


Carson Cole



Aroostook County Sheriff
Aroostook County Sheriff's Office
25 School Street, STE 216
Houlton, Maine 04730

Dear Aroostook County Sheriff,

My name is Carson Cole, a current student at The University of Maine in Presque Isle, interested in becoming a correctional officer. I was thrilled to have spoken with you regarding the possibility of having a position with your department. Throughout my life, I have been involved in many emergency situations. Coming from a law enforcement family I have also taken the time to understand basic law enforcement procedures by involving myself in many police ride-alongs, even with some of your Deputies. Many personal skills I bring to the table are, a broad understanding of organizational skills, an excellent overview of time management, work ethic, problem-solving, and adaptability, which would help benefit the Aroostook County Sheriff's Office..

I understand the main duties of this position will be to calmly handle all emergency situations and answer any questions or concerns asked by jail inmates. Another responsibility handled by this profession would be to ensure entire control and calm demeanor when dealing with inmates at an elevated level. As a first responder, I have dedicated much of my time to community service and ensuring the safety of those around me.

I am applying to the Aroostook County Sheriff's Office specifically as a way to enhance my career in law enforcement, then understand, learn, and master all of the duties responsible for the jail process many law enforcement officer's do not see, as well as further my professional growth in the law enforcement field. I am looking forward to learning all of the skills and knowledge from the many officers who work for the Aroostook County Sheriff's Office. With the goal of one day transitioning to a patrol Deputy.

I greatly appreciate your time and consideration in my application process. I would definitely like to join the department and look forward to learning many new skills and an advancement in my knowledge as my career progresses.

Sincerely,
Carson Cole



Application for Employment

Please Print

Equal access to programs, services and employment opportunities is available to all persons without regard to race, religion, color, sex (including pregnancy), age, national origin, mental or physical disability, sexual orientation, gender identity, genetic information, or any other basis protected by federal, state, and/or local law.

In accordance with the Americans with Disabilities Act and/or applicable state and local laws, applicants requiring reasonable accommodations for the application and/or interview process should notify the Human Resources Department. Examples of reasonable accommodations include making a change to the application process; providing written materials in an alternate format such as braille, large print, or audio recording; using a sign language interpreter; using specialized equipment; or modifying testing conditions.

Name COLE CARSON TRAVIS Applicant ID # _____
Address _____
Telephone # _____ Cellular/Other Phone # (____) _____ E-mail Address _____
Position(s) applied for CORRECTIONAL OFFICER Date of application 07/12/2023
Referral Source (e.g., Walk-in, Job Posting, Company's Website, etc.) CHIEF MATTHEW COMMINGS

If necessary, best time to call you is ANY AM PM
 Home Cellular/Other
May we contact you at work? Yes No
If yes, work number and best time to call: _____ AM PM

If you are under 18 and it is required, can you furnish a work permit? N/A Yes No
If no, please explain: _____
Have you submitted an application here before? Yes No
If yes, give date(s) and position(s): _____

Have you ever been employed here before? Yes No
If yes, give dates: From 1/1 To 1/1
Is this application a request for reemployment following an extended military leave of absence from this company? Yes No
If yes, additional information may be requested.

Are you lawfully authorized to work in the United States? Yes No
Date available for work 07/13/23
What is your desired salary range or hourly rate of pay?
\$ _____ Per _____

Type of employment desired: Full-Time Part-Time
 Educational Co-Op Seasonal Temporary
Will you relocate if job requires it? Yes No
Will you travel if job requires it? Yes No
If they have been explained to you, are you able to meet the attendance requirements of the position? N/A Yes No

Will you work overtime if required? Yes No
If no, please explain: _____

Are you able to perform the "essential functions" of the job for which you are applying (with or without reasonable accommodation)?
This question is not designed to elicit information about an applicant's disability. Please do not provide information about the existence of a disability, particular accommodation, or whether accommodation is necessary. These issues may be addressed at a later stage to the extent permitted by law.
 Yes No Need more information about the job's "essential functions" to respond.

Driver's license number required if driving may be required in the job for which you are applying: _____

Have you ever been bonded? Yes No
Have you ever pleaded "guilty" or "no contest" to or been convicted of a crime? NOTE: Answering "yes" to this question does not constitute an automatic bar to employment. Factors such as date of the offense, seriousness and nature of the violation, rehabilitation and position applied for will be taken into account. You are not obligated to disclose juvenile records that have been expunged. Yes No
If yes, please provide date(s) and details: _____

Have you entered into an agreement with any former employer or other party (such as a noncompetition agreement) that might, in any way, restrict your ability to work for our company? Yes No
If yes, please explain: _____

Employment History

Starting with your most recent employer, provide the following information. You may include any verified work performed on a voluntary basis.

