

# POLICE OFFICER APPLICANT DOCUMENT CHECKLIST

APPLICANTS NAME: \_\_\_\_\_

POSITION APPLIED FOR: \_\_\_\_\_

Are you currently P.O.S.T. Certified for this position in Wyoming  YES  NO

If not certified in Wyoming, are you certified in any other State \_\_\_\_\_

Are you at least 21 Years of Age  YES  NO

Do you currently hold a Valid Driver License  YES  NO  
Number: \_\_\_\_\_ State: \_\_\_\_\_

Copy of Birth Certificate Provided  YES  NO

High School Transcripts Provided (Or GED)  YES  NO

College Transcripts Provided (If Applicable)  YES  NO

Selective Service Registration Provided (If Applicable)  YES  NO

Application Filled Out  YES  NO

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**DO NOT WRITE BELOW THIS LINE / FOR OFFICIAL USE ONLY**

Written Test Completed  YES  NO  
 PASSED  FAILED

Physical Fitness Test Passed  YES  NO  
 PASSED  FAILED

Oral Board Completed  YES  NO

Background Check Completed  YES  NO  
 PASSED  FAILED

Psychological Evaluation Completed  YES  NO  
 PASSED  FAILED

Medical Evaluation Completed  YES  NO  
 PASSED  FAILED



**The Town of Afton**

416 Washington St.  
 P.O. Box 310  
 Afton, WY 83110  
 (307) 885-9831

**APPLICATION FOR EMPLOYMENT**

We consider applicants for all positions without regard to race, color, religion, creed, gender, national origin, age, disability, marital or veteran status, or any other legally protected status.

**Applicant Information**

Full Name: \_\_\_\_\_ Date: \_\_\_\_\_  
Last First M.I.

Address: \_\_\_\_\_  
Street Address Apartment/Unit #  
 \_\_\_\_\_  
City State ZIP Code

Phone: \_\_\_\_\_ Email \_\_\_\_\_

Date Available: \_\_\_\_\_ Desired Salary: \$ \_\_\_\_\_

Position Applied for: \_\_\_\_\_

Are you a citizen of the United States? YES  NO  If no, are you authorized to work in the U.S.? YES  NO

Have you ever worked for this company? YES  NO  If yes, when? \_\_\_\_\_

Are you currently employed? YES  NO

May we contact your present employer? YES  NO

**Education**

High School: \_\_\_\_\_ Address: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Did you graduate? YES  NO  Diploma: \_\_\_\_\_

College: \_\_\_\_\_ Address: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Did you graduate? YES  NO  Degree: \_\_\_\_\_

\_\_\_\_\_   \_\_\_\_\_  
Other: \_\_\_\_\_ Address: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Did you graduate? YES  NO  Degree: \_\_\_\_\_

**Skills**

*Please list any specialized training, apprenticeship, skills and extra-curricular activities:*

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**References**

*Please list three professional references.*

Full Name: \_\_\_\_\_ Relationship: \_\_\_\_\_  
Company: \_\_\_\_\_ Phone: \_\_\_\_\_  
Address: \_\_\_\_\_

Full Name: \_\_\_\_\_ Relationship: \_\_\_\_\_  
Company: \_\_\_\_\_ Phone: \_\_\_\_\_  
Address: \_\_\_\_\_

Full Name: \_\_\_\_\_ Relationship: \_\_\_\_\_  
Company: \_\_\_\_\_ Phone: \_\_\_\_\_  
Address: \_\_\_\_\_

**Previous Employment**

Company: \_\_\_\_\_ Phone: \_\_\_\_\_  
Address: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Job Title: \_\_\_\_\_ Starting Salary:\$ \_\_\_\_\_ Ending Salary:\$ \_\_\_\_\_

Responsibilities: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_

May we contact your previous supervisor for a reference? YES  NO   
\_\_\_\_\_  
\_\_\_\_\_

Company: \_\_\_\_\_ Phone: \_\_\_\_\_  
Address: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Job Title: \_\_\_\_\_ Starting Salary:\$ \_\_\_\_\_ Ending Salary:\$ \_\_\_\_\_

Responsibilities: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_

May we contact your previous supervisor for a reference? YES NO

\_\_\_\_\_  
\_\_\_\_\_

Company: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Job Title: \_\_\_\_\_ Starting Salary:\$ \_\_\_\_\_ Ending Salary:\$ \_\_\_\_\_

Responsibilities: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_

May we contact your previous supervisor for a reference? YES NO

**Military Service**

Branch: \_\_\_\_\_ From: \_\_\_\_\_ To: \_\_\_\_\_

Rank at Discharge: \_\_\_\_\_ Type of Discharge: \_\_\_\_\_

If other than honorable, explain: \_\_\_\_\_

**Disclaimer and Signature**

*I certify that my answers are true and complete to the best of my knowledge.*

*If this application leads to employment, I understand that false or misleading information in my application or interview may result in my release.*

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

§

9-1-704. QUALIFICATIONS FOR EMPLOYMENT AS A PEACE OFFICER; LOSS OF CERTIFICATION FOR FELONY CONVICTION; TERMINATION OF EMPLOYMENT.

