Wheatland Police Department

Randy Chesser Chief of Police



Online Employment Application Packet

951 Water Street Wheatland, WY 82201 (307) 322-2141

Application Instruction Sheet

The Wheatland Police Department requires <u>you personally</u> complete the application for employment. Please note that your ability to complete this form in an accurate fashion is a part of the background investigation process. It is <u>your responsibility</u> to make sure you have read and understood each question, and have answered truthfully and completely.

The Wheatland Police Department uses this form, among others, to determine your legal qualifications for the position for which you are applying. In addition, the Wheatland Police Department has an obligation to itself and to the citizens of its service area to ensure that persons not qualified for this position will be excluded lawfully from further consideration.

Please complete this form online and print the entire application. Make sure you have signed the required areas of the application prior to mailing. **Incomplete applications will not be considered.** A personal resume will not be accepted as a sole application for employment, but may be included with a completed application.

Please be as specific as possible in your answers. Also remember that there is no such thing as a perfect person or perfect candidate. As your prospective employer, we are not looking for perfection; rather, we want an open and honest opportunity to evaluate your qualifications fairly for this position.

<u>You are responsible</u> for the accuracy of information on this form. It is your responsibility to make certain that the information is complete and correct. **Please note that deliberate omissions on this form will result in your application being rejected, regardless of the nature or reason for the omissions. Read questions thoroughly prior to answering.**

Illegal Drugs

When responding to questions about prior use of illegal drugs, you need to identify the drug or controlled substance, when first used, last used, and number of uses. **Do not** furnish any identifying information about controlled substances that are or were lawfully prescribed to you, unless arrested for driving under the influence of that prescribed drug. You may be required to take a drug test prior to employment.

Remember the legal term "possession" includes any use whatsoever. Possession includes using, experimenting, trying, ingesting, smoking, injecting, or under the influence of any illegal drug. It also includes drugs in the possession of your clothing or car, even if not "used" on that occasion. Possession specifically includes substances thought to be illegal when you possessed them, even if subsequently they turned out to be harmless.

Legal Questions

All Wheatland Police Department applicants are required to disclose their prior involvement of illegal acts. You are required to disclose all acts you have **committed** even if never caught, arrested, or prosecuted. In some cases, your responses may be subject to verification by polygraph examination. Inconsistent statements made in this document and during your polygraph undoubtedly will result in disqualification.

You are required to answer questions about misdemeanors and felonies you may have committed at any time in your life. With respect to the questions about legal processes initiated against you (detentions, arrests, plea bargains, diversions and/or convictions), you may have a legal right to answer "No" to certain questions. You should consult with your attorney if you feel you may be legally entitled to deny these processes under law.

Application Checklist

Applic	ants for Wheatland Police Department must complete this application package in its entirety.
Name	of Applicant
	be sure you have attached all of the following with your application upon submission to the department.
1.	Social Security Card Facsimile
2.	Valid Driver's License Facsimile
3.	Birth Certificate Copy
4.	Proof of American Citizenship (if applicable)
5.	DD 214 (if prior military service)
6.	Certificates of Achievement (optional and may pertain to education, public service, military, employment, etc.)
7.	Transcripts (have college or university sent directly to)***:
	Wheatland Police Department 951 Water Street Wheatland, WY 82201

- 8. Copies of Diplomas (high school and post secondary education)
- 9. Verification Documents of any Marriages/ Divorces

^{***} Note: The applicant may wait until he/she successfully passes the initial screening process before ordering transcripts.

Application For Employment

PERSONAL

The following information is requested of you for verification and contact purposes:

1. Nan	ne:									
Last			First Midd		dle					
Other Nar	mes (include	e nickna	ames a	ind oth	ner kr	nown names	s):			
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Z. F		tne au	aress	at wn	iich y	ou may be	e contacted: City		State	Zip Code
3. F	Please list	all of v	our te	lenho	ne n	umbers be	alow:			
	Work	all Ol y	our te	_	Cell	unibers be	Home			Other
4. [Date of Bir	th		5	Vou n	nust be a U.S	citizen or	6.	Place o	of Rirth
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	· .	.,				ed for citizen de this docur	nship. Can you mentation?			
Month	Date	Year						Count	y:	
						□Yes	□ No	City:		
7. Social	Security N	lumbei	r				(In accordance with the	 Federal Pr	ivacy Act of	1974, disclosure is
			•				voluntary. The SSN will I that proper records are			on purposes to ensure
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RELATIVES, REFERENCES, & ACQUAINTANCES

During the course of the background investigation, persons who know you will be asked to comment upon your suitability for the position. Inquires will be confined to job relevant matters.

