

**Fort Collins Police Services  
Forensic Services Manager  
Application Instructions**

Dear Forensic Services Manager Applicant:

This cover letter contains instructions and information regarding the application and hiring procedures for the position of Forensic Services Manager.

Please read this instruction sheet carefully and keep it for your reference as **any omission or error** on your part in the submittal of the application packet and subsequent testing **may be grounds for dismissal** from the selection process or from employment. This packet contains the following material:

- Application instructions
- City of Fort Collins job application
- Personal History Statement
- Notarized Release/Waiver
- Forensic Services Manager Position Announcement

Please contact Human Resources Department at (970) 221-6535 should your packet not contain these materials.

**APPLICATION PROCESS:**

Please complete all information on the application and personal history statement. Applications may be rejected if partial or incomplete packets are returned. Application materials will be accepted at the Human Resources Department, P.O. Box 580, 215 N. Mason, Fort Collins, CO 80522 from Monday, June 14, 2004 through Friday, July 2, 2004 at 5:00 p.m. Applications mailed to the Human Resources Department must be postmarked no later than Friday, July 2, 2004.

**\*The application, personal history statement and notarized release/waiver must be submitted together and postmarked by the deadline date.**

**SELECTION PROCESS:**

Applications will be screened for minimum qualifications. **Candidates who meet the minimum qualifications will be notified and given further instructions regarding the selection process.**

Oral Interviews will be held January 3 – 7, 2005 for candidates who meet minimum qualifications.

## **HIRING PROCESS:**

The hiring process will include the steps listed below. All candidates will be notified following completion of each phase of the process about whether they have been selected to continue in the process.

- Applications received and screened. Candidates who meet the minimum standards will be notified.
- Oral Board Interview: Panel interview to evaluate qualifications and technical skills.
- CVSA Integrity Interview: Voice Stress Analysis and integrity interview
- Background Check: Complete background check, including criminal history
- Final Interview: Panel interview with Staff members to evaluate qualifications
- Post job-offer physical, drug screen and psychological exam.

# FORT COLLINS POLICE SERVICES

## Civilian Personal History Statement

All applicants are required to answer the following questions to be considered for employment. ***All statements are subject to verification. Inaccurate statements or omissions may disqualify you from further participation in the hiring process.***

**Note:** You must be 18 years old by the closing date for this position.

Name: \_\_\_\_\_ SSN: \_\_\_\_\_

***\*\*\*If you answer "YES" to any of the questions 1-13, please attach a separate piece of paper and provide explanations, including specific dates, times, locations and any other relevant information. For drug-related questions, in addition to the above information, list specific drugs used, dates of use, frequency of use and circumstances.\*\*\****

- |   | <u>YES</u>               | <u>NO</u>                |
|---|--------------------------|--------------------------|
| 1. Have you ever been arrested or convicted of a felony?  | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. Have you ever been arrested or convicted of a misdemeanor or petty offense?                                | <input type="checkbox"/> | <input type="checkbox"/> |
| 4. Have you ever grown, sold or used marijuana?   | <input type="checkbox"/> | <input type="checkbox"/> |
| 5. Have you used illegal steroids since 01/01/94?   | <input type="checkbox"/> | <input type="checkbox"/> |
| 6. Have you ever sold or used other illegal drugs?  | <input type="checkbox"/> | <input type="checkbox"/> |
| 7. Have you ever taken prescription drugs other than as prescribed for you by a physician?                    | <input type="checkbox"/> | <input type="checkbox"/> |
| 8. Have you ever been arrested for driving under the influence or driving while impaired by drugs or alcohol? | <input type="checkbox"/> | <input type="checkbox"/> |
| 9. Have you ever participated in criminal activity and not been caught?                                       | <input type="checkbox"/> | <input type="checkbox"/> |

Please turn page over ?

- |   | <u>YES</u>               | <u>NO</u>                |
|---|--------------------------|--------------------------|
| 10. Have you ever driven under the influence of drugs or alcohol and not been caught? | <input type="checkbox"/> | <input type="checkbox"/> |
| 11. Have you ever received a traffic ticket other than parking?                       | <input type="checkbox"/> | <input type="checkbox"/> |
| 12. Have you been involved in a motor vehicle accident in the past five years?        | <input type="checkbox"/> | <input type="checkbox"/> |
| 13. Has your driver's license ever been suspended, revoked or denied?                 | <input type="checkbox"/> | <input type="checkbox"/> |

### CERTIFICATION

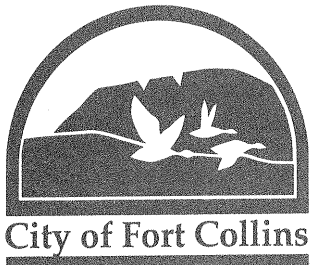
I hereby certify that all statements made in this application are true and complete. I understand that any false answers, statements or misrepresentations by omission made by me as part of my application will be sufficient for rejection of my application or for my immediate discharge should one be discovered after I am employed.

I acknowledge that I have read and understand the preceding statement.

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Signature

Date



FORT COLLINS POLICE SERVICES  
RELEASE AND WAIVER

**\*\*THIS FORM MUST BE COMPLETED AND RETURNED WITH YOUR APPLICATION\*\***

To Whom It May Concern:

I hereby authorize any representative of Fort Collins Police Services bearing this release, or a copy of it, within one year of its date, to obtain any information in your files pertaining to my employment, personnel records, criminal history records, military records and credit or educational records. This includes, but is not limited to, academic achievement, attendance, personal history, performance report, background investigations, polygraph examination results, any and all internal affairs investigations and disciplinary record. This also includes reference information, whether written or verbal, from any current or past employers and educational institutions.

I hereby direct you to release this information upon request of the bearer. This release is executed with full knowledge and understanding that the information is for the official use of Fort Collins Police Services. Consent is granted for Fort Collins Police Services to furnish the information described above to third parties in the course of fulfilling its official responsibilities. I further understand that I waive any right or opportunity to read or review any background investigation report prepared by Fort Collins Police Services.

I hereby release you as custodian of such records, and any educational institution, credit bureau, lending institution, consumer reporting agency, business establishment or public entity including its officers, agents, employees or related personnel both individually and collectively, from any and all liability for damage of whatever kind, which may at any time result to me, my heirs, family or associates because of compliance with this authorization and request to release information, or any attempt to comply with it. (Colorado Revised Statute 8-2-114 provides immunity from civil liability for employers disclosing information under the provisions outlined in the statute.)

Should there be any questions as to the validity of this release, you may contact me as indicated below.

Full Name \_\_\_\_\_

Current Address \_\_\_\_\_

Home Phone \_\_\_\_\_ Work Phone \_\_\_\_\_

Date of Birth \_\_\_\_\_ Social Security Number \_\_\_\_\_

Applicant Signature \_\_\_\_\_ Date \_\_\_\_\_

Signed under oath before me on \_\_\_\_\_

\_\_\_\_\_ Notary Public

My commission expires \_\_\_\_\_