- (1) Within fifteen (15) days after the appointment, termination, resignation, or death of any peace officer or detention officer, written notice thereof shall be given to the commission by the employing agency.
- (2) No county, sheriff, mayor, municipality, state agency or any other person authorized by law to appoint peace officers in this state shall appoint any person as a peace officer who does not meet the following qualifications.  
The person shall:
  - (1) Be a United States citizen;
  - (2) Be an adult;
  - (3) Be finger printed. Local, state and national fingerprint files shall be searched to determine if the applicant has a criminal record
  - (4) Not have been convicted of a crime for which he could have been imprisoned in a federal penitentiary or state prison;
  - (5) Hold a high school diploma or evidence of an equivalent achievement;
  - (6) Have a good moral character as determined by a background investigation. The hiring agency shall complete a background investigation as defined by the commission of any applicant for employment as a peace officer before the applicant may be employed or begin training as a peace officer;
  - (7) Be free of any physical, emotional or mental conditions which might adversely affect his performance of duty as a peace officer. Physical condition shall be evaluated by a person licensed to practice medicine. Emotional and mental conditions shall be evaluated by a licensed psychologist or psychiatrist;
  - (8) Pass an oral interview examination by the hiring agency.
- (3) Notwithstanding any general, specific or local law or charter to the contrary, no person shall receive an original appointment on a permanent basis or hold an appointment on a permanent basis as a peace officer unless the person has been awarded a certificate by the director attesting to his satisfactory completion of an approved peace officer basic training program.
- (4) No person shall be appointed as a peace officer on a permanent basis for more than one (1) year unless within one (1) year from the date of appointment he is awarded a certificate by the director attesting that he satisfactorily completed a commission approved peace officer's basic training program.
- (5) No person shall be appointed as a detention officer on a permanent basis for more than one (1) year unless within one (1) year from the date of appointment he is awarded a certificate by the director attesting that he satisfactorily completed a commission approved detention officer basic training program.
- (6) Every person who is appointed as a part-time or reserve peace officer shall

forfeit his position unless within two (2) years from the date of his appointment he is awarded a certificate by the director attesting that he satisfactorily completed a commission approved peace officer basic training program.

- (7) Notwithstanding subsections (c) through (e) of this section, the commission may waive the basic peace officer training program and certify those applicants who can pass a written examination provided by the commission and an oral interview attesting to the applicant's ability in law enforcement. The applicant shall prove that he satisfactorily completed a basic peace officer training program which in the commission's opinion is comparable to that required by this section before waiver is granted.
- (8) A person who is convicted of a felony after his appointment as a peace officer is ineligible for continued employment as a peace officer. If the person has been certified under this section, his certification shall be automatically revoked on the date of his conviction. The director shall notify the person and the person's employing agency upon revocation of certification under this subsection.
- (9) In the case of termination of a peace officer, the employing agency shall notify the commission and the officer, in writing, of the termination, setting forth in detail the facts and reasons for the termination. If the officer is terminated for failure to comply with this act, or rule promulgated under it, the notice shall so specify. Any officer who has been terminated may present a written statement to the commission responding to the claims made against him or setting forth the facts and reasons for the termination as he believes them to be, and that statement shall become a permanent part of the file. A potential employer may contact the commission to inquire as to the facts and reasons an officer was terminated from an previous employing agency. Unless otherwise prohibited by law, the commission shall, upon request provide to the potential employer all pertinent information which is in its possession. (Laws 1971, ch. 178, § 4; W.S. 1957, § 9-276. 18:45; laws 1763, ch. 213, § 2; W.S. 1977, § 9-3-1904; Laws 1982, ch. 62, § 3; 1989, ch. 142, § 1; 1990, ch. 30, § 1; 1991, cj. 60, § 1.)

The 1990 amendment, affective July 1990, added subsection (h).

The 1991 amendment, effective July 1, 1991, added subsection (i).

Editor's notes. - There is no subsection (i) in this section as it appears in the 1991 printed act.

Prospective application. - Section 4, ch. 213, Laws 1973, reads: "This act shall operate prospectively only and shall not apply to existing court degrees, trusts, wills, or other written documents."

Severability. - Section 5, ch. 213, Laws 1973, reads: "If any provision of this act or the application thereof to any person or circumstance is Held invalid, such invalidity shall not affect other Provisions or applications of this act which can be given affect without the invalid provision or application and to this end to provisions of this act are declared to be severable."

Am. Jur. 2d, ALR and C.J.S. references. - Sex discrimination in law enforcement and correction employment, 53 ALR Fed 31.

AUTHORIZATION TO RELEASE INFORMATION

TO: Town of Afton / Afton Police Department

I am an applicant for a position with the Afton Police Department. I am required to furnish information which this agency may use in determining my moral, physical, mental, and financial qualifications. In this connection, I hereby expressly authorize release of any and all information which you may have been concerning me, including information of a confidential or privileged nature.

I hereby release the agency with which I am seeking employment and any organization, company, institution or person furnishing information to that agency as expressly authorized above, from any liability for damage which may result from furnishing the information requested.

Notice: A photocopy of this release is to be considered as valid as an original and this release will expire 60 days after the date signed.

Date: \_\_\_\_\_ (Signature) \_\_\_\_\_

Subscribed and sworn to before me by \_\_\_\_\_, this day of \_\_\_\_\_, 20\_\_.

(Seal)

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

Print Full Name: \_\_\_\_\_

Present Address: \_\_\_\_\_  
Street

City State Zip

Birth Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_ Social Security No: \_\_\_\_ / \_\_\_\_ / \_\_\_\_