



**STATE OF COLORADO**  
**EMPLOYMENT APPLICATION FORM B**  
**SUBMIT COMPLETED FORM TO AGENCY LISTED IN THE JOB ANNOUNCEMENT**

<b>PLEASE TYPE OR PRINT IN BLACK INK</b>				
Enter below the <i>State Job Title, Class Code and Position Number (if one appears)</i> as listed on the job announcement to which you are responding. Application Form B is accepted only for an announced position. Additional instructions on following page.				
State Job Title / Working Title:		Class Code:		Position / Announcement Number:
Social Security Number: Please fill in the shaded boxes to the right with your SSN		-		-
Name (Last, First, Middle Initial, Suffix):				
Mailing Address (Street, Apt/Unit or P.O. Box):				
City		State		Zip Code
Home Phone Number:			Work Phone Number:	

<b>VOLUNTARY INFORMATION</b>	
The data requested in this section are voluntary and requested for statistical reasons for federal record keeping purposes only, <b>CFR 29-4.B</b> . This section is not considered a part of the application. This sheet will be permanently separated from the rest of your application. It is the policy of the state, as expressed in the Constitution, Statutes, Governor's executive order and Personnel Board rules, that the work force of the state reflect the diversity of the state.	
<b>ETHNICITY:</b> Check the ethnic group with which you identify. Check only one.	
<input type="radio"/> 1 - Black, Non-Hispanic <input type="radio"/> 2 - American Indian <input type="radio"/> 3 - Asian/Pacific Islander <input type="radio"/> 4 -Hispanic <input type="radio"/> 5 - White, Non-Hispanic	
<b>GENDER:</b> Check the appropriate gender: <input type="checkbox"/> Male <input type="checkbox"/> Female	
<b>BIRTH DATE:</b> Some state jobs have a legally required minimum age. Please provide your BIRTH DATE only if you want to be considered for one of those jobs.	
Month: _____ Day: _____ Year: _____	
<b>VETERAN'S PREFERENCE INFORMATION:</b> State of Colorado agencies may be government contractors subject to the Vietnam Era Veterans' Readjustment Assistance Act of 1974 ("VEVRA"), as amended, which requires government contractors to take affirmative action to employ and advance in employment qualified disabled veterans and veterans of the Vietnam era covered by VEVRA. Under the Colorado Constitution, art. XII, sec.15, honorably discharged veterans, and surviving spouses, are eligible for preference points when taking a competitive examination, other than a promotional examination.	
If you are an honorably discharged veteran or unremarried widow/widower of a veteran who served on active duty in the United States Armed Forces during one of the periods for which the federal government awards veteran's preference points, you may claim points on your competitive examination for a position with the state personnel system. Please attach a copy of a DD214 form and other supportive documentation for veteran's points to be awarded to your final passing score(s). If you are a current or previous state employee you cannot claim veteran's preference points.	
Check the appropriate veterans status:	
<input type="radio"/> 1 -Disabled Veteran <input type="radio"/> 2 - Veteran <input type="radio"/> 3 -Disabled Vietnam Era Veteran <input type="radio"/> 4-Vietnam Era Veteran <input type="radio"/> 5-Widow-Widower	

**COLORADO IS AN EQUAL OPPORTUNITY EMPLOYER**

## **INSTRUCTIONS FOR COMPLETING APPLICATION FORM B**

1. You must be a resident of Colorado at the time of application unless otherwise stated on the job announcement that non-residents (residency waiver) may apply.
2. A separate application form must be submitted for each job announcement to which you are responding. Be sure to include supporting documentation if requested on the announcement.
3. Write the state job title, class code and position number (if one appears) exactly as stated on the announcement. Write your name and Social Security Number on each page where indicated.
4. Review the announcement carefully to determine if you meet the minimum qualifications as announced. Do not apply if you do not meet the stated qualifications.
5. It is your responsibility to assure that your application is **received** by the closing date in the location stated in the announcement. Late applications may not be considered.
6. This application form and all attached documents are official records of the State and cannot be returned. All information on pages 3-6 of this application, with the **exception of Social Security Number and shaded areas** is considered public information under the State of Colorado Public Records Act.
7. Applicants are notified by mail of their status in the exam process. It is the applicant's responsibility to notify the agency to which this application is submitted of any change of address. Failure to do so may result in improper notification for examinations, failure to be notified of job interview or removal of your name from an eligible list.
8. If you are a current or previous permanent employee in the State Personnel System and would like to be considered for transfer or reinstatement, complete this application form and write TRANSFER or REINSTATEMENT across the front page. Submit the completed form to the agency to which you are interested in transferring or being reinstated.