Employer: SEE RESUME Telephone #: ()
Street address: City: State:
Starting job title/final job title: Dates employed: Month / Year to Month / Year
Immediate supervisor and title (for most recent position held): May we contact for reference? Yes No Later E-mail:
Why did you leave?
Summarize the type of work performed and job responsibilities.
What did you like most about your position?
What were the things you liked least about the position?

Employer: Telephone #: ()
Street address: City: State:
Starting job title/final job title: Dates employed: Month / Year to Month / Year
Immediate supervisor and title (for most recent position held): May we contact for reference? Yes No Later E-mail:
Why did you leave?
Summarize the type of work performed and job responsibilities.
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Immediate supervisor and title (for most recent position held): May we contact for reference? Yes No Later E-mail:
Why did you leave?
Summarize the type of work performed and job responsibilities.
What did you like most about your position?
What were the things you liked least about the position?

Explain any gaps in your employment, other than those due to personal illness, injury, or disability.

I currently have a gap because the academy will not allow me to work the road. I have my certificate but there was confusion with my age.

If not addressed on previous page, have you ever been fired or asked to resign from a job? Yes No

If yes, please explain: I was just told that I am unable to work the road which would mean I can not work my current employment.

Skills and Qualifications

Summarize any special training, skills, languages, licenses, and/or certificates that may assist you in performing the position for which you are applying:

first aid + CPR, Class A Commercial drivers license, MAINE CRIMINAL JUSTICE ACADEMY LEPS PROGRAM.

Computer Skills (include software titles and level of experience, such as basic, intermediate, or advanced.)

- Word Processing Level: B Internet Level: B
- Spreadsheet Level: B Other Level:
- Presentation Level: B Other Level:
- E-mail Level: B Other Level:

Educational Background

Starting with your most recent school attended, provide the following information:

School (include city and state)	How many years completed	Completion date	Major/Minor
UNIVERSITY OF MAINE AT PRESQUE ISLE			CRIMINAL JUSTICE
UNIVERSITY OF MAINE AT FORT KENT			CONSERVATION LAW ENFORCEMENT
CARIBOU TECHNOLOGY CENTER			COMMERCIAL DRIVERS LICENSE
WASHBURN DISTRICT HIGH SCHOOL			HS DIPLOMA

References

List names and telephone numbers of three business/work references who are not related to you and are not previous supervisors. If not applicable, list three school or personal references who are not related to you.

Name	Relationship to you	Phone	When known

Related Information

This information is for your use only. It is not to be shared with anyone else. It is for your use only. It is not to be shared with anyone else.

To what job-related organizations (professional, trade, etc.) do you belong?

Law Enforcement.

List special accomplishments, publications, awards, etc.

Deans List, Highest Honor Roll

List any relevant volunteer work.

National Honor Society projects.

Is there any other job-related information you want us to know about you?

I have my Laser Certification.

Applicant Statement

I certify that all information I have provided in order to apply for and secure work with the employer is true, complete, and correct.

I expressly authorize, without reservation, the employer, its representatives, employees, or agents to contact and obtain information from all references (personal and professional, employers, public agencies, licensing authorities, and educational institutions) and to otherwise verify the accuracy of all information provided by me in this application, resume, or job interview. I hereby waive any and all rights and claims I may have regarding the employer, its agents, employees, or representatives, for seeking, gathering, and using truthful and non-defamatory information in a lawful manner, in the employment process and all other persons, corporations, or organizations for furnishing such information about me.

I understand that this employer does not offer a stable, continuous employment and no question on this application is used for the purpose of limiting or eliminating any individual from consideration for employment on any basis prohibited by applicable local, state, or federal law.

I understand that this application remains in effect for only 90 days. At the conclusion of that time, if I have not heard from the employer and still wish to be considered for employment, it will be necessary for me to reapply and fill out a new application.

If I am hired, I understand that I am free to resign at any time, with or without cause and with or without prior notice, and the employer reserves the same right to terminate my employment at any time, with or without cause and with or without prior notice, except as may be required by law. This application does not constitute an agreement or contract for employment for any specified period or definite duration. I understand that no supervisor or representative of the employer is authorized to make any assurances to the contrary and that no implied oral or written agreements may be made foregoing express language and all such terms are in writing and signed by the employer's president.

