

**CHELAN COUNTY CIVIL SERVICE COMMISSION
APPLICATION FOR EMPLOYMENT TESTING**

CONFIDENTIAL

For Office Use Only

Date Received: _____

By: _____

Application Complete? [] Yes [] No

PLEASE TYPE OR PRINT – FULLY ANSWER ALL QUESTIONS – USE INK ONLY
An Incomplete Statement May Disqualify Your Application

Position Applied For: _____

PERSONAL INFORMATION

Name _____ Date of Birth _____
Last First M.I. MM / DD / YYYY

Mailing Address _____
Street or Box City State Zip Code

Phone Number _____
Home/Message Cell Work

Have you ever been employed by Chelan County? [] Yes [] No If yes Dates: From _____ To _____

Do you have relatives employed by Chelan County? [] Yes [] No If yes, name(s): _____

(There are some limitations on employment of relatives to avoid conflicts of interest. Each case is considered separately)

Do you have a valid Driver's License? [] Yes [] No State: _____ Number: _____

Are you able to perform the primary duties of the job as outlined in the job description? [] Yes [] No

Before initialing below, please read the AUTOMATIC DISQUALIFIERS listed on Page 2 of this application. If ANY of the Disqualifiers listed on Page 2 is applicable, you should NOT apply to this agency. If you have any questions, please contact the Secretary/Chief Examiner at (509) 667-6311 or katie.batson@co.chelan.wa.us BEFORE proceeding with this application.

I hereby certify that I have read the Automatic Disqualifiers listed on Page 2, and that I am a qualified applicant: _____
(Initials)

Information you provide in this application statement will be used to help evaluate whether or not you will be invited to further test or interview for the position. Use your best efforts completing this application statement. If you require an accommodation to participate in any testing process, then please notify the Civil Service Secretary/Chief Examiner prior to the closing date listed on the notice for this position or testing.

EQUAL OPPORTUNITY STATEMENT

As an equal opportunity employer, Chelan County does not discriminate on the basis of race, color, national origin, sex, religion, age, mental or physical disability, marital status, prior military service, political affiliation, or any other legally protected status.

CHELAN COUNTY CIVIL SERVICE COMMISSION

AUTOMATIC DISQUALIFIERS

Please read the following CAREFULLY. Please do NOT apply to our agency if ANY of the following are applicable. Items marked with an * will be considered on a case by case basis, if have questions about any of the automatic disqualifiers contact the Secretary/Chief Examiner.

DRIVING:

- ✗ One (1) or more traffic crime convictions in the past five (5) years (DWI, Suspended, Reckless, etc.)
- ✗ Suspension of driver's license within the past five (5) years
- ✗ Five (5) or more moving violations in the past two (2) years
- ✗ Two (2) or more at-fault accidents in the past two (2) years
- ✗ A negligent driving conviction is considered on a case-by-case basis.*

DRUG USE:

- ✗ Illegal drug substance usage or exposure within the past three (3) years
- ✗ Use of illegal drugs in the past three (3) years.
- ✗ Illegal use of ANY controlled substance while employed in a criminal justice capacity.
- ✗ Illegal opiate use.
- ✗ Hallucinogen use within the past ten (10) years. No more than three (3) uses total.
- ✗ Illegal use of three (3) or more controlled substances.
- ✗ Illegal sale of ANY drug, including marijuana.
- ✗ Illegal use of dangerous drugs or narcotics, other than marijuana, for any purpose more than three (3) times in lifetime, and ANY use within the past ten (10) years.
- ✗ Pattern of illegal use of prescription medication.
- ✗ Use of marijuana more than fifteen (15) times in lifetime, and ANY use within the past three (3) years.
- ✗ Other drug use, outside these standards, will be considered on a case-by-case basis.*

CRIMINAL ACTIVITY:

- ✗ ANY adult felony conviction.
- ✗ ANY misdemeanor, or felony conviction, while employed in a criminal justice capacity.
- ✗ Conviction of any crime under a domestic violence statute.
- ✗ Unlawful sexual misconduct.
- ✗ Adult misdemeanor convictions as well as juvenile felony convictions will be carefully reviewed.*

EMPLOYMENT:

- ✗ Two (2) or more terminations or leaving employment in lieu of termination.
- ✗ Withdrawn from consideration for any law enforcement, fire, corrections, or dispatch employment because of Criminal Conviction and/or Drug Usage.
- ✗ Dishonorable discharge from the United States Armed Forces.
- ✗ Dishonesty during any stage of the hiring process.
- ✗ Falsification of application, personal history questionnaire, or any other forms during the hiring process.
- ✗ Previous revocation/denial of any CJTC/POST certified status or suspension of current CJTC/POST certified status.

EMPLOYMENT EXPERIENCE

List all jobs you have held during the past ten (10) years. Begin with your current or most recent job. List any periods of unemployment, education, or military. Complete this form even if you are submitting a resume. PLEASE NOTE: Information obtained from current or previous employers and/or references is confidential, unless otherwise indicated. If additional pages are needed, you may copy this page

Dates: (Mo/Yr)	Employer Name & Address	Position/Title:
From:	_____	_____
		Supervisor's Name & Title:
To:	_____	_____
		Reason for Leaving:

Phone Number:	_____	Gross Wage: \$_____ per [] Mo [] Wk [] Hr
Hours per week:	_____	May we contact this employer? [] Yes [] No
Duties (include responsibilities, knowledge, skills, abilities required, employees supervised, accomplishments, etc.):		

Dates: (Mo/Yr)	Employer Name & Address	Position/Title:
From:	_____	_____
		Supervisor's Name & Title:
To:	_____	_____
		Reason for Leaving:

Phone Number:	_____	Gross Wage: \$_____ per [] Mo [] Wk [] Hr
Hours per week:	_____	May we contact this employer? [] Yes [] No
Duties (include responsibilities, knowledge, skills, abilities required, employees supervised, accomplishments, etc.):		

Dates: (Mo/Yr)	Employer Name & Address	Position/Title:
From:	_____	_____
		Supervisor's Name & Title:
To:	_____	_____
		Reason for Leaving:

Phone Number:	_____	Gross Wage: \$_____ per [] Mo [] Wk [] Hr
Hours per week:	_____	May we contact this employer? [] Yes [] No
Duties (include responsibilities, knowledge, skills, abilities required, employees supervised, accomplishments, etc.):		



Chelan County Sheriff's Office

Brian Burnett, Sheriff

Law and Justice Bldg ★ 401 Washington Street #1 ★ Wenatchee, WA 98801
Phone: (509) 667-6851 ★ Fax: (509) 667-6860

WAIVER AND AUTHORIZATION TO RELEASE INFORMATION

I respectfully request and authorize you to furnish any agency any and all information you may have concerning me, my work record, educational history, school record, military history, criminal record, my general reputation, and my financial and credit status. Please included any and all medical, physical and mental records or reports, including all information of a confidential or privileged nature, and photostats of the same, if requested. This information will be used for the purpose of determining my eligibility for employment.

This waiver and authorization shall supersede any prior waiver, authorization, release or direction which I may have given you to the contrary concerning my records.

I understand my rights under Title 5, U.S.C., Section 552a, the Privacy Act of 1974, and waive those rights with the understanding that information furnished will be used by a law enforcement agency in conjunction with the employment process.

I hereby release you, your organization or others from any liability or damage which may or could result from furnishing the information requested above or from any subsequent use of such information in determining my qualifications as an employee.

Applicant's Full Name (Print):

_____/_____/_____
Birthdate:

____-____-_____
Social Security Number:

Applicant's Signature:

Address:

Subscribed and sworn to me on the _____ day of _____, _____.

NOTARY PUBLIC for the State of Washington

Residing in _____

My Commission expires _____

*A photocopy of this request shall be for all intents and purposes as valid as the original.
You may keep this copy for your file.*