NOTE: TO BE CONSIDERED AS A TRANSFER/REINSTATEMENT, YOU MUST BE/HAVE BEEN AT THE SAME LEVEL OR ABOVE AND MEET THE MINIMUM REQUIREMENTS AS STATED ON THE ANNOUNCEMENT.

Name (Last, First Middle Initial, Suffix):

Social Security Number:

**COLORADO DRIVER'S LICENSE**

Number:

Class:

Expiration Date:

Endorsements:

Restrictions:

**TYPE OF EMPLOYMENT DESIRED**

Check any and all type(s) of employment you would accept:

- 2 - Full Time
- 3 - Temporary
- 4 - Part-time
- 5 - Shift work
- 6 - Night work
- 7 - Seasonal
- 8 - Nine Months

**BACKGROUND CHECK**

Many state jobs require a background check such as criminal record, driving record, credit check, etc. Would you be willing to submit to a background check?  YES  NO

**WORK LOCATIONS DESIRED**

Indicate the locations where you will accept employment by placing the **three digit code** for the appropriate city or area in the boxes. The codes are listed below. **ONLY FIFTEEN (15) LOCATIONS MAY BE INDICATED.** Your name will be referred only to positions in the locations you indicated. If you do not accept a position offered in a location you indicate, your name will be removed from consideration for future job openings. The location codes you select on this application apply only to the announcement to which you are responding.

**LOCATION CODES:**

**DENVER:** 860 - NORTHEAST DENVER 861 - NORTHWEST DENVER 812 - DOWNTOWN DENVER 844 - SOUTHEAST DENVER 845 - SOUTHWEST DENVER

