

Present or Last Employer: _____ Date: _____ / _____
Started Left

Address: _____
Street City State Zip

Supervisor's Name: _____ Phone: () _____ May we contact? Yes No

Your Job Title: _____ Reason for Leaving: _____

Specific Job Duties: _____

Present or Last Employer: _____ Date: _____ / _____
Started Left

Address: _____
Street City State Zip

Supervisor's Name: _____ Phone: () _____ May we contact? Yes No

Your Job Title: _____ Reason for Leaving: _____

Specific Job Duties: _____

LICENSE, CERTIFICATES OR REGISTRATIONS

License, Certificates or Registrations:	License #:	Issued:	Expired:
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

EDUCATION

High School: _____

Did you graduate? Yes No

GED? Yes No

Colleges Attended:

Name of College/Location:

Dates:

Degree or # of Credits:

_____	_____/_____ /	_____
_____	_____/_____ /	_____
_____	_____/_____ /	_____

Other Courses/Training:

Location/Length of Course:

Date:

_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Have you been convicted of a criminal offense or released from jail within the past 10 years? Yes No

If yes, please explain the nature of the offense, date, court, and description:

Please use the space provided below to indicate how you meet the minimum requirements to apply for this position as listed on the job announcement. Resumes may be attached but will not be accepted as a substitute for completing this section.

PLEASE READ CAREFULLY BEFORE SIGNING THIS APPLICATION

I authorize the City to investigate all statements in this application and to secure any necessary information from all my employers, references, and academic institutions. I hereby release all of those employers, references, academic institutions, and the City from any and all liability arising from their giving or receiving information about my employment history, my academic credentials or qualifications, and my suitability for employment with the City.

I understand that any offer of employment is contingent upon receipt of a satisfactory report concerning my credit, academic credentials, and employment references. I further understand that any false or misleading statements will be sufficient cause for rejection of my application if the City has not employed me and for immediate dismissal if the City has employed me. I also authorize the City to supply information about my employment record, in whole or in part, in confidence to any prospective employer, government agency, or other party having a legal and proper interest, and I hereby release the City from any and all liability for its providing this information.

I understand that nothing in this employment application, in the City's policy statement or personnel guidelines, or in my communication with any City official is intended to create an employment contract between the City and me. I also understand that City has the right to modify its policies without giving me any advance notice of the changes. No promises regarding employment have been made to me, and I understand that no such promise or guarantee is binding upon the City unless it is made in writing and signed by the Mayor or designee. I understand that if an employment relationship is established, I have the right to terminate my employment relationship at any time for any reason. I also understand that if I'm hired in a non-represented position, the City retains the right to terminate my employment at any time for any reason.

I agree, in the event of my appointment, to comply with and abide by all the Lake Stevens Police Department's rules and regulations.

I understand that the Lake Stevens Police Department retains the right to determine the fitness and adaptability of applicants for Police Officer.

I hereby acknowledge that I have read and understand the preceding statement.

Signature

Date

Return signed originals with requested documentation to:

Lake Stevens Police Department
P.O. Box 790, 2211 Grade Road
Lake Stevens, WA 98258
(425) 334-9537

Reminder: Faxed or e-mailed documents will not be accepted.

This City is an Equal Opportunity Employer and does not unlawfully discriminate on the basis of race, sex, age, color, religion, national origin, marital status, disability, or any other basis prohibited by federal, state, or local law.

Civil Service Commission



TO: City of Lake Stevens Public Safety Applicant

SUBJECT: Self-Assessment Checklist

The Lake Stevens Police Department conducts a thorough background investigation on all candidates for Police Officer and Reserve Officer. The investigation may include, but is not limited to: prior employment and personal references, credit references, credit rating, criminal, driving and related police records investigations, a polygraph and psychological evaluation. Some of the reasons why past applicants have not been accepted for employment, or why individuals have had their names removed from the eligibility list include the following:

- Felonious criminal activity or crimes of moral turpitude;
- Patterns of misdemeanor criminal activity;
- Conviction for domestic violence;
- The use, possession, or sale of controlled substances;
- Alcohol or drug abuse;
- The illegal use of any controlled substance after the date of application;
- Providing false information or deception at any stage in the employment process;
- Medical problems that might endanger yourself, fellow employees and/or the citizens we serve;
- Work history that reflects incompetence, instability, dereliction of duty, or inability to get along with supervisors, co-workers, etc;
- Excessive traffic citations or accidents;
- Traffic citations involving alcohol or drugs;
- Invalid driver's license – or inability to obtain valid driver's license;
- Vision not correctable to at least 20/30 in the weakest eye, no worse than 20/100 uncorrected;
- Failure to provide proof of citizenship or graduation from high school, or GED equivalency, prior to appointment; and
- Poor credit rating, i.e. a habit of not paying bills on time.

