



# CITY OF ROY

PO BOX 700 \* ROY, WA 98580-0700  
216 McNaught St S

**Employment Application**

**Position Applied For** \_\_\_\_\_ **Date** \_\_\_\_\_

APPLICANT INFORMATION			
Last Name	First	M.I.	Date of Birth
Street Address		Apartment/Unit #	
City	State	ZIP	
Phone	Cell Phone		
E-mail Address		Social Security No.	
List licenses or certificates:			
Are you a citizen of the United States?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If no, are you authorized to work in the U.S. and can you provide documentation? YES <input type="checkbox"/> NO <input type="checkbox"/>
Have you ever worked for City of Roy?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If so, when/position?
Do you have a driver's license?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Driver's License #/Exp.

EDUCATION				
High School		Address		
From	To	Did you graduate?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
		Degree		
College		Address		
From	To	Did you graduate?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
		Degree		
Other		Address		
From	To	Did you graduate?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
		Degree		

REFERENCES	
<i>Please list professional references (Someone not related to you)</i>	
Full Name	Relationship
Company	Phone ( )
Address	Email
Full Name	Relationship
Company	Phone ( )
Address	Email
Full Name	Relationship
Company	Phone ( )
Address	Email

**PREVIOUS EMPLOYMENT (LAST 10 YEARS - - PLEASE ATTACH ADDITIONAL SHEETS IF NECESSARY)**

Company		Phone ( )	
Address		Supervisor	
Job Title	Starting Salary \$	Ending Salary \$	
Responsibilities			
From	To	Reason for Leaving	
May we contact your previous supervisor for a reference? YES <input type="checkbox"/> NO <input type="checkbox"/> Preferences:			
Company		Phone ( )	
Address		Supervisor	
Job Title	Starting Salary \$	Ending Salary \$	
Responsibilities			
From	To	Reason for Leaving	
May we contact your previous supervisor for a reference? YES <input type="checkbox"/> NO <input type="checkbox"/> Preferences:			
Company		Phone ( )	
Address		Supervisor	
Job Title	Starting Salary \$	Ending Salary \$	
Responsibilities			
From	To	Reason for Leaving	
May we contact your previous supervisor for a reference? YES <input type="checkbox"/> NO <input type="checkbox"/> Preferences:			

**SKILLS AND QUALIFICATIONS**

Summarize special skills and qualification acquired that may qualify you for work with our City for this position.

**MILITARY SERVICE**

Branch	From	To
Duties		

**OTHER**

Have you been convicted including conviction by any plea of a misdemeanor or felony within the last 10 years?  
 Yes \_\_\_\_ No \_\_\_\_ If yes, please explain \_\_\_\_\_

Were you found to have committed any traffic violations in the last 7 years? Yes \_\_\_\_ No \_\_\_\_ If yes, please explain \_\_\_\_\_

\_\_\_\_\_

NOTE: A conviction record will not disqualify you for employment unless such record would reasonably affect your fitness for the job. Traffic violations may have bearing on your insurability with the City's insurance carrier.

Can you with or without accommodation, perform the essential functions of this position as listed in the job description? Yes \_\_\_\_ No \_\_\_\_

**PLEASE READ CAREFULLY BEFORE SIGNING THIS APPLICATION**

I authorize the City of Roy to investigate all statements in this application and to secure any necessary information from my past employers, references, and academic institutions about my past employment, my work place ethics, and other information relevant to my suitability for this position except as prohibited by law, including laws concerning medical conditions. I hereby release all of those employers, references, academic institutions, and the City from any and all liability arising from their giving or receiving lawful information about my employment history, my academic credentials or qualifications, and my suitability for employment with the City.

**I also authorize the City to secure financial and credit information, including consumer reports regarding creditworthiness, credit standing, or credit capacity, for the express purpose of considering me for employment, through an appropriate agency.** I understand that the purpose of such information is to help determine my susceptibility to unlawful appropriation of cash or property to which I am exposed, to bribes and to blackmail. I understand that before taking any adverse action based in whole or part on the report, the City will provide to me: (i) The name, address, and telephone number of the consumer reporting agency providing the report; (ii) a description of my rights pertaining to consumer reports obtained for employment purposes; and (iii) a reasonable opportunity to respond to any information in the report that is disputed by me. I understand that, upon my written request made within a reasonable period of time, the agency providing a consumer credit report to the City will provide me with a complete description of the nature and scope of the credit report investigation.

It is further agreed and understood that I shall hold the City of Roy harmless for use of any and all information gained through these inquiries.

