

EDUCATION/TRAINING:

High School Diploma or equivalent (GED) Yes No

Name and Location of last high school attended:

University # of years completed? Degree? Yes No

If YES, type of degree and major:

From what University did you receive the degree?

What languages do you speak?

List special licenses or certifications you hold that are pertinent to the job for which you are applying:

Describe any specialized training pertinent to the job for which you are applying:

RESIDENCE HISTORY: In chronological order, past to present, state each place you have resided for the past ten years.

From: To: Address: Phone #:

Name, address, and phone # of person(s) rented from or lived with:

From: To: Address: Phone #:

Name, address, and phone # of person(s) rented from or lived with:

From: To: Address: Phone #:

Name, address, and phone # of person(s) rented from or lived with:

From: To: Address: Phone #:

Name, address, and phone # of person(s) rented from or lived with:

From: To: Address: Phone #:

Name, address, and phone # of person(s) rented from or lived with:

DISPATCHER APPLICANTS:

Can you operate a computer? Yes No Explain uses, applications, programs:

Have you ever worked 911 or Emergency Medical Dispatch? Yes No

Describe other office equipment you can operate:

EMPLOYMENT RECORD:

Start with your present or last job. Describe your employment history for the past ten years. If you need more space, attach more paper or attach a resume.

Have you ever been employed by the Village of Ruidoso? No ___ Yes ___ Dates _____

Employer:	Supervisor:
Address:	Phone #:
Your Title:	Ending Salary:
Duties:	

Dates of employment: From:	To:	Reason for leaving:
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Employer:	Supervisor:
Address:	Phone #:
Your Title:	Ending Salary:
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It is the policy of the Village to avoid the practice or appearance of nepotism in employment. In carrying out this policy, the following rules apply without exception.

1. No person shall be hired in any capacity if related to the Mayor or Councilors.
2. No person shall be hired, promoted, or transferred to a position which is under the supervision of an immediate relative.

For purposes of this section, relative is defined as spouse, child, parent, sibling, grandparent, grandchild, in-law, and first degree aunt, uncle, cousin. This shall apply to persons related by blood or marriage and step family.

Does this apply to you?

If yes, to whom and relationship:

JOB DESCRIPTION / ANALYSIS CERTIFICATION:

I certify that I have read (or it has been read to me) and understand the job description for the position for which I am applying.

Can you perform all the essential functions of the job described in the job description for which you are applying? Yes No

If you answered No, then what are the reasonable accommodations the Village of Ruidoso can make for you?

PERSONAL REFERENCES - Not former employers or relatives

Name and Occupation	Address	Area Code & Phone #

Do you have any knowledge or information, in addition to that specifically called for, which may be relevant in connection with an investigation of your eligibility? If yes, give details:

Do you know of anything that would disqualify you for appointment or prevent your full discharge of the duties of the position for which you are applying? If yes, give details:

CONFIDENTIAL INFORMATION AGREEMENT:

I understand that a thorough investigation may be conducted to determine my suitability for a position in law enforcement with the Village of Ruidoso. I understand that any consideration given me regarding employment will depend on information obtained in confidential interviews with persons with whom I have been associated, and it is further understood that information obtained about me from others cannot be revealed to me. I also certify that all responses in the application are true and complete. Further, I understand that this application and all accompanying documents are the property of the Village of Ruidoso and cannot be returned.

Your Signature and Date

Note: If possible, please submit the following with your application. Any job offer is contingent upon you submitting, to the Village of Ruidoso, a copy of your: Birth Certificate; High School Diploma or GED; Form DD214 (if Applicable); High School or College Transcripts; any certificates, awards, citations, etc. that you referenced in this application.

VILLAGE OF RUIDOSO POLICE DEPARTMENT

POLICE OFFICER APPLICATION PROCESS

This information is for you. Please take this sheet with you.

The following process is for Police Officer applications only. This page does not apply to Dispatcher applications. If you are applying for a Dispatcher position, please read the application process for Dispatcher.

Preparing your application: Applications will only be accepted when there is a posted vacancy. Applications must be made for a specific job. No **OPEN** applications will be accepted. A separate application form must be completed for each position for which you are applying. This will assure that you will be considered for any posted position for which you apply.

The application must be filled out completely and signed in the appropriate spaces. An application will be considered **INCOMPLETE** if it does not include the completed acknowledgment of receipt of job description/analysis certification. If you do not have a telephone, you **MUST** provide us with a number of someone who can get a message to you in the event we need to contact you.

Criminal History Check: For Police Officer applications, the rating shall consist of a criminal history check performed by Police Department personnel. Only those applicants who successfully complete this section will be notified and shall proceed to the next category, the Essential Functions Demonstration.

The Essential Functions Demonstration is based on the requirements of the New Mexico Law Enforcement Academy. All applicants invited to test shall be given a copy of these essential functions. Applicants who successfully complete this demonstration will proceed to the written test.

The Written Test is approximately two hours long. Applicants who receive at least a 70% on the written will proceed to the oral board interview.