9. Please supply the appropriate information in the spaces provided below. If category is no applicable write "n/a".				
Name	Complete address where person can be contacted. Include city, State, and Zip Code.	Telephone		
Father				
Mother				
Father-in-Law				
Mother-in-Law				
Spouse/Fiancé		Telephone		
		Date Married		
Former Spouse/Fiancées		Telephone		
		Date Divorced		
		Telephone		
		Date Divorced		
Brother(s)/Sister(s)		Telephone	Age	
Stepfather				
Stepmother				
Stepbrother(s)/Stepsister(s)			Age	
			Age	
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			Age	
			-	
			Age	
			Age	
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Other ADULT relatives with v	vhom you have a close personal relationship:	
Full name/Relationship	Complete address where person can be contacted. Include city, state, and Zip Code.	Telephone
	ndividuals with whom you have resided during th	e past 10 years (do not
list anything prior to your 15	th birthday). Exclude family members.	
	erences three-five individuals who have knowledg ives, former employers, and friends.	e of you and your
	ividuals who are social acquaintances (i.e. person ear) and have knowledge of your qualifications.	whom you have seen
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EDUCATION

13. The Wheatland Police Department requires that employees possess a high school diploma or its equivalent. Please indicate your current situation with regard to this requirement.						
☐ I posses other equiva	General Educational Developi llent. Explain eve a high school diploma or it		, but I plan t	to satisfy this requirement		
When:		_				
How:						
	I possess a two year college d		-	n four year college degree		
15. Please indicate be	low all the schools you have	attended, be	eginning wit	th high school. During the		
	ion, persons who have know	•	•			
A review of your school Name of School	ol records may be made in co	njunction w Start Date	ith those co	ontacts. School Reference		
Name of School	City and State	mm/yyyy	Mm/yyyy	(Teacher/Counselor)		
16. Have you ever been If yes, please explain	16. Have you ever been suspended or expelled from any school attended? ☐ Yes ☐ No If yes, please explain					

17. Check any of the fol for this position:	llowing pr	ofessional cert	ificates you p	ossess tha	at rela	ate to your qualifications
☐ Reserve Academy	☐ Basic I	Police Academy	□Detention	☐ Firefig	hter	☐ EMT/Paramedic
List any other professional cer	rtificates you	may hold:				
18. Other than English,	do you sp	eak/understar	nd any additio	nal langu	ages 1	fluently? ☐ Yes ☐ No
If yes, please list:						
RESIDENCES	- In a second				4:4	
	ful inform	ation for the b	ackground in	vestigatio	n. Ple	fferent locations are often ease list below all of your haday). Begin with your
Address of Residence	C	ity, State, Zip	To	Pates From	If re	ented, give name and address of
			.,			person collecting rent
20. Below, list neighbor	rs with res	-	Address you I	isted:		Telephone

21. Have you ever bee ☐ Yes ☐ No If yes, please explain		ge deposit by any landlord?
EXPERIENCES & EMPLO	<u>DYMENT</u>	
most current employer each and every job you	history is a critical part of your backgroun r, please list <u>all jobs</u> you have held in the p n have held, whether full time, part time, o military service or unemployment, please	ast <u>10 years</u> . You must account for or voluntary. <i>If you have had</i>
Dates of Employment	Name & Address of Employer	Name of Supervisor
From To		
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☐ Contract	Title and Duties:	
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Dates of Employment	Name & Address of Employer	Name of Supervisor
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Contract	Title and Duties:	
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23. If you have not had p	orior employment, please explain:
requested resignations,	involuntary terminated from a job (including layoffs, firings, forced or or probationary release)? ☐ Yes ☐ No
ir yes, piease give details ((Do Not list any separation which resulted from a medical inability):
•	a successful or unsuccessful candidate for another position requiring peace ☐ No If yes, please explain (include when, name of agency, circumstances):
substances that may have	work, have you ever consumed alcohol or illegally ingested any controlled ve violated company rules and/or polices/regulations set by your employer? If yes, please explain:
27. Have you ever engage If yes, please explain:	ged in any sexual activity on-duty or while at work? Yes No
•	any extended absences from work other than earned vacations? s, explain (include when, name of employer, why):
	ver investigated you or your work performance as a result of a complaint from subordinate, or member of the general public? Yes No No No
Date:	Nature of Complaint:
Date:	Nature of Complaint:
Date:	Nature of Complaint:
Were any of the compla If yes, what discipline did you	ints against you sustained? ☐ Yes ☐ No receive:

