



University of Northern Colorado Police Department

Application for Student Employment Campus Safety Patrol

Gray Hall, Campus Box 27, Greeley, CO 80639
Phone: (970) 351-2245 | Fax: (970) 351-4286

Directions: Please print or type legibly. Answer all questions fully and honestly. Willful deletion or misrepresentation will be cause for rejection of your application, or, if hired, termination. You may attach whatever documentation you feel is necessary. Return the application to the UNC Police Department.

Position Information:

Application Date: / /

Work Study: Yes No

Personal Information:

Name: _____ _____ _____

Last

First

Middle

Date of Birth: / /

Bear (UNC) Number: - -

Local Address: _____ _____ _____ _____

Street Address

City

State

Zip Code

Residence Phone: () -

Cell Phone: () -

Perm. Address: _____ _____ _____ _____

Street Address

City

State

Zip Code

Perm. Phone: () -

Emergency Contact:

Name: _____ Relationship: _____

Address: _____ _____ _____ _____

Street Address

City

State

Zip Code

Day Phone: () -

Evening Phone: () -

For Office
Use Only

Background Check Date: _____ Pass _____ Fail _____

Integrity Interview Date: _____ Pass _____ Fail _____

Parking Security Interview Date: _____ Pass _____ Fail _____

Special Skills and Abilities:

Do you have a current Driver License? Yes No

License #: _____ State: _____ Type/Class: _____

Do you possess a current CPR/First Aid card? **CPR:** Yes No **First Aid:** Yes No

Can you type? Yes No Words per minute: _____

Do you have any foreign language skills? Yes No

If yes, which language(s) and what proficiency? _____

What other special qualifications do you have that you feel would benefit the Department?

Educational History:

Are you currently enrolled at UNC? Yes No If no, when will you be enrolled? _____

What is your present class status? Freshman Soph. Junior Senior Grad

Major: _____ Minor: _____

Expected Semester/Year of Graduation: _____

Please list any other junior/community college, four-year college, or university you've attended:

Institution Name	Location	When	Degree

Military Service:

Have you ever served, or are you currently serving in any branch of the U.S. Military?

Yes No

If yes, are you: Active Inactive Branch: _____

Employment History:

Beginning with your current or most recent job, please give the name, address, and telephone number of all employers during the last three (3) years. Include a brief description of the type of work done. **Attach additional sheets as needed.**

Are you currently employed? Yes No If yes, may we contact them? Yes No

1)

Employer's Name	Complete Address
() -	
Telephone Number	Brief Description of Duties
/ / -- / /	
Employed from - to	Reason for Leaving

2)

Employer's Name	Complete Address
() -	
Telephone Number	Brief Description of Duties
/ / -- / /	
Employed from - to	Reason for Leaving

3)

Employer's Name	Complete Address
() -	
Telephone Number	Brief Description of Duties
/ / -- / /	
Employed from - to	Reason for Leaving

4)

Employer's Name	Complete Address
() -	
Telephone Number	Brief Description of Duties
/ / -- / /	
Employed from - to	Reason for Leaving

Have you ever resigned from a position to avoid disciplinary action? Yes No

Have you ever been terminated or asked to resign from a position? Yes No

If yes, which employer? _____

If you answered yes to either of the above questions, attach an additional sheet of paper to explain.

References:

List three (3) personal references – persons who know you well but are not related to you.

Name	Address	Telephone
		() -
		() -
		() -

Residence History:

Beginning with your current address, list the address of every place you have lived in the last three (3) years. **Attach additional sheets as needed.**

From	To	Address	City, State and Zip

Criminal History:

Have you ever been arrested or received a summons for a criminal offense? Yes No

If yes, by which agency: _____

Charges: _____ Disposition: _____

Do you have any criminal charges pending? Yes No

If yes, by which agency: _____

Charges: _____ Court Date: _____

Do you or have you ever used any narcotic, hallucinogenic, marijuana, or any other drug? Yes No

If yes, give full details: _____

Have you ever received a traffic ticket? Yes No

If yes, by which agency: _____

Violation: _____ Disposition/Date: _____

List any additional traffic tickets you've received:

Agency: _____ Violation: _____ Disposition/Date: _____

Agency: _____ Violation: _____ Disposition/Date: _____

Agency: _____ Violation: _____ Disposition/Date: _____

Use the space below to explain what you believe the function of a Campus Safety Patrol employee is, and why you desire the position. Include how you feel your presence will be an asset to the Department.

Job Preference and Availability:

The Campus Safety Patrol position consists of two separate assignments – a daytime Parking Enforcement assignment, and an evening Safety Patrol assignment. You can work both daytime and evening hours, and you must be able to work a minimum of 12 hours a week between all assignments.

Fill out the below sections for each assignment, indicating your availability and shift preferences.

Parking Enforcement:

This position has flexible daytime hours, 8 am to 5 pm, Monday through Friday. The primary responsibilities of this assignment include: issuing parking citations to vehicles parked on campus in violation of UNC Parking Rules and Regulations; radioing potential safety or criminal concerns to the Communications Center; performing traffic control for commencement and move-in days; assisting with the collection of funds from meters/dispensers; assisting with general lot maintenance, including litter removal; and other duties as assigned.

How many hours a week would you like to work during the day? _____

In the chart below, indicate with an X **all hours you are available** to work during the day.

Time	Mon	Tues	Wed	Thurs	Fri
8 - 9 am					
9 - 10 am					
10 - 11 am					
11 am - Noon					
Noon – 1 pm					
1 - 2 pm					
2 - 3 pm					
3 - 4 pm					
4 - 5 pm					

Safety Patrol:

This position consists of three 6-hour shifts: 5pm – 11pm, 8pm – 2am, and 9pm – 3am, 7 days a week. The primary responsibilities of this assignment include: providing escorts for individuals around campus; identifying and communicating safety or criminal concerns to the Communications Center; assisting UNC Police patrol officers as requested; monitoring and patrolling campus properties and parking lots; performing low-level regulatory contacts (alcohol violations, etc); checking the security of buildings and doors; and other duties as assigned.

How many hours a week would you like to work in the evening? _____

Number, in preferential order (1 being first choice), which evening shifts you would like to work:

_____ 5pm – 11pm _____ 8pm – 2am _____ 9pm – 3am

In the chart below, indicate with an X **all hours you are available** to work during the evening.

Time	Sun	Mon	Tues	Wed	Thurs	Fri	Sat
5 - 6 pm							
6 - 7 pm							
7 - 8 pm							
8 - 9 pm							
9 – 10 pm							
10 - 11 pm							
11 pm - Midnight							
Midnight - 1 am							
1 - 2 am							
2 - 3 am							

The probationary period for a position with the Department will be six months.

Do you understand that this is a professional, service-oriented agency, and that all legal policies and decisions must be faithfully carried out, even if you personally disagree with that policy or decision?

Yes No

Do you understand that all situations in the office and on duty are considered confidential and are not yours to divulge or discuss outside the Department, and that the release or discussion of such materials will result in dismissal?

Yes No

Do you understand that our operations are, at times, of a delicate nature and must be handled discretely?

Yes No

I assert that I have personally completed this Application for Student Employment and that all of the above statements are true and complete to the best of my knowledge and belief. I understand that any willful falsification or omission will cause the rejection of my application or, if already employed, my immediate dismissal.

Release of Criminal History Records Information:

I hereby authorize the release of any criminal history information to the University of Northern Colorado Police Department and request that any person or agency cooperate fully with the Department in the investigation of my personal background. I do hereby release the University of Northern Colorado Police Department and any person or agency from any and all liability while completing this process and during the entire period of my employment with the Department.

Signature

Date