



# Police Cadet Application

### Directions:

1. Review and complete this entire application packet.
2. Be sure to demonstrate how you meet the minimum requirements for this position.
3. Once you have completed the application, print the documents and save a copy for your records.
4. Sign and date a copy of required documents and send them to the Lake Stevens Police Department.
5. Resumes may be attached to your original application.
6. Only original applications with signature will be accepted.

Name: \_\_\_\_\_  
 Last First Middle

Address: \_\_\_\_\_  
 Street City State Zip

Mailing: \_\_\_\_\_  
 Mailing Address City State Zip

E-Mail Address: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Contact Phone: \_\_\_\_\_

Birth date: \_\_\_\_\_ Social Security #: \_\_\_\_\_  
 (Required for Law Enforcement Positions) (Optional)

Do you have a valid Washington Driver's License?  Yes  No License #: \_\_\_\_\_

Are you prevented from lawfully working in the United States by visa or immigration status?  Yes  No  
 (Documentation of authorization to work in the U.S. will be required if an offer of employment is made and accepted).

### WORK EXPERIENCE

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: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

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 Cadet.

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

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**Return signed originals 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, Reserve Officer and Cadet. 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



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: \_\_\_\_\_

The Lake Stevens Police Department is committed to a professional partnership with our community by providing excellence in safety, service and education.