31. List other persons employed in	law enforcement who may be fam	niliar enough with you as to offer
an opinion on your suitability in law	-	-
employees you may know below:		
Name	Agency	Telephone
MILITARY SERVICE		
32. Have you ever served in the arm If yes, please supply the following in		tary reserves? ☐ Yes ☐ No
Branch of Service	Service Number	
Dates of Service/	to/	
Type of discharge	Rank at discharge	
Were you ever reduced in rank? If Yes, explain reason:	Yes □ No	
Highest rank held	Unit last assign	ned
33. Please list current and past draf	t classifications in chronological o	order:
or rease list current and past aran	e classifications in ciri onological o	
34. Are you <u>currently</u> participating i	n any military reserve or National	I Guard program? ☐ Yes ☐ No
35. Have you ever been the subject		ciplinary action while in the
	reserves? ☐ Yes ☐ No	
military, national guard, or military		
nilitary, national guard, or military f yes, give details (include branch of ser		

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provide accurate informati Name	Address		Telephone	From	То
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NANCIAL					
IVAIVCIAL					
7. The management of pe	rsonal finances is releva	ant to an indiv	idual's qualifica	tions for the	positio
ease fill in the financial st					
debtedness in itself will r		g you qualifica	itions, but the k	ehavior exhi	bited in
eeting your financial obli	gations.				
Current Monthly Income			Current Monthly	Expenditures	
la nabla la Callana		N4 + / 5			
Ionthly Salary		Mortgage/ F	ayments	•	
pouse's Salary		'	ayments		
,		Rent			

,	, ,
Monthly Salary	Mortgage/ Property Payments
Spouse's Salary	1 dyments
Any other Income	
	Other Monthly Payments (Car Payments, Credit Cards, any other loans)
Total Monthly Income	Estimated costs of living expenses (Groceries, Utilities, Entertainment, Insurance, Gasoline etc.)
	Total Monthly Expenditures

Current As	sets		Current Liabilities
Savings		Mortgage	
Checking		Long Term Loans	
Property		Credit Cards	
Stocks/Bonds		Car Loans	
Life Insurance (Cash Value)		Other Liabilities	
Autos			
Other Assets			
		Total Liabilities	
Total Assets			
financial liabilities:			e accounts, contracts, or other
Name of Company	Ado	dress	Account Number
39. Have you ever filed for o	or declared bankruptcy	? ☐ Yes ☐ No	
If yes, please explain (include w			
İ			

40. Have any of your bills ever been turned over to a collection agency? ☐ Yes ☐ No If yes, please explain (include when, firms involved, circumstances):
41. Have you ever had and purchased goods repossessed? ☐ Yes ☐ No
41. Have you ever had and purchased goods repossessed? ☐ Yes ☐ No If yes, please explain (include when, where and why):
42. Have your wages ever been garnished? ☐ Yes ☐ No If yes, please explain (include when, where and why):
43. Have ever been or are now delinquent on any court ordered payment(s)? (i.e. child support, alimony, liens, etc.) ☐ Yes ☐ No If yes, please explain:
44. Please list any other financial situations or circumstances that you feel may need to be explained before a background investigation is completed:
45. Have you ever been delinquent on income or any other tax payments?

Your involvement in any civil and criminal proceedings may have a direct bearing on your legal eligibility to hold a position with the Wheatland Police Department. However, some arrests or even convictions may not automatically disqualify you from further consideration for a position. Furnish the following information indicated. All applicants shall note that misdemeanor criminal records that have been expunged or sealed by a court need not be reported. However, all felony convictions, expunged, pardoned, or sealed, must be reported as well as withheld convictions.

46. Have you ever been arrested.	detained for investigation, or cited	by any law enforcement agency		
wither as a juvenile or as an adult	_	, <u>,</u>		
If yes, please fill in the information below **DO NOT INCLUDE TRAFFIC INFRACTIONS IN THIS CATEGORY				
Approximate Date	Police Agency	Circumstance		
47. Have you ever been convicted	of or pled guilty to any criminal off	fense, including military court		
martial? ☐ Yes ☐ No				
If yes, please explain (include nature o	of offense, arresting agency, date of con	viction, sentence):		
48. Have you ever been placed on	court ordered probation as an adu	It? □ Yes □ No		
If yes, please explain (include when, w		iii. — I res — I no		
, , , , , , , , , , , , , , , , , ,	,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,			
49. Were you ever required to app	pear before a juvenile court for an a	act that would have been a crime		
•	es 🗖 No			
If yes, please give details (include whe	n, where, why):			