The above information is provided to help you make the determination whether to proceed with the examination process.

Civil Service Commission



LAKE STEVENS POLICE DEPARTMENT

Personal Background Self Evaluation

The following evaluation is part of the examination procedure for employment with the Lake Stevens Police Department. A personal background evaluation requires you to provide the following information at the time of application. All information provided on the evaluation will be verified by polygraph examination.

Untruthful responses OR excessive prior drug use will result in your rejection.

Possession and Drug Use

“Possession” is defined as control, touching, holding, selling, or trafficking (transportation for sale) any illegal (non-prescribed) drug.

Please answer “yes” or “no” to the following questions:

- Yes No Any possession of marijuana/hashish within the last three years. Any possession of other illegal drugs within the last ten years?
- Yes No Any possession of marijuana/hashish over fifteen times, regardless of the time frame? Any possession within the last three years?
- Yes No Any injection of amphetamines or methamphetamines?
- Yes No Any possession of non-prescribed stimulants (amphetamines/methamphetamines), such as speed, Ritalin, crank, crystal, ice, etc., over three times. Any possession within the last ten years?
- Yes No Any possession of hallucinogenic drugs (LSD, PCP, hallucinogenic mushrooms, etc.), over three times. Any possession within the last ten years?
- Yes No Any possession of non-prescribed opiates or narcotics (heroin, morphine, etc.)?
- Yes No Any possession of cocaine over three times? Any possession within the last ten years?
- Yes No Any possession of non-prescribed drugs after submitting an application with any law enforcement agency within the last five years? The type of agency and circumstances of possession will be considered on a case-by-case basis.
- Yes No Any possession of non-prescribed drugs while employed or after having been employed by a law enforcement agency, regardless of time frame? The type of agency and circumstances of possession will be considered on a case-by-case basis.
- Yes No Any possession of anabolic steroids within the last two years?

Criminal Activity or Behavior

For the purpose of this evaluation, the term “**convicted**” includes any disposition adverse to the subject, except a decision not to prosecute, a dismissal, or an acquittal (**Note: A dismissal entered after a period of probation, suspension, or deferral of sentence is considered a disposition adverse to the subject.**)

Please answer “yes” or “no” to each of the following questions (Note: A YES answer to any of the following questions may disqualify you from further consideration with the Lake Stevens Police Department).

- Yes No Have you ever been convicted of a felony? (Convictions under the age of 18 may be considered on a case-by-case basis.)
- Yes No Have you ever been convicted of a misdemeanor involving theft, crimes of violence, larceny, moral turpitude, sex offenses, or controlled substances? (Convictions under the age of 21 may be considered on a case-by-case basis.)
- Yes No Have you ever sold, offered to sell, or transported for sale any illegal drugs/narcotic, regardless of the time frame?
- Yes No Have you ever taken over \$100 worth of property or services from an employer?
- Yes No Have you made false, intentionally misleading or intentional omissions of information on this application package?
- Yes No Have you intentionally assaulted your wife, husband, or live-in adult companion in the past 3 years?

I CERTIFY UNDER PENALTY OF PERJURY THAT THIS IS A TRUE AND CORRECT SELF-ASSESSMENT.

Signature: _____ **Date:** _____

Civil Service Commission



POLICE DRIVING STANDARDS

Dear Applicant:

Below are listed the driving standards that the Lake Stevens Police Department use to screen police applicants. If your permanent driving record reflects a total of six or more points, for a period of 36 months preceding the application, then **you will not be allowed to continue on in the testing process.** All applicants automatically have their driving records checked prior to an offer of employment. Therefore, if you know your driving record totals six or more points based on the information below, **do not apply at this time.** If the applicant receives a traffic ticket during the selection/hiring process that puts them at six or more points, this will disqualify the applicant from employment.

Standard moving violation	2
Speeding (0-14 miles over the speed limit)	2
Speeding (15-19 miles over the speed limit)	3
Speeding (20-25 miles over the speed limit)	4
Hit and run unattended, negligent driving with an accident, reckless or DUI non-accident	6
Hit and run attended, reckless or DUI with accident, negligent homicide, vehicular assault	8
Driving while license suspended or revoked	4

Have you accumulated more than six points in the past 3 years? Yes No

All of the information provided on this questionnaire is true and accurate to the best of my knowledge. I understand that this information will be verified and that any misstatement will result in removal from the eligibility list and/or the position if hired.

