

**City of Yelm
Police Officer
Self-Assessment Checklist**

The Yelm Police Department conducts a thorough investigation on all candidates considered for employment. The investigation includes the following: completion of a personal history statement, background investigation, polygraph, psychological and medical examination, personal history, criminal record, driving record, financial and professional history evaluation.

The following checklist of requirements is being provided to assist you in determining your eligibility status:

- You are a citizen of the United States
- You can read and write the English language
- You are at least 21 years of age or will be at the anticipated date of hire
- You have a valid Washington State Driver's License or have a valid driver's license from another state and are eligible to obtain a Washington State Driver's License
- You have a good driving record for the past 5 years
- You have received a high school diploma or G.E.D.
- You have no felony convictions
- You have no gross misdemeanor or misdemeanor convictions involving moral turpitude
- You have no other misdemeanor convictions in the past 5 years
- You have no "convictions" for any crime of Domestic Violence in accordance with RCW 9.41.040 since July 1, 1993.
- You have not used any illegal controlled substance in the past 3 years

Select one of the next two:

- You were discharged honorably from the Armed Forces
- You have never been in the Armed Forces

If you were unable to check all of the above items you are not eligible for employment.

Additionally, the following are other reasons why applicants have not been accepted for employment and/or have had their names removed from the eligibility list – each being based in a case-by-case basis:

- Conduct not compatible with city employment, whether or not it amounts to a crime
- Credit history which reflects poor responsibility
- Work history which reflects poor performance
- Use of illegal controlled substances beyond the above listed 3 year requirement
- Alcohol or drug above
- Unable to pass a polygraph, psychological, drug screening or medical examinations
- Unable to pass the Washington State Criminal Justice Training Commission physical agility test (entry level only).

DECEPTION AT ANY STATE OF THE EMPLOYMENT PROCESS IS GROUNDS FOR IMMEDIATE DISMISSAL FROM CONSIDERATION.

Instructions:

1. Carefully read the job announcement for this position. Pay particular attention to the desired/minimum qualifications to make sure you have included your pertinent education and/or experience on the application.
2. The title of the position should be the title shown on the job announcement. Provide all the information requested by printing in legible black ink.
3. Be sure to date and sign the application.
4. Disclosure of your social security number (SSN) is mandatory if you are applying for public safety positions. Your SSN is used to track your application and exam materials.
5. Return this application to:
City of Yelm
Civil Service Examiner
Attn: Donna McCann
206 McKenzie Avenue SE
Yelm, WA 98597
6. Your application must be received by the Civil Service Examiner before 5:00 p.m. on the last date to file as stated on the job announcement. This only applies to applications that have a closing date.
7. Advise the Civil Service Division of any change in your address or telephone number by calling (360)458-5701. Failure to notify may result in you not being contacted for testing and interviews.
8. You will be notified by mail and email (if applicable) of the time and place of your interview.

Note: If you are a veteran and wish to claim veteran's preference please submit a copy of your DD214/DD215 with your application.

CITY OF YELM
POLICE OFFICER - LATERAL
APPLICATION FOR EMPLOYMENT

Name: _____
 Last First Middle

Social Security #: _____ Driver's License #/State: _____

Home Phone #: _____ Alternate Phone #: _____

Email Address: _____

Physical Address: _____

Mailing Address: _____

Are you at least 21 years of age? Yes No

Were you ever employed in the past by the City of Yelm? Yes No

If yes, which department and the dates employed? _____

If you wish to claim Veteran's Preference, all the following questions must be answered. Copies of DD214/DD215 (Member's Copy 4) are required at time of application as proof of eligibility.

Are you receiving any military payments? Yes No

Have you been honorably released from Active Military Service? Yes No

Date of active service from _____ to _____ Branch of Service: _____

How did you find out about the position for which you are applying? _____

Do you have relative(s) employed by the City of Yelm? Yes No

EMPLOYEMENT HISTORY

List your current or most recent employer first. Be sure to include the experience which you feel qualifies you for this position. Include military service, volunteer experience and periods of unemployment. Be as complete as possible in outlining the duties of each position. Failure to do so may affect your acceptance for the examination, the credit you receive for experience, or your status as an employee, if hired. **Resumes are not accepted in lieu of completing this application.** Attach an additional sheet if needed.

Employer: _____ Job Title: _____

City & State: _____ Employed From: _____ To: _____

Starting Salary: \$ _____ Final Salary: \$ _____ Hours Per Week: _____

Duties and Reason for Leaving:

Employer: _____ Job Title: _____

City & State: _____ Employed From: _____ To: _____

Starting Salary: \$ _____ Final Salary: \$ _____ Hours Per Week: _____

Duties and Reason for Leaving:

Employer: _____ Job Title: _____

City & State: _____ Employed From: _____ To: _____

Starting Salary: \$ _____ Final Salary: \$ _____ Hours Per Week: _____

Duties and Reason for Leaving:

Years in Service: List all positions you have held as a full-time commissioned police officer beginning with your present or most recent employment.

Employer/Agency: _____ Job Title/Rank: _____
City & State: _____ Employed From: _____ To: _____
Immediate Supervisor: _____
Psychological: Yes No Administered By: _____
Polygraph Exam: Yes No Administered By: _____

Employer/Agency: _____ Job Title/Rank: _____
City & State: _____ Employed From: _____ To: _____
Immediate Supervisor: _____
Psychological: Yes No Administered By: _____
Polygraph Exam: Yes No Administered By: _____

Employer/Agency: _____ Job Title/Rank: _____
City & State: _____ Employed From: _____ To: _____
Immediate Supervisor: _____
Psychological: Yes No Administered By: _____
Polygraph Exam: Yes No Administered By: _____

Employer/Agency: _____ Job Title/Rank: _____
City & State: _____ Employed From: _____ To: _____
Immediate Supervisor: _____
Psychological: Yes No Administered By: _____
Polygraph Exam: Yes No Administered By: _____

Add additional sheets if necessary.

POLICE EDUCATION

Please describe the courses taken relating to police work, excluding the basic police academy.

Course Title: _____

Location: _____ Date: _____ Number of Hours: _____

Course Title: _____

Location: _____ Date: _____ Number of Hours: _____

Course Title: _____

Location: _____ Date: _____ Number of Hours: _____

Course Title: _____

Location: _____ Date: _____ Number of Hours: _____

Course Title: _____

Location: _____ Date: _____ Number of Hours: _____

Course Title: _____

Location: _____ Date: _____ Number of Hours: _____

Course Title: _____

Location: _____ Date: _____ Number of Hours: _____

Course Title: _____

Location: _____ Date: _____ Number of Hours: _____

Course Title: _____

Location: _____ Date: _____ Number of Hours: _____

Course Title: _____

Location: _____ Date: _____ Number of Hours: _____

Work Record: List all police equipment accidents you have been involved in regardless of fault.

Sick Leave: List the total number of sick leave hours taken during your employment as a police officer. Explain if chronic illness or injury resulted in an above average sick leave use.

STATEMENT OF UNDERSTANDING

- I authorize my current or former employers and all schools or educational and technical institutions which I have attended to provide the City of Yelm representatives any information regarding my current or former employment, scholastic records or ratings. I hereby release any such current or former employers or institutions, their agents or employees from any and all liability resulting from the release of such information. My authorization and release from liability are knowing, intelligent and voluntary acts.
- I certify my statements in this application are true, complete and correct to the best of my knowledge and belief. I understand any falsification or omission of information may bar me from the examination, remove my name from the eligible list or, if I have been appointed, cause my dismissal from the City of Yelm. I understand all statements made on this application may be investigated.
- I understand the City of Yelm has an ethics code and, if hired, will be required to read it and comply.
- If hired, I agree to comply with the City of Yelm Policy that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the workplace and will notify my employer of any criminal activity drug statute conviction for a violation occurring in the workplace no later than five days after such conviction.
- I understand I must be able to prove authorization to work in the United States at the time of the job offer.
- I understand employment with the City of Yelm may be subjected to passing a post offer, pre-employment medical examination including a drug screen, and may include a thorough background investigation to include polygraph, psychological and medical examinations.

Signature

Date

BE SURE YOUR APPLICATION IS COMPLETE