX

NOTE: A photocopy of this signed and notarized release shall be, for all intents and purposes, as valid as the original. You may retain this form for your records.