**The Hugo Marshal's Office is hiring the following positions:**

**Position: Chief Marshal**

**Salary Range: $43,000-$48,000 Annually
Location: Hugo, CO**

**Department: Marshal's Office
Job Type: Full Time, Exempt**

**Contact: Maria Nestor; Hugo Town Clerk**

 **Box 367**

 **Hugo, CO 80821**

 **(719)743-2485**

 **hugotownclerk@esrta.com**

Hugo, Colorado is a small town of less than 1,000 people on the eastern plains of Colorado. If you have traveled northwest on US Highways 40/287 from as far south as Texas, there’s a good chance you’ve come right past the Lincoln County Fairgrounds at the southeast side of town, past the Municipal Pool, the restored Union Pacific passenger depot, seen our grain elevator, hardware store and our main commercial district with banking, groceries, antiques and auto repair right across from the Railroad Park.



You may have refueled at Loaf and Jug and noticed our historic brick roundhouse (under renovation) or our $10-million educational complex just before you left town.

Now, if you did that without stopping like more than 2-million of your fellow travelers do every year, you might have missed our state-of-the-art Lincoln County Courthouse Complex, our hospital with a heliport, the Hedlund House Museum and our quiet family neighborhoods.

As you can tell, we’ve got a lot to offer –more than a first glance might suspect!!

**TOWN OF HUGO, COLORADO**

**HUGO MARSHAL’S OFFICE**

**APPLICATION FOR CHIEF MARSHAL**

**Applicant: Please handprint your answers to every question. If the question does not apply to you, so**

 **state. If the space available is not sufficient, use a separate sheet of paper and reference each**

 **answer with the number of the question. DO NOT misstate or omit any material facts, as this**

 **will lead to your disqualification in the application process. You may also attach a résumé;**

 **however, you must still complete the application in its entirety.**

**DATE OF APPLICATION: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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| --- | --- | --- |
| **LAST NAME:** | **FIRST NAME:** | **MIDDLE NAME:** |
| **DATE OF BIRTH:** | **PLACE OF BIRTH:** | **OTHER NAMES YOU HAVE USED:** |
| **SOCIAL SECURITY NUMBER:** | **HEIGHT/WEIGHT:** | **HAIR/EYE COLOR:** |
| **CURRENT RESIDENCE ADDRESS:** | **HOME TELEPHONE NUMBER:** | **CELLULAR TELEPHONE NUMBER:** |
| **NUMBER OF YEARS AT ADDRESS:** | **NUMBER OF YEARS OF RESIDENCY IN COLORADO:** | **NUMBER OF YEARS OF RESIDENCY IN HUGO OR LINCOLN COUNTY:** |
| **MARITAL STATUS:** | **SPOUSE’S NAME:** | **FORMER SPOUSE’S NAME(S):** |
| **NUMBER OF CHILDREN:** | **CHILDREN’S NAMES AND AGES:** | **ADDRESS(ES) FOR CHILDREN:** |
| **PRESENT EMPLOYER:** | **PRESENT OCCUPATION:** | **DATE EMPLOYMENT BEGAN:** |
| **PRESENT SUPERVISOR:** | **PRESENT SUPERVISOR’S TELEPHONE NUMBER:** | **BEST HOURS TO CONTACT PRESENT SUPERVISOR:** |

**PAGE 2**

**Please list three previous employers, beginning with the most recent. Identify type of employment as full-time, part-time, or temporary.**

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| **TYPE OF EMPLOYMENT:** |
| **EMPLOYER:** |
| **ADDRESS:** |
| **SUPERVISOR’S NAME AND CONTACT INFORMATION:** |
| **JOB TITLE/DUTIES PERFORMED:** |
| **DATES OF EMPLOYMENT:** |
| **REASON(S) FOR LEAVING:** |

**PAGE 3**

|  |
| --- |
| **TYPE OF EMPLOYMENT:** |
| **EMPLOYER:** |
| **ADDRESS:** |
| **SUPERVISOR’S NAME AND CONTACT INFORMATION:** |
| **JOB TITLE/DUTIES PERFORMED:** |
| **DATES OF EMPLOYMENT:** |
| **REASON(S) FOR LEAVING:** |

**PAGE 4**

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| **TYPE OF EMPLOYMENT:** |
| **EMPLOYER:** |
| **ADDRESS:** |
| **SUPERVISOR’S NAME AND CONTACT INFORMATION:** |
| **JOB TITLE/DUTIES PERFORMED:** |
| **DATES OF EMPLOYMENT:** |
| **REASON(S) FOR LEAVING:** |

**PAGE 5**

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| **Please list organizations with which you have been or are currently a member. Include scholastic as well as community and business organizations.** |
| **Please list your hobbies and/or special interest.** |
| **Please list any languages, other than English, you can speak or read. Indicate your proficiency with each.** |