I also understand that if I am hired, I will be required to provide proof of identity and legal authorization to work in the United States and that federal immigration law requires me to complete I-9 Form in this regard.

I understand that reasonable safeguards will be taken to protect all personal information provided or obtained in conjunction with this application for employment. My personal information may be shared with the employer's affiliates and third parties engaged by the employer to perform services for the employer. Any personal information shared with an affiliate or third party is to be used solely to perform the services requested by the employer.

This Company does not tolerate unlawful discrimination in its employment practices. No question on this application is used for the purpose of limiting or excluding an applicant from consideration for employment on the basis of his or her race, religion, color, sex (including pregnancy), age, national origin, mental or physical disability, sexual orientation, gender identity, genetic information, or any other protected status under applicable federal, state, or local law.

I understand that any information provided by me that is found to be false, incomplete, or misrepresented in any respect, will be sufficient cause to (i) deny me further consideration for employment, or (ii) may result in my immediate discharge from the employer's service, whenever it is discovered.

DO NOT SIGN UNTIL YOU HAVE READ THE ABOVE APPLICANT STATEMENT.

I certify that I have read, fully understand and accept all terms of the foregoing Applicant Statement.

Signature of Applicant

[Handwritten Signature]

Date

07/12 2023



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Important note: This is approved for use by the purchaser only. This form may not be shared publicly or with third parties.



Carson Cole



Professional Summary

Hardworking and dedicated worker with a proven track record of providing exceptional community support in a safe and orderly manner. Offering keen attention to detail and completion of important and immediate tasks with the quickest response time. Self-motivated work ethic with the ability to work individually and help the community members around me.

Skills

- Responsible
- Hard-working
- Time Management
- Multitasking
- Organization
- Customer Service

Work Experience

Police Officer, Ashland Police Department, May 2023 - July 2023

- Perform motor vehicle traffic stops to ensure the safety of all motor vehicle operators as well as enforce Title 29-A motor vehicle defects.
- Respond and handle community complaints to the best of my trained ability.
- Perform town patrol to ensure everyone and all property is safe and secure.

Police Officer, Fort Fairfield Police Department, May 2023 - July 2023

- Field trained with fellow academy certified officers and was taught the standard and basic procedures of the job.
- Respond with fellow officers to handle community complaints to the best of my trained ability.
- Perform town patrol to ensure everyone and all property is safe and secure.

911 Dispatcher, Fort Kent Police Department, June 2022 - April 2023

- Professionally skilled in handling life threatening situations in a very organized and calm manner.
- Handle community complaints and concerns while providing the best possible feedback to satisfy their needs.
- Assist and work alongside fully sworn law enforcement officers to better help with successfully completing confidential tasks.

Firefighter, Washburn Fire Department, November 2020 - Present

- Responsible for responding to emergency situations in a calm manner.
- Handling unexpected situations and finding solutions in a timely manner
- Responsible for organizing and cleaning the fire station as well as detailing and deep cleaning storage buildings and fire trucks.

Seasonal Team Associate, Walmart, January 2022 - June 2022

- Efficiently responded to all customer requests with the utmost professionalism and objective to satisfy all needs.
- Responsible for handling merchandise and ensuring proper placement of all store goods.
- Assisted physically challenged individuals with loading and unloading of purchased merchandise.

Cashier/cook, Burger Boy, April 2019 - October 2021 (Seasonal)

- Ordered and received products and supplies to stock kitchen areas.
- Managed kitchen staff, supervised the preparation of foods, and explained steps for preparing specialty items.
- Mentored staff in expectations and parameters of kitchen goals and daily work.
- Instructed new staff in proper food preparation, storage, use of kitchen equipment, and sanitation.
- Took food orders from cashiers and cooked items quickly to complete order items together and serve hot.

Certifications

- Maine ALERT Examination Completion (Score 55)
- Maine Law Enforcement Pre-Service Phase 1 Completion (Score 95)
- Maine Law Enforcement Pre-Service Phase 2 Completion (Score 89)
- Maine Law Enforcement Pre-Service Phase 3 Completion
- Certified Part-Time Law Enforcement Certification
- Wilderness First Aid, CPR and AED Certified - September 2022 - September 2024

Education

- High School Diploma - [REDACTED]
- Washburn District High School - Washburn, ME

- Associates Degree - [REDACTED]
- University of Maine at Presque Isle - Criminal Justice

- 1 year of school completion [REDACTED]
- The University of Maine at Fort Kent - Conservation Law Enforcement

- Class A Commercial Drivers License
- Caribou Technology Center - [REDACTED]

References

