

APPLICATION  
FOR EMPLOYMENT

**AUXILIARY TROOPER  
VERMONT STATE POLICE**



[www.vtsp.org/auxiliary](http://www.vtsp.org/auxiliary)

The State of Vermont is an Equal Opportunity Employer. Discrimination because of race, color, religion, ancestry, national origin, sex, sexual orientation, place of birth, age, or against a qualified person with disabilities, or any other non-merit factor is prohibited. Any applicant for employment who feels discriminated against in his or her opportunity for employment shall have the right to appeal. Such appeals shall be submitted in writing to the Commissioner, Department of Public Safety, 103 South Main Street, Waterbury, Vermont 05671-2101 no later than 30 calendar days from the effective date of the action being appealed.

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**The Vermont State Police believe that diversity within its workforce provides a department best suited to serve the needs of Vermont citizens, in keeping with that philosophy, minority groups and women are strongly encouraged to apply.**

Your completed application for the position of Auxiliary Trooper with the Vermont State Police must be mailed to:

Vermont State Police  
Office of Professional Development  
317 Academy Road, West Cottage  
Pittsford, VT 05763

Telephone number: 802-483-2606

You must include the following with your application:

- This completed application
- A copy of your birth certificate
- A copy of your driver's license
- A copy of your high school diploma or G.E.D (not college transcripts)
- A copy of your military separation papers (if applicable)
- Completed residency questionnaire (attached)

Following receipt of your completed application, you will be notified in writing of the testing date, time, and location. The complete testing process will require three trips to our Vermont testing sites.

From what source did you learn of the career opportunities within the Vermont State Police?

- Radio
- Television
- Website
- Social Media (Facebook, Twitter)
- Career Days
- Newspaper
- Other \_\_\_\_\_

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## Basic Requirements

- Minimum Age: 19 (at date of employment)  
18 (when examination process commences)
- Vision: At least 20/50 uncorrected in each eye, corrected to 20/20 if glasses are worn. If a successful contact lens wearer for at least one (1) year prior to testing, there is no minimum uncorrected requirement; however both eyes must be corrected to 20/20 with 120° peripheral vision. Normal color perception.
- Hearing: Normal
- Health: Mental and physical condition appropriate to successfully perform with reasonable accommodation, the essential job functions for this position. Essential job functions are available on our website, [vtsp.org/auxiliary](http://vtsp.org/auxiliary) or by contacting the Office of Professional Development.
- Education: High School diploma or G.E.D.
- Military: Not required. However, if military service has been performed, an honorable discharge or separation must have been obtained.
- Residency: United States citizenship and Vermont residency is required.
- Driver's License: Must possess a valid Vermont motor vehicle license. Your right to operate a motor vehicle may not have been suspended or revoked within twelve (12) months of application.
- Drug Use: Applicants must be drug free for a period of one (1) year prior to the date of application

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## General Information

<b>Applicant Name:</b>	Last (including suffix)	First	Middle
<b>Current Mailing:</b>	Street		
	City / Town	State	Zip
<b>Telephone:</b>	Home	Cell	
<b>Email:</b>			
<b>Social Security #</b>		Date of Birth (attach copy of birth certificate)	
<b>Gender:</b>	Male / Female (for statistical purposes only, in compliance with 29 C.F.R)		
<b>Have you previously submitted an application for this position?</b>		Yes / No	
	If yes, when?	(month & year)	

Please provide the following information	Yes	No
Have you ever been arrested or convicted of any violation of any law in any jurisdiction? (including motor vehicle offenses)		
If yes, explain fully: (a record of certain arrests or convictions is not an automatic rejection of your application)		
Are you a citizen of the United States?		
Do you possess a valid driver's license? (attach a copy to this application)		
What state? _____ License #: _____		
Has your privilege to operate a motor vehicle ever been suspended or revoked in any jurisdiction?		
If yes, explain the circumstances and when:		
Do you have a high school diploma or equivalent? <small>(please attach a copy of your diploma or certificate)</small>		