The Oral Board Interview will be with a board made up of employees, citizens, and/or professionals. Applicants who are successful in this test will proceed to the background investigation.

The Background Investigation will consist of a thorough and complete investigation into the background of the applicant. This investigation is comprised of, but not limited to:

- Criminal and arrest History
- Employment History
- Military History
- Driving History
- Educational History
- Credit (Financial) History
- Verification of References
- Social History

Voice Stress Analysis: All applicants, during the course of the background investigation, will be required to submit to a voice stress analysis examination by a certified voice stress examiner. This examination is to verify information provided by the applicant in all papers, documents and statements submitted as part of the background investigation.

The Personal Interview is with the Chief of Police or designee. Once the Chief makes a recommendation, it must then follow the proper channels and be approved by the Village Manager.

Completing all phases of the above hiring procedures does not guarantee an applicant a job offer. At the discretion of the Chief, a list may be retained for up to 120 days. This list may be used to make hiring recommendations for other Patrol Officer positions that may come open within the 120 days. There is no guarantee, promise, or requirement that the Chief must hire from this list. The applicant may be dropped from the application process at any time.

VILLAGE OF RUIDOSO

DISPATCHER APPLICATION PROCESS

This information is for you. Please take this sheet with you.

The following process is for Dispatcher applications only. This page does not apply to Police Officer applications. If you are applying for a Police Officer position, please read the application process for Police Officer.

Preparing your application: Applications will only be accepted when there is a posted vacancy. Applications must be made for a specific job. No **OPEN** applications will be accepted. A separate application form must be completed for each position for which you are applying. This will assure that you will be considered for any posted position for which you apply.

The application form must be filled out completely and signed in the appropriate spaces. An application will be considered INCOMPLETE if it does not include the completed acknowledgment of receipt of job description/analysis certification. If you do not have a telephone, you **MUST** provide us with a number of someone who can get a message to you in the event we need to contact you. Time usually does not permit us to notify you by mail.

Review of applications: After the position posting period closes, all applications will be rated and a list of eligible applicants will be prepared. The list and the applications will be reviewed by the interviewer. The posted job description will give a person a guideline of what to expect in the job. It is not possible to list each and every duty this position must do. When rating for this position, the rating committee will look for characteristics in the application that are suited to the individual job description. An applicant must have the qualification listed in "other qualifications" in order to be rated. However, depending on the other applicants a person is rated against, just having the "other qualifications" will not necessarily guarantee an interview or a position with the Village.

NO PRE-SCREENING WILL BE CONDUCTED BY THE DEPARTMENT OR PERSONNEL.

Selection of candidates for interview: Often there are numerous applications for a single position and time would not permit us to interview each candidate for the position. Only those sent to the interviewer will be called for an interview.

YOU WILL BE NOTIFIED ONLY IF YOU ARE SCHEDULED FOR AN INTERVIEW.

What happens if you are selected for an interview: If you are on the list of eligible applicants, the interviewer will contact you for a personal interview.

What happens after the interview: After the interview, the interviewer will make a recommendation as to the chosen applicant. If you are that applicant, the Human Resource Department will contact you and inform you of a job offer. The job offer is contingent upon drug/alcohol screen and a background check will be performed. ***If you are not selected after the interview, you will be notified by mail.***

What happens to the rest of the applications: Once a vacancy has been filled, all applications become inactive in most cases. Inactive applications will receive no further consideration.



313 Cree Meadows Dr.
Ruidoso, New Mexico 88345

To Previous and Present Employers (Applicant, list each by name):

From (Applicant, print or type your name) :

Background History/Release - Release of Liability

1. I am applying for employment with the Village of Ruidoso Police Department and acknowledge that the burden of providing my qualifications for such employment is at all times, upon me. I further understand that a full investigation will be made of my character and personal and professional background by the Village of Ruidoso. I accept any risk of adverse public notice, embarrassment, criticism, or financial loss which may result from action in regard to my application. This authorization is given freely, without duress or promise, voluntarily waiving any protection against unauthorized disclosure of information under the Privacy Act or other similar provisions. I further understand that information furnished to the Ruidoso Police Department will remain confidential to the extent provided in the New Mexico Inspection of Public Records Act, Sections 14-2-1, et seq., N.M.S.A. (1978), and the Ruidoso Municipal Code and Personnel Rules, and will not be released to me now or in the future.
2. I respectfully request and authorize you to furnish the Ruidoso Police Department with any and all information or documents concerning me, including information or documents of a confidential or privileged nature and photostats of same if required.
3. I request that you allow employees, including supervisors and co-workers, to be interviewed by authorized Ruidoso Police Department employees regarding any aspects of employment with your or your organization.
4. I hereby release you, your organization, or others from any liability for damage which may result from furnishing the information requested above.
5. A reproduction of this request by copy, facsimile, or other similar process shall be for all intents and purposes, considered as the original.

Applicant signature and date

Subscribed and sworn before me, this _____ day of _____, 20____.

Notary Public

My commission expires: