



HUMAN RESOURCES DEPARTMENT  
2101 O'Neil Avenue, Room 103  
Cheyenne, WY 82001  
(307) 637-6340

**AFFIDAVIT, CONSENT AND RELEASE**

**PLEASE READ EACH STATEMENT CAREFULLY BEFORE SIGNING**

I certify that all information provided in this employment application is true and complete. I understand that any false information or omission may disqualify me from further consideration for employment and may result in my dismissal if discovered at a later date. I authorize the investigation of any or all statements contained in my application. I also authorize, whether listed or not, any person, school, current employer, past employers and organizations to provide relevant information and opinions that may be useful in making a hiring decision. I release such persons and organizations from any legal liability in making such statements. I understand that I may be required to successfully pass a drug screening examination and a criminal background investigation. I hereby consent to a pre-employment drug screen and a criminal background investigation, if required, as a condition of employment.

I UNDERSTAND THAT MY APPLICATION, VERBAL STATEMENTS BY MANAGEMENT, OR SUBSEQUENT EMPLOYMENT DOES NOT CREATE AN EXPRESS OR IMPLIED CONTRACT OF EMPLOYMENT NOR GUARANTEE EMPLOYMENT FOR ANY DEFINITE PERIOD OF TIME. ONLY THE MAYOR/DESIGNEE OF THE CITY OF CHEYENNE HAS THE AUTHORITY TO ENTER INTO AN AGREEMENT OF EMPLOYMENT FOR ANY SPECIFIED PERIOD AND SUCH AGREEMENT MUST BE IN WRITING, SIGNED BY THE MAYOR/DESIGNEE AND THE EMPLOYEE.

I am fully aware that the probation period for the City of Cheyenne is one (1) year and that I can be dismissed without cause throughout the specific probationary period.

I have read, understand, and by my signature consent to these statements.

\_\_\_\_\_  
Applicant Name (please print)

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

\_\_\_\_\_  
Date



HUMAN RESOURCES DEPARTMENT  
 2101 O'Neil Avenue, Room 103  
 Cheyenne, WY 82001  
 (307) 637-6340

**VOLUNTEER INFORMATION**

Location: \_\_\_\_\_

Full Legal Name: \_\_\_\_\_ Nickname \_\_\_\_\_

Physical Address: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Email Address: \_\_\_\_\_

Gender:  Male  Female

**Ethnicity:**

Hispanic	White	Black or African American	Asian	Native Hawaiian or Other Pacific Islander	American Indian or Alaska Native	Two or More

**Marital Status:**

Single	Married	Divorced	Widowed	Separated

Languages you speak: \_\_\_\_\_

**Emergency Contacts:**

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Alternate Number: \_\_\_\_\_

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Alternate Number: \_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date



**HUMAN RESOURCES DEPARTMENT**  
 2101 O'Neil Avenue, Room 103  
 Cheyenne, WY 82001  
 (307) 637-6340

**CONDITIONAL OFFER TO VOLUNTEER/BACKGROUND INVESTIGATION  
 AUTHORIZATION FORM**

I, \_\_\_\_\_, understand that I have been made a **conditional offer to volunteer** with the City of Cheyenne.

My ability to volunteer is **contingent upon the completion of a background investigation** consisting of, at a minimum, the following:

- Fingerprinting/Criminal Background Investigation
- Motor Vehicle Records Check
- Depending upon position, pre-employment Drug and Alcohol screen may be required.
- Wyoming Sex Offender Registry and the National Sex Offender Listing

I understand that all information found will be considered when making decisions regarding my volunteering with the City of Cheyenne.

By signing below, I am voluntarily authorizing a representative or designee of the City of Cheyenne to conduct background investigations and if required, Drug and Alcohol screenings.

\_\_\_\_\_  
 Name (please print)    Signature

\_\_\_\_\_  
 Date    Date of Birth    Social Security #

List place(s) of residence for past **SEVEN** years:

	City	State	County	# Mo/years
1.				
2.				
3.				
4.				
5.				
6.				
7.				