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Please provide the following information	Yes	No
<b>Have you ever served in the United States Military Service?</b>		
<small>(please attach a copy of your separation papers, DD Form 214)</small> If yes, dates of service: From _____ to _____  What type of separation did you receive? _____		
<b>Have you ever taken the Vermont Criminal Justice Training Council written Exam?</b>		
If yes, when? _____ Where? _____  Agency / school / Department: _____		
<b>Are you currently certified as a law enforcement officer in the State of Vermont?</b>		
Please enclose a copy of your Vermont Criminal Justice Training Council Law Enforcement Certification If yes, indicate if you are <input type="checkbox"/> Part-time certified <input type="checkbox"/> Full-time certified Date of certification: _____		

If you are an individual with a disability as defined by the American Disabilities Act and need reasonable accommodation, please list your needs here:

**APPLICATION CERTIFICATION**

I hereby certify that my application form and all attachments are true and complete to the best of my knowledge. I am aware that if an investigation discloses intentional omissions, misrepresentations, or falsification, my application will be rejected, my name removed from any register, and if already employed, I may be dismissed from the Department of Public Safety; furthermore, I may be disqualified from applying in the future for any positions covered by the Rules and Regulations of the Department of Public Safety.

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

\_\_\_\_\_  
 Date

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RESIDENCY QUESTIONNAIRE

**Residency Requirement:** You must be a United States Citizen and Vermont Resident.

1. Complete name and current address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

2. Is this your permanent residence: Yes (if yes, go to Question # 5)  
(circle one) No

3. Are you a student? Yes No (circle one)

4. Are you in the Armed Forces? Yes No (circle one)

5. How long have you lived at your current address? \_\_\_\_\_

6. What state are you a native of? \_\_\_\_\_

7. List all addresses for the last five (5) years, with dates of residency:

From: \_\_\_\_\_ To: \_\_\_\_\_ From: \_\_\_\_\_ To: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ From: \_\_\_\_\_ To: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ From: \_\_\_\_\_ To: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

8. If you answered no to Question 2, give your permanent residence with an explanation why you are at a temporary residence:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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WAIVER

I have applied for a position as a Vermont Auxiliary Trooper. Testing for this position includes attaining a passing score on a physical performance assessment administered by the State Police Office of Professional Development. I have read and understand all performance standards that must be met and certify that I am in sufficient physical and emotional condition to participate in all aspects of the assessment. I know of no existing or pre-existing physical or emotional condition, nor am I taking any drug or medication which might preclude me from performing any aspect of the physical assessment to the required standards or which might cause me harm by attempting to perform the same.

I am participating in this assessment voluntarily and hold the Vermont State Police and the State of Vermont harmless for any injury, illness or disability that may arise from my participation. I voluntarily assume all risks associated with meeting or exceeding the minimum performance standards.

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Signature

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Date

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INFORMATION ABOUT THE HIRING PROCESS

This application shall be valid for a 12-month period, beginning with the completion of the physical exam and placement on a hiring roster. If you have not been hired with that period and you wish to continue to pursue employment with the Department of Public Safety, a new application must be submitted.

Your complete application packet needs to include:

- This completed application
- A copy of your birth certificate
- A copy of your high school diploma or G.E.D
- A copy of your driver's license
- A copy of your military separation papers (if applicable)
- The attached residency questionnaire

Mail your completed application to:

Vermont State Police  
Office of Professional Development  
317 Academy Road, West Cottage  
Pittsford, VT 05763

The employment process consists of four stages and will take approximately six months to complete. The complete process will require at least three trips to our testing sites.

- |         |   |
|---------|---|
| Phase 1 | Written test / Physical Fitness Assessment<br>MMPI test (psychological) |
| Phase 2 | Hiring panel interview  |
| Phase 3 | Polygraph   |
| Phase 4 | Background / Medical exam   |

Any questions about the process, or about the status of your application, can be directed to the Office of Professional Development at 802-483-2606.

Thank you for your interest in the Vermont State Police Auxiliary Program.