Signature: _____ Date: _____

Print Name: _____

Civil Service Commission



RCW 41.04.010 provides for a veteran's preference to be added to the passing grade of certain veterans. If you believe that you are eligible to be considered for such preference you should complete the following questionnaire, by checking statements that apply to you. Also, please certify the accuracy of your answers by your signature, **and attach a copy of your DD214 form.**

Date of termination from the United States active military service: _____

YOU MUST:

Yes **No** Have served on active duty in a branch of the Armed Forces of the United States;

AND

Yes **No** Have been released from active service under honorable conditions (i.e., received an honorable discharge or a discharge for physical reasons with honorable record;

AND

Yes **No** Have not previously received employment through the use of veterans' preference;

AND

Yes **No** Not currently in the military (i.e., on active duty). If you are, you are not a "Veteran" by definition and, therefore, not eligible. This is the interpretation given by the State Office of Veteran's Affairs. It applies even if there was a prior period of service.

If you meet all of the above requirements the following scoring criteria shall apply:

10% preference will be added to your passing examination grade if you served during a period of war or in an armed conflict and you are not receiving veteran's retirement payments.

5% preference will be added to your passing examination grade if your service was not during a period of war or in an armed conflict OR you are receiving veteran's retirement payments.

I certify that to the best of my knowledge I am entitled to 5% or 10% (please place check above) veteran's preference and that by falsely claiming veterans' preference, I will be disqualified from employment with the City of Lake Stevens. I also understand that if employed, any misrepresentation of facts regarding my receiving veterans' preference is sufficient cause for dismissal.

Signature: _____ Print Name: _____ Date: _____

Veterans' Preference/Scoring Criteria – FAQ's

1. May the veterans' scoring criteria status be claimed in a civil service examination where it previously has been claimed and the person was thereby employed, even if employed by a different public employer?

No, the veteran may not again use his or her scoring criteria status after it has been previously claimed and that person was hired based on the examination in which the status was claimed. The relevant statute is RCW 41.04.010, which provides as follows:

In all competitive examinations, unless otherwise provided in this section, to determine the qualifications of applicants for public offices, positions or employment, the state, and all of its political subdivisions and all municipal corporations, shall give a scoring criteria status to all veterans as defined in RCW 41.04.005, by adding to the passing mark, grade or rating only, based upon a possible rating of one hundred points as perfect a percentage in accordance with the following:

(1) Ten percent to a veteran who served during a period of war or in an armed conflict as defined in RCW 41.04.005 and does not receive military retirement. The percentage shall be added to the passing mark, grade, or rating of competitive examinations until the veteran's first appointment. The percentage shall not be utilized in promotional examinations;

(2) Five percent to a veteran who did not serve during a period of war or in an armed conflict as defined in RCW 41.04.005 or is receiving military retirement. The percentage shall be added to the passing mark, grade, or rating of competitive examinations until the veteran's first appointment. The percentage shall not be utilized in promotional examinations;

(3) Five percent to a veteran who was called to active military service from employment with the state or any of its political subdivisions or municipal corporations. The percentage shall be added to the first promotional examination only.

(Emphasis added)

The evident intent is to restrict the scoring criteria status so that, basically, it can only be used to obtain employment once. Once employment is obtained after claiming the status, it may not be used again. Also, it does not matter if the status was claimed and employment obtained with a different public agency.

2. Has the Persian Gulf War officially ended for the purpose of qualifying as a "veteran" for a scoring criteria status?

No, the time period for the veterans' scoring criteria outlined in RCW 41.04.005 has not been ended by official presidential proclamation or law. RCW 41.04.005 provides that the Persian Gulf War began on August 2, 1990 and will end on the date prescribed by presidential proclamation or law. So, veterans who served in the armed forces in the 1990's are eligible for the veteran's scoring criteria in most cases. The other restrictions in RCW 41.04.005 concerning eligibility still apply.

3. Whether passage of Initiative 200, prohibiting "preferential treatment" based on race, sex, color, ethnicity, or national origin in public employment and contracting, affects the veterans' scoring criteria statutes?

Passage of I-200 does not appear to affect veterans' preference in civil service employment based solely on status as a veteran, other than to cause the legislature to eliminate the word "preference." The initiative amends only chapter 49.60 RCW and covers preferential treatment on the basis of race, sex, color, ethnicity, or national origin. The veteran's preference statutes have a long history in Washington and may be required under federal laws and programs. Initiative 200 can be reconciled with the existing laws on veteran's preference based solely on status as a veteran.

4. Is the veterans' scoring criteria status in RCW 41.04.010 mandated when hiring any city employee or just civil service employees?

The scoring criteria status in RCW 41.04.010 applies only to hiring for civil service positions. This statute provides in relevant part as follows:

In all competitive examinations, unless otherwise provided in this section, to determine the qualifications of applicants for public offices, positions or employment, the state, and all of its political subdivisions and all municipal corporations, shall give a scoring criteria status to all veterans as defined in RCW 41.04.005
...

Since civil service hiring involves competitive examinations, this preference clearly applies to civil service. Further, RCW 41.08.040 and 41.12.040 mandate the veterans' credit in RCW 41.04.010 for police and fire civil service hiring procedures.

Although it can be argued that this scoring criterion would also apply where a city uses competitive examinations in non-civil service hiring, it does not appear that it would apply in that context. The statutory intent apparently was for it to apply only where competitive examinations are required by statute.

5. Does a veteran have to have actually fought in a war to receive scoring criteria points?

Veterans who served during a "period of war," as that is defined in RCW 41.04.005, need not have served in a combat zone or hostile environment to qualify; simply being in the armed forces during a such a period, in addition to not receiving military retirement, is sufficient. Veterans who served in an "armed conflict," as defined by RCW 41.04.005, and received a campaign badge or medal, and who do not receive military retirement, also qualify in this category. In addition, in 2002 the Legislature amended the definitions set out in RCW 41.04.005 to include certain veterans who served during times of peace.

***THIS INFORMATION OBTAINED FROM:
Municipal Research and Services Center of Washington
Veteran's Preference/Scoring Criteria Frequently Asked Questions.
<http://www.mrsc.org/Subjects/Personnel/civilservice/vetpref.aspx>***

41.04.005 "Veteran" defined for certain purposes

(1) As used in RCW [41.04.005](#), 41.04.007, [41.16.220](#), [41.20.050](#), [41.40.170](#), and [28B.15.380](#) "veteran" includes every person, who at the time he or she seeks the benefits of RCW [41.04.005](#), [41.16.220](#), [41.20.050](#), [41.40.170](#), or [28B.15.380](#) has received an honorable discharge or received a discharge for physical reasons with an honorable record and who meets at least one of the following criteria:

(a) The person has served between World War I and World War II or during any period of war, as defined in subsection (2) of this section, as either:

(i) A member in any branch of the armed forces of the United States;

(ii) A member of the women's air forces service pilots;

(iii) A U.S. documented merchant mariner with service aboard an oceangoing vessel operated by the war shipping administration, the office of defense transportation, or their agents, from December 7, 1941, through December 31, 1946; or

(iv) A civil service crewmember with service aboard a U.S. army transport service or U.S. naval transportation service vessel in oceangoing service from December 7, 1941, through December 31, 1946; or

(b) The person has received the armed forces expeditionary medal, or marine corps and navy expeditionary medal, for opposed action on foreign soil, for service:

(i) In any branch of the armed forces of the United States; or

(ii) As a member of the women's air forces service pilots.

(2) A "period of war" includes:

(a) World War I;

(b) World War II;

(c) The Korean conflict;

(d) The Vietnam era, which means:

(i) The period beginning on February 28, 1961, and ending on May 7, 1975, in the case of a veteran who served in the Republic of Vietnam during that period;

(ii) The period beginning August 5, 1964, and ending on May 7, 1975;

(e) The Persian Gulf War, which was the period beginning August 2, 1990, and ending on the date prescribed by presidential proclamation or law;

(f) The period beginning on the date of any future declaration of war by the congress and ending on the date prescribed by presidential proclamation or concurrent resolution of the congress; and

(g) The following armed conflicts, if the participant was awarded the respective campaign badge or medal: The crisis in Lebanon; the invasion of Grenada; Panama, Operation Just Cause; Somalia, Operation Restore Hope; Haiti, Operation Uphold Democracy; and Bosnia, Operation Joint Endeavor. Effective July 24, 2005 Operation Noble Eagle, Operation Enduring Freedom, and Operation Iraqi Freedom (per SHB1938) and Southern or Central Asia and Persian Gulf (per SSB5112).

Civil Service Commission



AFFIRMATIVE ACTION INFORMATION

Position Applied: _____

The City of Lake Stevens provides equal opportunity in all terms, conditions and privileges of employment for all qualified job applicants and employees without regard to race, color, national origin, sex, age, marital status, veteran status, sexual orientation or the presence of disability. **Providing this information is voluntary and will be kept in a confidential file separate from the application form.**

Sex: Male Female

Age: Below 18 Above 18 but below 40 Above 40

Ethnic Category: Caucasian
 African American
 Hispanic
 Native American
 Asian
 Pacific Islander
 Other Specify _____

FITNESS FOR DUTY

Can you perform the essential functions of the job, with or without reasonable accommodation (See job description)?

Yes No

Will you need reasonable accommodation to perform the essential functions of the job?

Yes No

If yes, please describe the necessary accommodation(s):

RECRUITMENT INFORMATION

How did you hear about the position for which you are applying?

Friend or relative
 City Job Bulletin
 City Employee
 City Website
 Newspaper Ad Name of newspaper: _____

Other Please specify: _____