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|--|---|--|--|--|
| 201 - AGUILAR<br>401 - AKRON<br>550 - ALAMOSA<br>501 - ALLISON/ARBOLES<br>801 - ALMONT<br>402 - ANTON<br>551 - ANTONITO<br>802 - ARBOLES<br>101 - ARRIBA<br>803 - ARVADA<br>804 - ASPEN<br>403 - AULT<br>102 - AURORA<br>137 - AVON<br>103 - BAILEY<br>301 - BASALT<br>502 - BAYFIELD<br>503 - BEDROCK<br>805 - BELLVUE<br>133 - BERTHOUD FALLS<br>202 - BEULAH<br>104 - BLACKHAWK<br>302 - BLUE MESA<br>404 - BOULDER<br>105 - BRECKENRIDGE<br>601 - BRIGHTON<br>806 - BROOMFIELD<br>405 - BRUSH<br>552 - BUENA VISTA<br>106 - BURLINGTON<br>203 - CALHAN<br>204 - CANON CITY<br>303 - CARBON DALE<br>504 - CASCADE MOLAS PASS<br>107 - CASTLE ROCK<br>304 - CEDAREIDGE<br>807 - CENTRAL CITY<br>108 - CHEYENNE WELLS<br>109 - COALCREEK<br>553 - COCHETOPA PASS<br>197 - COLLBRAN<br>205 - COLORADO SPRINGS<br>808 - COMMERCE CITY<br>809 - CONEJOS<br>110 - CONIFER<br>505 - CORTEZ | 206 - COTOPAXI<br>350 - CRAIG<br>305 - CRAWFORD<br>554 - CREEDE<br>306 - CRESTED BUTTE<br>207 - CRIPPLE CREEK<br>406 - CROOK<br>227 - CROWLEY<br>307 - DE BEQUE<br>111 - DEER TRAIL<br>810 - DEL NORTE<br>308 - DELTA<br>817 - DILLON/FRISCO/<br>SILVERTHORNE<br>811 - DINOSAUR<br>506 - DOLORES<br>507 - DOVE CREEK<br>309 - DOWD JUNCTION<br>407 - DRAKE<br>112 - DUMONT<br>508 - DURANGO<br>208 - EADS<br>326 - EAGLE<br>351 - ELK SPRINGS<br>113 - EMPIRE<br>815 - ENGLEWOOD<br>408 - ESTES PARK<br>132 - EVERGREEN<br>816 - FAIRPLAY<br>440 - FLORENCE<br>556 - FORT GARLAND<br>209 - FOWLER<br>115 - FRANKTOWN<br>817 - FRISCO / DILLON<br>SILVERTHORNE<br>411 - FT MORGAN<br>410 - FT LUPTON<br>409 - FT COLLINS<br>310 - GATEWAY<br>116 - GEORGETOWN<br>412 - GILCREST<br>311 - GLENWOOD SPRINGS<br>818 - GOLDEN<br>210 - GRANADA<br>352 - GRANBY<br>312 - GRAND JUNCTION | 211 - GRANEROS CREEK<br>819 - GREELEY<br>820 - GREEN MTN RESVR<br>313 - GUNNISON<br>314 - GYPSUM<br>525 - HARTSEL<br>414 - HAXTON<br>353 - HAYDEN<br>510 - HESPERUS<br>212 - HOLLY<br>415 - HOLYOKE<br>821 - HOMELAKE<br>354 - HOT SULPHUR SPRGS<br>315 - HOTCHKISS<br>416 - HUDSON<br>118 - HUGO<br>119 - IDAHO SPRINGS<br>417 - IDALIA<br>509 - IGNACIO<br>418 - JOES<br>419 - JOHNSTOWN<br>420 - JULESBURG<br>213 - KIM<br>120 - KIOWA<br>121 - KIT CARSON<br>122 - KITTREDGE<br>355 - KREMMLING<br>558 - LA MANGA PASS<br>822 - LA JARA<br>216 - LA VETA<br>214 - LA JUNTA<br>526 - LA VETA PASS<br>823 - LAKE GEORGE<br>316 - LAKE CITY<br>824 - LAKEWOOD<br>215 - LAMAR<br>217 - LAS ANIMAS<br>825 - LATHROP<br>317 - LEADVILLE<br>123 - LIMON<br>826 - LITTLETON<br>421 - LIVERMORE<br>318 - LOMA<br>422 - LONGMONT<br>423 - LOVELAND | 134 - LOVELAND PASS<br>424 - LYONS<br>560 - MANASSA<br>511 - MANCOS<br>124 - MATHESON<br>356 - MAYBELL<br>425 - MEAD<br>357 - MEEKER<br>319 - MESA<br>828 - MINTURN<br>561 - MONARCH PASS<br>562 - MONTE VISTA<br>320 - MONTROSE<br>829 - MONUMENT<br>125 - MORRISON<br>358 - MUDDY PASS<br>426 - NEDERLAND<br>427 - NEW RAYMER<br>831 - NORTHGLENN<br>512 - NORWOOD<br>513 - NUCLA<br>428 - NUNN<br>833 - ORCHARD<br>834 - ORDWAY<br>429 - OTIS<br>514 - OURAY<br>430 - OVID<br>515 - PAGOSA SPRINGS<br>835 - PALISADE<br>321 - PAONIA<br>322 - PARACHUTE<br>117 - PARKER<br>218 - PENROSE<br>837 - PITKIN<br>836 - PLATTEVILLE<br>563 - PONCHA SPRINGS<br>431 - POUDE RIVER CANYON<br>219 - PUEBLO<br>126 - PUNKIN CENTER<br>359 - RABBIT EARS PASS<br>838 - RAMAH<br>360 - RANGELY<br>516 - RICO<br>517 - RIDGEWAY<br>361 - RIFLE | 569 - ROCKWOOD<br>839 - ROCKY FORD<br>220 - RYE<br>564 - SAGUACHE<br>840 - SALIDA<br>841 - SAN LUIS<br>565 - SARGENTS<br>842 - SECURITY<br>127 - SEDALIA<br>128 - SEIBERT<br>817 - SILVERTHORNE/<br>FRISCO/DILLON<br>518 - SILVERTON<br>862 - SKULL CREEK<br>566 - SOUTH PARK<br>221 - SPRINGFIELD<br>363 - STEAMBOAT SPRINGS<br>432 - STERLING<br>433 - STONEHAM<br>129 - STRASBURG<br>222 - SUGAR CITY<br>434 - SUPERIOR<br>519 - TELLURIDE<br>846 - THORNTON<br>223 - TRINIDAD<br>323 - TWIN LAKES<br>130 - VAIL<br>567 - VILLA GROVE<br>364 - WALDEN<br>224 - WALSENBURG<br>435 - WELLINGTON<br>225 - WESTCLIFFE<br>848 - WESTMINSTER<br>849 - WHEATRIDGE<br>436 - WIGGINS<br>131 - WINTER PARK<br>324 - WOLCOTT<br>568 - WOLF CREEK PASS<br>(EAST)<br>520 - WOLF CREEK PASS<br>(WEST)<br>226 - WOODLAND PARK<br>437 - WRAY<br>365 - YAMPA<br>438 - YUMA |
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Name (Last, First, Middle Initial, Suffix):	Social Security Number:
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### LICENSES/CERTIFICATION/REGISTRATIONS

If a license/certificate/registration is required for the job for which you are applying (e.g., Journeyman Plumber, Professional Engineer, etc.) complete the following

Professional/Specialty License Type:	License Number:
Expiration Date:	State and/or Agency Granting License:

### LANGUAGE PROFICIENCY

List other language skills you have and your level of proficiency (speak, read, write, etc.).