## CITY OF CHEYENNE HUMAN RESOURCES POLICY STATEMENT

The City of Cheyenne requires all new employees to undergo a criminal background check, which includes fingerprinting. Offers of employment are contingent upon the result of these investigations. Employees may be terminated immediately if the results indicate that the employee presents a risk to the public or other employees.

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

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

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

### AUTHORIZATION TO DISCLOSE AND RELEASE JUVENILE RECORDS PURSUANT TO WYO. STAT. 14-6-203 (G)

*Instructions: Applicant must fill out the blanks in the first line and sign below. If Applicant is under eighteen (18) years of age, one of Applicant's parents must also fill out the bolded blanks in the second line and sign in the bolded signature fields below. If Applicant is eighteen (18) years of age or older, please ignore the bolded lines. Completion of this form is voluntary.*

I, \_\_\_\_\_, DOB \_\_\_\_\_ (the "Applicant"), and  
\_\_\_\_\_, DOB \_\_\_\_\_, being a parent of the Applicant, pursuant  
to WYO. STAT. 14-6-203(g), hereby authorize the disclosure of any and all information, reports or records  
made, received or kept by the Cheyenne Police Department evidencing any legal or administrative process  
or disposition resulting from the Applicant's misconduct as a minor (if any) to authorize personnel of the  
City of Cheyenne (the "City"), for purposes of consideration of the Applicant's application for employment  
with the City.

I hereby release the City and the Cheyenne Police Department and their employees and officers from any  
and all liability arising from or in connection with the disclosure of said records. I understand that I have  
the right to revoke this authorization, in writing, at any time. A photocopy of the signed original of this  
document is to be given the same force and effect as the original.

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

Applicant Signature: \_\_\_\_\_

Applicant Print Name: \_\_\_\_\_

Parent Signature: \_\_\_\_\_

Parent Print Name: \_\_\_\_\_



HUMAN RESOURCES DEPARTMENT  
2101 O'Neil Avenue, Room 103  
Cheyenne, WY 82001  
(307) 637-6340

**LETTER OF UNDERSTANDING**

I am applying for a volunteer position with the City of Cheyenne. I understand that there are certain requirements I must meet before I can be accepted into this position. I understand that I must submit to a background investigation consisting of, at a minimum, the following areas of concern:

- Fingerprinting/Criminal Background Investigation
- Motor Vehicle Records Check
- Pre-Employment Drug and Alcohol screen may be required depending upon position
- Wyoming Sex Offender Registry and the National Sex Offender Listing

The Police Department and Human Resources will make a preliminary decision regarding my potential suitability for volunteering. I understand that the results of the investigation are the property of the City of Cheyenne and that I may not receive copies of the reports without filing a formal request for records with the Cheyenne Police Department and/or the Wyoming Department of Criminal Investigation. I understand that successful completion of the process does not guarantee a volunteer position with the City of Cheyenne.

I have read and understand the content and purpose of this Letter of Understanding. I agree to abide by these requirement as a condition of volunteering with the City of Cheyenne.

Printed Name: \_\_\_\_\_ Date: \_\_\_\_\_

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



## HUMAN RESOURCES DEPARTMENT

### Fingerprinting

Name: \_\_\_\_\_ Department: \_\_\_\_\_

Appointment Date: \_\_\_\_\_ Appointment Time: \_\_\_\_\_

Please make sure you arrive 5 minutes prior to your appointment and have a current photo ID. Please call (307) 777-7181 to reschedule if necessary.

It is important that Human Resources is notified once your fingerprinting is complete. Therefore, please have DCI stamp this form, then bring it back to Human Resources or send a copy to [humanresourcesstaff@cheyennecity.org](mailto:humanresourcesstaff@cheyennecity.org)

Location:

Wyoming Division of Criminal Investigation  
208 South College Drive  
Cheyenne, WY 82007  
(307) 777-7181

