

**CITY OF CASTLE ROCK CIVIL SERVICE COMMISSION**  
EMPLOYMENT APPLICATION –  
ENTRY LEVEL/ADVANCED ENTRY LEVEL POLICE OFFICER

INCLUDED IN THE APPLICATION ARE COPIES OF THE FOLLOWING:

- Civil Service Classifications
- Recruitment Announcement
- Job Description
- Testing Information
- Physical Agility Testing Standards
- Standard Application for Employment
- Personal Data Summary
- Military Service Preference Form
- Reserve Service Credit form
- Three Separate Release Forms

THE FOLLOWING MUST BE NOTARIZED:

- City of Castle Rock Civil Service Commission Release of Liability
- City of Castle Rock Authorization to Release Medical Information
- City of Castle Rock Authorization to Release Information

YOUR RETURNED APPLICATION MUST INCLUDE THE FOLLOWING COMPLETED FORMS:

- Standard Application for Employment
- Personal Data Summary
- Military Service Preference Form
- Copy of Department of Defense form DD214 (If requesting military preference credit)
- City of Castle Rock Civil Service Commission Release of Liability
- City of Castle Rock Authorization to Release Medical Information
- City of Castle Rock Authorization to Release Information
- Documentation verifying eligibility based on minimum job requirements (copy of driver's license, birth certificate, social security card, diplomas, college transcripts, certificates, etc.)
- A **non-refundable** \$25 application fee, in exact cash, check or money order, made payable to the City of Castle Rock. (If requesting a waiver of the fee due to financial hardship, provide documentation in support of the request. Documentation will be based on the established federal poverty standards)

**MAIL YOUR APPLICATION AND SUPPLEMENTAL ITEMS TO:**

**City of Castle Rock Civil Service Commission**  
**ATTN: Justin Stennick, Secretary / Examiner**  
**PO Box 475, 141 A St SW, Castle Rock, WA 98611**



# CASTLE ROCK CIVIL SERVICE COMMISSION

Jordan Spencer-Chairperson

Jon Davidson-Commissioner

Lana Heinz- Commissioner

Justin Stennick-Secretary/Examiner

## CIVIL SERVICE CLASSIFICATIONS

### **Lateral Candidate:**

Candidates applying for lateral police officer positions must meet the following criteria:

1. Possess a valid Washington Drivers License or obtain on within two weeks of appointment.
2. Must have obtained a peace officers certification from Washington CJTC or qualify for equivalency. (Equivalency qualification to be verified by the Castle Rock Police Department and Civil Service Commission.)
3. Applicant must have been employed as a full time peace officer for a minimum of 2 years.
4. Applicant must have successfully passed a FTO program.
5. Applicant must have successfully completed a minimum of 1 year probationary period.
6. Must have graduated from an accredited high school or possess a certificate of equivalency and shall: obtain within three (3) years effective the date of employment forty-five (45) college credits from an accredited college or its equivalent. An officer with at least 4 years of on the job experience may petition the Civil Service board to waive the college requirement. After employment, the officer will be required to show written proof on a quarterly basis showing proof they are attempting to obtain the required college credit.

### **Advanced Entry Level Candidate:**

Candidates applying for advanced entry level police officer must meet the following criteria:

1. Possess a valid Washington Drivers License or obtain on within two weeks of appointment.
2. Must have obtained a peace officers certification from Washington CJTC or qualify for equivalency. (Equivalency qualification to be determined by the Castle Rock Police Department and Civil Service Commission.) ***Applicants that DO NOT QUALIFY for equivalency will be considered ENTRY LEVEL.***
3. Must have graduated from an accredited high school or possess a certificate of equivalency and shall: obtain within three (3) years effective the date of employment forty-five (45) college credits from an accredited college or its equivalent. An officer with at least 4 years of on the job experience may petition the Civil Service board to waive the college requirement. After employment, the officer will be required to show written proof on a quarterly basis showing proof they are attempting to obtain the required college credit.

ADVANCED ENTRY LEVEL CANDIDATES ARE CONSIDERED CERTIFIED PEACE OFFICERS AND POSSESS A CJTC CERTIFICATION, BUT HAVE NOT MET THE QUALIFICATIONS OF THE LATERAL CANDIDATE. IF THESE MINIMUM QUALIFICATIONS ARE NOT SATISFIED THEN CANDIDATES ARE TO BE CONSIDERED ENTRY LEVEL.

### **Entry Level Candidate:**

Candidates applying for entry level police officer must meet the following criteria:

1. Posses a valid Washington Drivers License or obtain on within two weeks of appointment.
2. Must have graduated from an accredited high school or possess a certificate of equivalency and shall: obtain within three (3) years effective the date of employment forty-five (45) college credits from an accredited college or its equivalent. An officer with at least 4 years of on the job experience may petition the Civil Service board to waive the college requirement. After employment, the officer will be required to show written proof on a quarterly basis showing proof they are attempting to obtain the required college credit.

Section 2:     **APPLICANTS – Entry Level Police Officer**

In addition to the general requirements in RULE 2, Section 1, entry level applicants must also:

1. Posses a valid Washington Drivers License or obtain on within two weeks of appointment.
2. Must have graduated from an accredited high school or possess a certificate of equivalency and shall: obtain within three (3) years effective the date of employment forty-five (45) college credits from an accredited college or its equivalent. An officer with at least 4 years of on the job experience may petition the Civil Service board to waive the college requirement. After employment, the officer will be required to show written proof on a quarterly basis showing proof they are attempting to obtain the required college credit.
3. Shall be required to complete and submit to the employing agency a comprehensive application form, including resume.
4. Shall have and successfully passed a written examination, physical ability and/or ability test and an oral interview, as outlined in the position requirement, and shall be administered by the employing authority or its representatives. (See also Rule 4)
5. The Civil Service Commission reserves the right to restrict oral interviews to those applicants achieving a satisfactory level of score performance. This performance cutoff level shall be determined by both the applicants core and the number of applicants tested.
6. Those applicants ranking in the first three highest positions on the existing eligibility list shall, prior to beginning appointment, have a thorough physical examination, including a drug screening, by a licensed physician or surgeon approved by the Commission. Additionally, applicants could possibly be required to take both a psychological and polygraph, to insure that the applicant is free from conditions which might affect the performance of the applicant's duties as a law enforcement employee. All probationary appointees will also be required to complete the same required examinations before they enter open their employment and by all applicants for reinstatement before they are reinstated.
7. Race, color, creed or religious preference will not be a factor in any hiring or promotion of any qualified candidate.

Section 3:     **APPLICANTS – Advanced Entry Level Police Officer**

In addition to the general requirements in RULE 2, Section 1, Lateral level applicants must also:

1. Possess a valid Washington Drivers License or obtain on within two weeks of appointment.
2. Must have obtained a peace officers certification from Washington CJTC or qualify for equivalency. (Equivalency qualification to be determined by the Castle Rock Police Department and Civil Service Commission.) Applicants that DO NOT QUALIFY for equivalency will be considered ENTRY LEVEL.
3. Must have graduated from an accredited high school or possess a certificate of equivalency and shall: obtain within three (3) years effective the date of employment forty-five (45) college credits from an accredited college or its equivalent. An officer with at least 4 years of on the job experience may petition the Civil Service board to waive the college requirement. After employment, the officer will be required to show written proof on a quarterly basis showing proof they are attempting to obtain the required college credit.
4. Shall be required to complete and submit to the employing agency a comprehensive application form, including resume.
5. Shall have and successfully pass an oral interview, as outlined in the position requirement, and shall be administered by the employing authority or its representatives. (Must also meet Rule 5, Section 2 requirements)
6. The Civil Service Commission reserves the right to restrict oral interviews to those applicants achieving a satisfactory level of score performance. This performance cutoff level shall be determined by both the applicants core and the number of applicants tested.
7. Those applicants ranking in the first three highest positions on the existing eligibility list shall, prior to beginning appointment, have a thorough physical examination, including a drug screening, by a licensed physician or surgeon approved by the Commission. Additionally, applicants could possibly be required to take both a psychological and polygraph, to ensure that the applicant is free from conditions which might affect the performance of the applicant's duties as a law enforcement employee. All probationary appointees will also be required to complete the same required examinations before they enter open their employment and by all applicants for reinstatement before they are reinstated.