**PAGE 6**

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| **Please provide names, addresses and telephone numbers for three references who are not related to you and are not previous employers.** |
| **Please summarize any special skills and/or qualifications you have for this position.** |

**DEPUTY MARSHAL APPLICATION**

**PAGE 7**

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| **Please explain why you would like to work for the Hugo Marshal’s Office.** |
| **Please list your educational background, including high school or G.E.D. Regarding college/university education, please specify your area of study/coursework and degrees or certificates you have obtained.** |

**PAGE 8**

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| **Have you ever served in any branch of the military? Please indicate the branch, dates of service and discharge status. Attach a copy of the “Service 2” Copy of your DD Form 214.** |
| **Has your driving privilege in any state ever been suspended or revoked?** |
| **Have you ever been arrested or detained by a law enforcement agency or by military law enforcement?** |
| **Have you ever been involved in any court action, civil or criminal, other than being subpoenaed in the course of your prior duties as a peace officer?** |
| **Have you ever been fingerprinted for any reason?** |
| **If you answered “yes” to any of the above four questions, please attach a separate sheet of paper to indicate the date(s), place(s) and full details of each incident. List all arrests, including juvenile, traffic and/or military discipline.** |
| **Would you submit to a polygraph test, if requested to do so?** |
| **Are you willing to work rotating shifts and be available for on-call and off-duty call-outs?** |
| **Are you currently P.O.S.T. certified or certifiable in the State of Colorado? Please attach documentation.** |
| **What is your typing ability (circle one)? UNABLE TO TYPE FAIR GOOD EXCELLENT** |

**PAGE 9**

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| **Please provide your driver’s license number, the state in which it is valid, and the type of license. Attach a copy of your driver’s license to this application.** |
| **If hired, what date are you available to start working with the Hugo Marshal’s Office?** |

**If you are returning your application packet in person, please bring it to:**

**HUGO TOWN HALL**

**522 2nd Avenue**

**Hugo, CO 80821**

**If you are mailing your application packet, please mail it to:**

**HUGO MARSHAL’S OFFICE**

**ATTN: APPLICATION PROCESSING**

**P.O. Box 367**

**Hugo, CO 80821-0367**

**The Town of Hugo is** **committed to providing equal employment opportunity to all applicants and employees in accordance with all applicable equal opportunity and affirmative action laws, directives and regulations of Federal, State and Local governing bodies and agencies thereof.**

**APPLICANT’S STATEMENT**

**I hereby certify that all the information and statements provided within this Application for Deputy Marshal with the Hugo Marshal’s Office, Town of Hugo, Colorado, are true and complete to the best of my knowledge and belief. I authorize the Hugo Marshal’s Office to investigate my background as well as my criminal history. I give my permission for the Marshal’s Office to contact any person or persons whom I am now or have been associated with in the past. I further authorize the Hugo Marshal’s Office to contact any references I have provided as well as other individuals they deem necessary to determine my qualifications and fitness for the position I am seeking. I also authorize the Marshal’s Office to conduct a cyber search which includes but is not limited to Google and other search engines, and any social media including, but not limited to Facebook, Twitter, Instagram, LinkedIn, MySpace, etc. I hereby certify that I am not now, nor have I ever been an advocate or a member of any organizations which advocate the overthrow of the Government of the United States of America by force or violence.**

**I respectfully request and authorize you to furnish the Hugo Marshal’s Office with any and all information that you may have concerning me, including any disciplinary actions by previous employers. This information is to be used to assist the Marshal’s Office in determining my qualifications and fitness for the position I am seeking. This release is executed with the full knowledge and understanding that the information is for the official use of the Hugo Marshal’s Office.**

**Consent is granted for the Hugo Marshal’s Office 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 information provided in any background investigation report prepared by the Hugo Marshal’s Office.**

**I hereby release you and all of your duly authorized agents, both individually and collectively, from any and all liability for damage of whatever kind, which may at any time result to me, my heirs, or my assigns because of compliance with this authorization and request to release information or any attempt to comply with it.**

**I understand this Application for Deputy Marshal is not and is not intended to be a contract of employment. If I am subsequently hired by the Town of Hugo, Hugo Marshal’s Office, as a Deputy Marshal, I understand that false or misleading information I may have provided in my Application for Deputy Marshal or in any subsequent pre-employment interviews may result in my immediate termination of employment with the Town of Hugo.**

**If accepted, I agree to adhere to all of the policies and procedures of the Hugo Marshal’s Office. I understand that I have the right to receive a copy of this authorization and acknowledge that I have received a copy.**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

 **SIGNATURE OF APPLICANT DATE**

**State of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_)**

 **) ss**

**County of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ )**

**Subscribed and sworn before me on this \_\_\_\_\_\_ day of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, 20\_\_\_\_\_.**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**My Commission Expires Notary Public (seal)**