50. Have you ever been reported to a law enforcement agency as a missing person or runaway? ☐ Yes ☐ No If yes, please give details:					
from your employment, divorce action	51. Have you ever been sued in court or ever sued anyone else in court? (This includes incidents arising from your employment, divorce actions, small claims, or other suits. Do not list the nature of this case if it involved worker's compensation or disability claims): ☐ Yes ☐ No				
52. Have you ever settled any civi	I suits out of court in which you, ve	our insurance company, or anyone			
	I to make a cash payment to the of				
-	ct of any federal or state civil right	s investigation? ☐ Yes ☐ No			
If yes, please give details:					
☐ Yes ☐ No If yes, please giv					
	e, are you currently under investig				
agency concerning any alleged vic	plation of criminal law? Yes	□ No			
If yes, please give details:					
56. Check all of the misdemeanor	rs that you have ever committed, v	vhether detected or not.			
☐ Hunting/Fishing without a license	☐ Harassing Phone Calls	☐ Possession controlled substance			
☐ Poaching	☐ Impersonation of a police officer	☐ Concealed weapon with no permit			
☐ Indecent exposure	☐ Disorderly conduct	☐ Illegal gambling			
☐ Soliciting a prostitute☐ Trespassing	☐ Prostitution☐ Resisting arrest	☐ Assault/Battery ☐ Driving impaired (DUI)			
☐ Possessing false identification	☐ Hit and Run (no injuries)	☐ Domestic Battery			
☐ Petty theft/shoplifting	☐ Joyriding	☐ Possession of stolen property			
☐ Brandishing a weapon	☐ Vandalism				
Explain any checked above:		,			

57. Check any <i>felonies</i> you have e	57. Check any felonies you have ever committed, whether detected or not.				
☐ Murder	□ DUI	☐ Grand Theft			
☐ Rape	☐ Burglary	☐ Aggravated Assault			
☐ Embezzlement	☐ Child Abuse	☐ Domestic Violence			
☐ Arson	☐ Auto Theft	☐ Hit & Run (Injuries)			
☐ Robbery	☐ Forgery	☐ Possession of stolen property			
☐ Other Sexual Assault	☐ Cultivation/Manufacture/Possess				
	Controlled substance				
Explain any checked above:					
58. Have you ever been required If yes, provide location and dates:	to register as a sex offender? □ \	∕es □ No			
59. Have you ever struck someone If yes, please explain:	e in anger? □ Yes □ No				
If yes, please explain:	t with and child/family service age	ncies? □ Yes □ No			
MOTOR VEHICLE OPERATION					
-	n integral poart of this position. An cords check. To expedite this proce				
61. Driver's License Number	State	Expiration Date			
62. Please list below all states or o	countries you have been licensed to	o operate a motor vehicle:			
State/Country	State/Country	State/Country			
Name under which license was granted	Name under which license was granted	Name under which license was granted			
63. Have you ever been refused a If yes, please explain (include when, w	driver's license by any state/count here, why):	try? 🗆 Yes 🗆 No			

64. Have your driving ☐ Yes ☐ No If yes	privileges ever been revoked for late, please explain:	or non-payment of child s	support?
65. Have you ever ope	rated a motor vehicle while <u>YOU</u> bel	ieved vou were under the	influence of
alcohol and/or drugs?	☐ Yes ☐ No If yes, please explain	n:	
	uires that operators and owners off r erefore, please list the current liabilit		-
Company	Address	Policy Number	Expiration Date
If yes, please explain:	ile insurance ever been cancelled or o		act Tugore
Violation	Location	Approximate Date	Fine/Sentence

69. Have you ever been charged with failure to appear or pay as a result of a citation you have				
received? ☐ Yes ☐ No If yes, please explain:				
70. Do you co	urrently have any vehicle reg	gistered in Wyoming?	☐ Yes ☐ No	
71. Have you ☐ Yes	 been involved as a driver in □ No If yes, complete the fo 		nt within the last seve	n years?
Date	Location	Police Agency	Police Investigated	Injury
			☐ Yes ☐ No	☐ Yes ☐ No
			☐ Yes ☐ No	☐ Yes ☐ No
			☐ Yes ☐ No	☐ Yes ☐ No
			☐ Yes ☐ No	☐ Yes ☐ No
			☐ Yes ☐ No	☐ Yes ☐ No
			☐ Yes ☐ No	☐ Yes ☐ No
			☐ Yes ☐ No	☐ Yes ☐ No
_	driver's license ever been re	evoked, cancelled, or sus	pended? Yes	□ No
If yes, plea	se explain:			
	driver's license ever been su	uspended for failure to a	ppear for a scheduled	d court date?
∐ Yes L	☐ No If yes, please explain:			
74. Have you ever been refused insurance for any reason other than failure to pay a premium?				
☐ Yes ☐ No If yes, please explain (include company name, date, reason):				