I understand that any offer of employment is contingent upon receipt of a satisfactory report concerning but not limited to my credit, academic credentials, past employment and employment references. **I further understand that the statement on this application may be investigated at any time, and that any material misrepresentation or omission in any of my answers or statements may result in cancellation of my application, or if employed, may be cause for dismissal.**

I also authorize the City to supply information about my employment, 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 providing this information.

In the event of my employment with the City, I will comply with all rules, regulations, and policies set forth in the City's personnel policy manual or in communications distributed by the City.

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

In compliance with federal and state laws and equal employment opportunity guidelines, applicants are considered for employment on the basis of qualifications and demonstrated abilities without regard to race, religion, creed, color, national origin, families with children, sex, marital status, sexual orientation, age, honorably discharged veteran or military status, the presence of any sensory, mental, or physical disability or the use of a trained dog guide or service animal by a person with a disability.

Special assistance with the application and examination process is available, upon request, for persons with disabilities.

Call (253) 843-1113 or Fax (253) 843-0279

**PLEASE SUBMIT THIS APPLICATION FOR EMPLOYMENT**

In person : 216 McNaught St S, Roy, WA 98580

By mail: PO Box 700, Roy, WA 98580-0700

Signature

Date

## CITY OF ROY POLICE DEPARTMENT APPLICANT SUPPLEMENTAL QUESTIONNAIRE

Each applicant for Police Officer must complete and submit this questionnaire along with the City of Roy employment application in order to be considered as a candidate.

<b>RESIDENCES</b>	
<i>List all residences during the last 7 years beginning with your current residence. If you resided with anyone other than a relative or spouse at any location, circle that address and furnish their name as landlord, their current address and phone number. (List complete current mailing addresses.)</i>	
Address	City, State, Zip
Landlord's name & phone	Dates From/To
Landlord's address	
Address	City, State, Zip
Landlord's name & phone	Dates From/To
Landlord's address	
Address	City, State, Zip
Landlord's name & phone	Dates From/To
Landlord's address	
Address	City, State, Zip
Landlord's name & phone	Dates From/To
Landlord's address	
Address	City, State, Zip
Landlord's name & phone	Dates From/To
Landlord's address	

YES NO

1. Within the past 24 months, have you been employed by any law enforcement agency? \_\_\_\_\_
2. While employed, were you terminated for cause, terminated during the probationary period, or did you resign "not in good standing?" \_\_\_\_\_
3. Has your name been removed, for cause, from any law enforcement employment list in the past 12 months? \_\_\_\_\_

An applicant may be declared ineligible for hire for a variety of reasons. The following information is used to evaluate patterns of criminal behavior and activity, judgment and maturity, as befits candidacy for employment in a law enforcement agency.

### CRIMINAL HISTORY

4. Have you ever been convicted of a felony? \_\_\_\_\_
5. Have you been convicted of a misdemeanor in the past year? \_\_\_\_\_

6. Have you been convicted of two or more misdemeanors in the past 10 years? \_\_\_\_\_

7. Have you committed any crimes as an adult, age 18 years and over?  
List all crimes which resulted in arrest or conviction. \_\_\_\_\_

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8. Have you ever committed any felonies (robberies, burglaries, etc.)? \_\_\_\_\_

**DRUGS**

(Possession = to avail oneself of, own, control, hold, have)

9. Have you, within the past one year, knowingly or willingly used or possessed any illegal drug(s) not prescribed for you by a physician, including but not limited to: marijuana, hashish, speed, amphetamine, methamphetamine, cocaine, heroin, barbiturates, valium, PCP, LSD, ice, crank, crystal, morphine, ecstasy, etc.?

10. Have you used or possessed marijuana except as allowed by law or hashish within the last five years? \_\_\_\_\_

11. Have you used or possessed any non-prescribed synthetic drug or drug product in the last 10 years? \_\_\_\_\_

12. Have you used or possessed non-prescribed pharmaceutical amphetamines (speed, etc.), or methamphetamine in the last 10 years? \_\_\_\_\_

13. Have you used or possessed a clandestine amphetamine/methamphetamine (crank, crystal, ice, speed, etc.) more than one time in your lifetime? \_\_\_\_\_

14. Have you used or possessed any hallucinogenic drug (mushrooms, LSD, PCP, etc.) in the last 10 years? \_\_\_\_\_

15. Have you used or possessed cocaine in the last 10 years? \_\_\_\_\_

16. Have you used or possessed crack cocaine more than one time in your lifetime? \_\_\_\_\_

17. Have you used anabolic steroids within the last two years? \_\_\_\_\_

**DRIVING RECORD**

18. Have you had any accident in the past five years involving DWI, reckless driving, hit and run, or driving while your license was suspended or revoked? \_\_\_\_\_

19. Has your driver's license ever been suspended or revoked as a habitual traffic offender? \_\_\_\_\_

20. Have you committed in the last five years over two traffic violations for any reason? \_\_\_\_\_

21. Have you ever been reprimanded at any place of employment? If yes, explain: \_\_\_\_\_

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22. Have you ever been suspended or discharged from any employment? If yes, explain: \_\_\_\_\_

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23. Have you ever been rejected during the probationary period from any employment? If yes, explain: \_\_\_\_\_

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24. Have you ever had to resign any position under pressure or unfavorable circumstances? If yes, explain: \_\_\_\_\_

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25. Have you ever applied for any law enforcement position with a city, county, state, or federal government agency? If yes, list in order, starting with the most current agency. \_\_\_\_\_

AGENCY NAME & LOCATION	POSITION/CLASSIFICATION	DATE MONTH/YEAR	ACCEPTED/NUMBER ON LIST	FAILED/REASON

26. Would there be any problem if your present employer were contacted during the course of the background investigation? If yes, explain: \_\_\_\_\_

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27. Have you ever been the subject of any judicial or non-judicial disciplinary action? If yes, explain: \_\_\_\_\_

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**ALL APPLICANTS MUST SIGN THE FOLLOWING:**

I hereby certify that there are no willful misrepresentations, omissions, or falsifications of statements and answers to questions herein. I am aware that should investigation at any time before or after hire disclose such misrepresentations, omissions, or falsifications, my application or employment will be rejected.

Signature of Applicant: \_\_\_\_\_

Date: \_\_\_\_\_

**CITY OF ROY  
ROY POLICE DEPARTMENT  
PO BOX 700 / 216 MCNAUGHT STREET  
ROY, WA 98580  
(253) 843-1113      Fax (253)843-0279**

To Whom It May Concern:

I am an applicant for the position of Police Officer with the City of Roy. State Law mandates the completion of a comprehensive background investigation to determine if I possess the requisite personal and moral fitness to serve in this capacity.

I HEREBY AUTHORIZE AND DIRECT YOU, YOUR ORGANIZATION, AND ITS OFFICERS, AGENTS ASSIGNS AND EMPLOYEES TO RELEASE ANY AND ALL INFORMATION WHICH YOU MAY POSSESS ABOUT ME, UNLESS FORBIDDEN BY LAW, INCLUDING INFORMATION WHICH MAY BE DEEMED CONFIDENTIAL, PRIVILEGED AND/OR DEROGATORY IN NATURE, INCLUDING BUT NOT LIMITED TO: EMPLOYMENT INFORMATION, OFFICIAL EMPLOYMENT DOCUMENTS, EMPLOYMENT PERFORMANCE DATA, INTERNAL INVESTIGATIONS, DISCIPLINE, INCLUDING INFORMATION WHICH MAY, AS A RESULT OF ANY AGREEMENT BETWEEN THE UNDERSIGNED AND YOUR ORGANIZATION, HAVE BEEN SEALED; CHARACTER REFERENCE INFORMATION; BACKGROUND INVESTIGATIONS; EDUCATIONAL RECORDS AND TRANSCRIPTS; CREDIT AND FINANCIAL RECORDS; AND LOCAL CRIMINAL HISTORY INFORMATION PURSUANT TO STATE LAW.

I HEREBY EXONERATE, RELEASE AND DISCHARGE YOU, YOUR ORGANIZATION, ITS OFFICERS, AGENTS, ASSIGNS AND EMPLOYEES FROM ANY LIABILITY OR DAMAGES, WHETHER IN LAW OR IN EQUITY, NOW AND IN THE FUTURE, FOR COMPLYING WITH THIS REQUEST AND FOR FURNISHING THE INFORMATION REQUESTED BY THE BEARER OF THIS AUTHORIZATION FORM.

I HAVE SPECIFICALLY WAIVED ANY RIGHTS I MAY HAVE TO REVIEW OR INSPECT ANY AND ALL OF THE INFORMATION DEVELOPED IN THIS INVESTIGATION, SO YOUR RESPONSES WILL REMAIN COMPLETELY CONFIDENTIAL. YOU MAY RETAIN A COPY OF THIS FORM FOR YOUR FILES.

Dated this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, in the City of Roy, County of Pierce, State of Washington,

(This release is valid for 180 days from date of signature but the waivers shall remain in effect.)

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Signature of Applicant

Print Name

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Witness

AN EQUAL OPPORTUNITY EMPLOYER