### EDUCATION AND EMPLOYMENT HISTORY

This section must be accurate and complete. The application is used to determine if you meet the minimum qualifications as published in the job announcement. The application may also be used to determine the highest qualified individuals to be invited to the next step in the selection process. Applicants omitting sufficient information may not be invited to the next step of the selection process or may be rejected.

### EDUCATION RECORD

High School Graduate: <input type="radio"/> Yes <input type="radio"/> No	Date:	GED: <input type="radio"/> Yes <input type="radio"/> No	Date:
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### UNIVERSITY and COLLEGE (UNDERGRADUATE, GRADUATE, POST GRADUATE)

Name:	Location:	Attended: From -To (Mo - Yr)		
Degree Awarded:	Date:	Major Field of Study:	Minor Field of Study:	Total Semester Hours:
Name:	Location:	Attended: From -To (Mo - Yr)		
Degree Awarded:	Date:	Major Field of Study:	Minor Field of Study:	Total Semester Hours:
Name:	Location:	Attended: From -To (Mo - Yr)		
Degree Awarded:	Date:	Major Field of Study:	Minor Field of Study:	Total Semester Hours:

### BUSINESS, TRADE, TECHNICAL, VOCATIONAL SCHOOL OR MILITARY TRAINING

Name:	Location:	Attended: From -To (Mo - Yr)		
Title of Program or Subjects Taken:	Total Classroom Hrs:	Cert. Rcvd. <input type="radio"/> Yes <input type="radio"/> No	Date:	
Name:	Location:	Attended: From -To (Mo - Yr)		
Title of Program or Subjects Taken:	Total Classroom Hrs:	Cert. Rcvd. <input type="radio"/> Yes <input type="radio"/> No	Date:	

Name (Last, First, Middle Initial, Suffix):	Social Security Number:
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<b>EMPLOYMENT HISTORY</b>
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List your employment history starting with the most recent job, including part-time, temporary, and volunteer jobs. If more than one job was held with a given organization, list each job held as a separate period of employment. Under "Duties", describe clearly the tasks you performed and the nature of your supervisory, technical, or other responsibilities as they relate to the job for which you are applying. Be complete and specific in detailing of duties. Information must be accurate. If it is found that information provided is untrue or falsified, you will not be considered for a job with the State of Colorado and/or may be removed from a job after hire. If you need more space attach a separate sheet of paper using the same format.

EMPLOYER/Kind of Business:	Your Title:	DATES OF EMPLOYMENT
Address (Street, City, State, ZIP Code):		From: Mo    Yr
Supervisor Name:	Title:	Phone:
Duties: (List major duties and responsibilities relevant to the job for which applying; be specific)		To:    Mo    Yr
		Hrs. Per Week:
		Monthly Salary \$
		Number of Employees Supervised:
		Professional: Non-Professional:
Reason for leaving or seeking other employment:		

EMPLOYER/Kind of Business:	Your Title:	DATES OF EMPLOYMENT
Address (Street, City, State, ZIP Code):		From: Mo    Yr
Supervisor Name:	Title:	Phone:
Duties: (List major duties and responsibilities relevant to the job for which applying; be specific)		To:    Mo    Yr
		Hrs. Per Week:
		Monthly Salary \$
		Number of Employees Supervised:
		Professional: Non-Professional:
Reason for leaving or seeking other employment:		

## Applicant Employment Questionnaire

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

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

Please specify what hours of the day you would be available to work:

Please specify which days of the week you are willing to work:

Are you willing to work weekends at all? *Please check your choice:*

No Weekends    Rare Weekends    Frequent Weekends    Weekends ONLY

Will you work in a home with pets? ( ) Yes ( ) No    Smoking? ( ) Yes ( ) No

If you are a RN/LPN/CNA, do you have a current License or Certificate? ( ) Yes ( ) No

Do you have a car? If not, what is our main method of transportation? ( ) Yes ( ) No

What area(s) of town are you available to work in:

(Examples: Denver only, Aurora, Southeast, North, Arvada, etc...)

Additional Comments:

**If you do NOT hear from us in one (1) week,  
Please call us.**