GENERAL TOPICS				
The following questions are general topics related to other issues that have not been addressed				
specifically anywhere else in the application.				
76. Have you ever applied for a permit to carry a concealed weapon? ☐ Yes ☐ No				
If yes, please provide the following information:				
Permit Granted ☐ Yes ☐ No Date:				
Permit Granted				
Name of law enforcement agency:				
Purpose:				
Purpose:				
Purpose:				
77. Have you ever called in sick when in actuality you were not sick or caring for a family member who was sick? Yes No If Yes, please explain: 78. Have you ever been implicated in the sexual harassment of any co-worker, subordinate, or				
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77. Have you ever called in sick when in actuality you were not sick or caring for a family member who was sick? Yes No If Yes, please explain: 78. Have you ever been implicated in the sexual harassment of any co-worker, subordinate, or				

79. Has an employer of yours ever been sued as a result of your conduct or duties (this includes vehicle collisions of an employer's vehicle, persons injured or killed as a result of your duties, false					
arrest claims, excessive use of force, etc.)? \(\square\) Yes \(\square\) No If Yes, please explain:					
The st claims, excessive use of force, etc.): In test in the st, please explain.					
80. Have you ever used, tried, e	xperimented, posse	ssed or in any way	introduced to you	r body any	
illegal controlled substance, dru	•				
☐ Yes ☐ No If Yes, please		7.	,		
Drug		Date of 1st Use	Date of Last Use	Used Once	
Marijuana	☐ Yes ☐ No				
Hashish, Hashish Oil	☐ Yes ☐ No				
Cocaine	☐ Yes ☐ No				
Crack, Rock, Ice	☐ Yes ☐ No				
Barbiturates, Hypnotics, Downers	☐ Yes ☐ No				
Amphetamines, Cross tops,				П	
Whites, Bennies, Uppers	☐ Yes ☐ No				
Methamphetamine, Speed, Crank	☐ Yes ☐ No				
LSD, Peyote, Mushrooms	☐ Yes ☐ No				
PCP, Angel Dust	☐ Yes ☐ No				
Heroine, Opiates	☐ Yes ☐ No				
Steroids	☐ Yes ☐ No				
Pharmaceuticals not prescribed	☐ Yes ☐ No				
QUESTIONAIRE					
Is there any other illegal drug, narcotic, or controlled substance not listed above you have introduced into				☐ Yes ☐ No	
your body?					
Have you ever introduced a substance into your body which you believed to be illegal and found it was not?				☐ Yes ☐ No	
Have you ever injected an illegal drug into your body?				☐ Yes ☐ No	
Have you ever purchased any drug, narcotic or controlled substance other than by a doctor's prescription?				☐ Yes ☐ No	
Have you ever sold any illegal drug?				☐ Yes ☐ No	
Have you ever participated in manufacturing, cultivation, or production of any illegal drug, narcotic, or					
controlled substance? Have you ever acted as a courier by transporting any illegal drug, narcotic or controlled substance?					
Have you ever acted as a "middle man", "go-between", or done a "favor" for a friend by becoming involved				☐ Yes ☐ No	
in any illegal drug transaction?					
Have you ever told anyone where to buy illegal drugs?				☐ Yes ☐ No	
Have you ever temporarily stored or "held" any illegal drug, narcotic or controlled substance?				☐ Yes ☐ No	
Have you ever had illegal drugs in your possession while at work?				☐ Yes ☐ No	
Have you ever bought or sold any illegal drug at work?				☐ Yes ☐ No	
Are any illegal drugs presently in your home or car?				☐ Yes ☐ No	
Have you ever purchased, shared, or sold any drug or narcotic paraphernalia?				☐ Yes ☐ No	

81. Are you now, or have you ever been, a member of any foreign or domestic organization, association, movement, or group of persons that is or was totalitarian, fascist, communist, or subversive in nature or which has adopted or expressed a policy of advocating or approving the commission of acts of force or violence as a means to deny other persons their rights under the Constitution of the United States, or which seeks to alter the form of government of the United States by unconstitutional means? Yes No If Yes, please explain:
82. Do you have anything in your background that may disqualify you from becoming an employee of
the Wheatland Police Department? ☐ Yes ☐ No If Yes, please explain:
83. Is there anything we have not discussed which <u>YOU</u> believe would have effect on your background
investigation?

	n into your suitability for employment with the In complete detail anything else you feel is important
for your background investigator to know:	
employment are true to the best of my knowled understand that deliberate errors or misstateme	
offers and may result in my termination at a late	r date if I am hired.
Signature in Full	Date