

Date Received _____

CITY OF PACIFIC – CIVIL SERVICE COMMISSION – EMPLOYMENT APPLICATION

Applicants are considered for employment without regard to race, creed, color, sex, national origin, age, marital status, veteran status, or disability.

POSITION APPLYING FOR: _____

Personal Information

Name _____ Social Security # _____

Address _____
Number Street Apt. # City State Zip

Work Phone _____ Home Phone _____ email _____

Do you meet the minimum age requirements as stated on the job opening bulletin? YES ___ NO ___

Do you possess a valid driver's license with no pending risk of loss? YES ___ NO ___

Driver's License Number and State issued from _____

Are you related to anyone working for the City of Pacific? YES ___ NO ___

If yes, Name _____ Department _____

Is there any reason that would prevent you from performing the primary functions of the job for which you are applying? YES ___ NO ___ If yes, please explain _____

In compliance with the Americans with Disabilities Act, a disability will be considered only in the context of an applicant's ability to perform primary elements of the job and to determine reasonable accommodation.

Education and Training

Type of School	Name and Location	Major Subject	Circle #	Yrs Completed	Graduate?/Degree
High School			9	10 11 12	GED
College			1	2 3 4	
Business/Vocational			1	2 3 4	
Trade, Other			1	2 3 4	
Military					

Employment History

Begin with your present or most recent job. Include periods of self-employment, military service assignments, volunteer activities. List promotions separately.

Job Title _____ Dates of Employment From _____ To _____

Employer _____ Hours Per Week _____

Supervisor/Title _____ Supervisor's Number _____

Employer's Address _____
Number Street City State ZIP

Briefly describe work duties and level of responsibility _____

_____ Last Salary\$

Number and type of employees supervised _____

May we contact your present employer? YES ___ NO ___

If you are not currently employed, reason for leaving _____

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Number Street City State ZIP

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Last Salary\$ _____

Number and type of employees supervised _____

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If you are not currently employed, reason for leaving _____

Personal References

List names and addresses of three reliable persons, other than relatives or past employers, who know you well enough to give information about you.

Name _____ Occupation _____

Address _____

Number Street City State ZIP

Home telephone # _____ How long known _____

Name _____ Occupation _____

Address _____

Number Street City State ZIP

Home telephone # _____ How long known _____

Name _____ Occupation _____

Address _____

Number Street City State ZIP

Home telephone # _____ How long known _____

Have you been convicted of a felony or misdemeanor? YES ___ NO ___

If yes, indicate date and nature of offense _____

Have you ever been discharged or asked to resign from employment? YES ___ NO ___

If yes, give complete details (dates, places, reason, name and address of supervisor)

I hereby certify that there are no willful misrepresentations or falsification of statements and answers to questions herein. I am aware that should investigation disclose such misrepresentations or falsifications, this will be grounds for elimination from further consideration or, if employed, for dismissal. I understand that a thorough assessment of my background, behavioral characteristics, traffic record, and criminal history will be conducted. In addition, for Police positions, a polygraph will be conducted.

I authorize my previous employers and the references I have named to furnish the City of Pacific my record, reason for leaving and all information they may have concerning me. I hereby release them and the City of Pacific from all liability for any damage whatsoever arising therefrom. I authorize investigation of all statement in this application.

Signature of Applicant _____ Date _____

NAME: _____ DATE: _____

**Skills Inventory Sheet
Evidence Custodian**

- 1. Are you a citizen of the United States? YES__NO__
- 2. Are you at least 21 years of age? YES__NO__
- 3. Do you have a valid driver's license with no pending risk of loss? YES__NO__
- 4. Do you possess a high school diploma or equivalent? YES__NO__
- 5. Do you have at least two years full-time clerical experience in an office environment? YES__NO__
- 6. Do you have at least two years of college or business school? YES__NO__
- 7. Do you agree to undergo an extensive police background investigation including taking a polygraph test if you are a final candidate? YES__NO__
- 8. Are you willing to operate a police radio? YES__NO__

Do you know or are you acquainted with any member of the Pacific Police Dept.? YES__NO__

If Yes, please provide the name or names.

Please list your related work experience, particularly if you have worked for a law enforcement agency.

POSITION TITLE	EMPLOYER	DATES OF EMPLOYMENT

Please list your education beyond High School

PROGRAM OR COURSE	SCHOOL	DATES ATTENDED	DEGREE

9. How many years of office experience do you have? _____ years _____ mo.

10. What is your typing speed? _____ words per minute.

11. What computer programs are you familiar with and how would you rate your skill level?

Program	Skill Level (fair, good, excellent)
_____	_____
_____	_____
_____	_____

Skill Level
(fair, good, excellent)

12. Do you have knowledge of: Spillman (records management system) YES ___ NO ___ _____

CAD (computer dispatch system) YES ___ NO ___ _____

Access Certification (Washington State patrol) YES ___ NO ___ _____

13. Write a paragraph in your own handwriting in black ink about why you believe you should be hired to fill this position.

14. Attach a one-page resume to your application.



CITY OF PACIFIC
POLICE DEPARTMENT

133 Third Avenue S.E.
Pacific, WA 98047
Phone: 253-929-1130
FAX: 253-929-1194
pacpd@ci.pacific.wa.us

WAIVER AND AUTHORIZATION TO RELEASE INFORMATION
THIS DOCUMENT AFFECTS YOUR LEGAL RIGHTS. READ IT CAREFULLY BEFORE SIGNING.

To Whom It May Concern:

I, the undersigned, authorize you to furnish to the City Of Pacific or its agencies any and all information that you have concerning me, my work record, my reputation, my medical records, my psychological testing and analysis plus recommendation, my military service records, my educational background and records, my financial status and credit history, and such other information and records as you have in your possession relating to me. Information of a confidential or privileged nature may be included in the materials you provide to the City Of Pacific or its agents. Your reply will be used to assist the City Of Pacific or its agents in determining my qualifications and fitness for a position I am seeking with the City Of Pacific and/or one of its departments or agencies.

I understand my right to request access to any public records relating to me pursuant to Title 5 of the United States Codes, Section 552 *et seq.*, the privacy Act of 1974, the Freedom of Information Act, and Revised Code of Washington (RCW) 42.17 *et seq.*, and specifically waive those rights understanding that the information furnished will be used by the City of Pacific and/or its agencies or departments in conjunction with the employment procedures. I further acknowledge that I have at all times had the right to seek assistance of counsel regarding my making this free and knowing waiver of my rights.

I will make NO attempt to gain access to the information provided by you to the City of Pacific and/or its agencies or departments in conjunction with this employment process and hereby expressly waive any rights I may have to request the disclosure of information provided by you to the City of Pacific and/or its agencies or departments in conjunction with this employment process.

Further, I do hereby release you, your organization, your agents, and others from any liability or damage which may result from furnishing information to the City of Pacific pursuant to this waiver and authorization to release information.

Applicant's Name (Printed)

Date

Applicant's Signature



CITY OF PACIFIC

100 - 3RD AVENUE SOUTHEAST
PACIFIC, WASHINGTON 98047
CITY HALL (253) 929-1100
FAX (253) 939-6026

PACIFIC CIVIL SERVICE COMMISSION VETERANS' PREFERENCE FORM

State Civil Service Law (RCW 41.04.005, RCW 41.04.007, RCW 41.04.010) provides for preference points in competitive examinations for Veterans. To qualify, an applicant must:

>>> Have received an honorable discharge or discharge for physical reasons with an honorable record; and

>>> Have served in at least one of the following capacities:

- (1) As a member in any branch of the armed forces of the United States, including the national guard and armed forces reserves, and has fulfilled his or her initial military service obligation;
- (2) As a member of the women's air forces service pilots;
- (3) As a member of the armed forces reserves, national guard, or coast guard, and has been called into federal service by a presidential select reserve call up for a least one hundred eighty cumulative days;
- (4) As a civil service crewmember with service aboard a U.S. army transport service or U.S. naval transportation service vessel in ocean going service from December 7, 1941, through December 31, 1946; or
- (5) As a member of the Philippine armed forces/scouts during the period of armed conflict from December 7, 1941, through August 15, 1945.

I want to claim Veterans' Preference based on the following information.

Dates of Service: From: _____ To: _____
Month/Day/Year Month/Day/Year

Are you receiving veteran's retirement payments for military service? Yes ___ No ___

Have you ever used Veterans' Preference to obtain employment? Yes ___ No ___

If yes, list the job and employer: _____

You must submit a copy of your DD-214 (or other relevant form if no DD-214). Failure to do so may result in loss of veteran's preference.

Print Name _____

Signature

Date

Application Check List

1. Be sure to sign your application
2. Attach a copy of your one page resume.
3. Faxed or emailed applications are not accepted.
4. Return your application by mail or hand delivered to:

Pacific City Hall
Attention Civil Service Secretary
100 3rd Ave. SE
Pacific, WA 98047
5. If there is a closing date on the job announcement, your application must be received at City Hall by that date and time.
6. Questions? Leave a message for Gail Bennett, Civil Service Secretary, at (253) 929-1125 or send an email to gbennett@ci.pacific.wa.us