**CITY OF CASTLE ROCK CIVIL SERVICE COMMISSION**

**RECRUITMENT ANNOUNCEMENT**

**CLOSING DATE**

JANUARY 31, 2018 4:00 PM

**APPLICATIONS BEING ACCEPTED FOR**

LATERAL/ENTRY LEVEL ELIGIBILITY LIST

**SALARY RANGE**

\$4270-\$5025

**MINIMUM REQUIREMENTS**

CITIZEN OF THE UNITED STATES, ABILITY TO READ AND WRITE THE ENGLISH LANGUAGE, AT LEAST 21 YEARS OF AGE AT THE TIME OF APPLICATION, VALID WASHINGTON DRIVERS' LICENSE OR ABILITY TO OBTAIN WITHIN TWO WEEKS OF APPOINTMENT, HIGH SCHOOL DIPLOMA OR GED, 45 COLLEGE CREDITS OR ABILITY TO OBTAIN WITHIN 3 YEARS OF APPOINTMENT

**TESTING PROCESS**

MAIL OR DROP OFF APPLICATION PACKET TO THE CASTLE ROCK POLICE DEPARTMENT, PASS A WRITTEN AND ORAL BOARD TEST AS WELL AS A PHYSICAL AGILITY TEST AND THOROUGH BACKGROUND CHECK INCLUDING POLYGRAPH AND PSYCHOLOGICAL EXAMINATION. APPLICANT WILL BE REQUIRED TO PASS A PHYSICAL EXAMINATION AND TAKE A DRUG TEST PRIOR TO APPOINTMENT.

**MAIL OR DROP OFF APPLICATION PACKET TO:**

CITY OF CASTLE ROCK CIVIL SERVICE COMMISSION  
ATTN: JUSTIN STENNICK  
141 A STREET SW  
P.O. BOX 475  
CASTLE ROCK, WA 98611  
(360) 274-4711

**THE CITY OF CASTLE ROCK IS AN EQUAL OPPORTUNITY EMPLOYER**

## POLICE OFFICER

### NATURE OF WORK

The first line duty of the protection of life and property, the enforcement of laws and ordinances, the preservation of the peace, apprehension of criminals, control of non-criminal conduct and the application of services to the community. A police officer for the City of Castle Rock is on duty 24 hours per day. Work is performed in either plain clothes or uniform as assigned by the Chief of Police and involves the constant element of personal danger. Work is supervised by a superior officer through assignment of duties, personal inspections and review of daily reports. All assignments involve responsibility for recognizing the social importance of police function for tactful and courtesy treatment of the public and the conscientious and efficient performance of duties without immediate supervision. In addition to the regular duties of the police department, officers assume responsibilities and authority for other city departments in emergencies until they can be contacted and take charge of the specific problems of their department.

### EXAMPLES OF PRINCIPLE DUTIES

During the initial period of employment, attends a specialized training academy of 720 hours, conducted by the Washington State Criminal Justice Training Commission. Departmental training is on a continued basis and each officer attends in-service college-level programs in addition to their regular work assignments.

Assumes responsibility for areas within the city and patrols these areas in a mobile unit.

Maintains a constant observation of business buildings, residences, industrial area and all properties in the city; works traffic on a selective basis and is available and responsible for answering all calls of any nature during assigned duty hours, i.e. domestic, emergency, accident, etc.

Investigates crime and complaints against person such as murder, assault, manslaughter, robbery, rape, various sex crimes and other reported crimes requiring a complete investigation; visits the crime scene, interrogates victims, suspects and witnesses; seeks evidence and identification; takes photographs of evidence, lifts fingerprints, footprints and other valuable evidence, arrests suspects, prepares a detailed report and appears in court as required.

Does public relations work in public safety, law enforcement and crime prevention.

Renders assistance and information to the public, as well as emergency first aid or lifesaving methods to accident victims or persons unable to help themselves.

Makes routine checks of taverns within the city, public dances, all public gatherings and sporting events or special events.

## **Preparing for the Washington State Criminal Justice Training Commission Physical Ability Test**

Whereas many training routines can be used to improve performance in the Physical Ability Test (PAT), participants should keep in mind that physical training is specific. That is, one improves in activities practiced.

If one wishes to optimize push-up performance, push-ups should be included in the training program. Many other exercises can also be included to strengthen the chest, shoulders, and arms, but push-ups should be included in the routine. Ideally, muscles and the cardiovascular system should be gradually and progressively trained over several weeks or months to achieve desired fitness gains. Physical adaptations occur gradually in response to regular, consistent overloads, i.e. doing more than your body is accustomed to doing. It is important to bear in mind that every individual adapts at a different rate- a stimulus resulting in an appropriate, moderate overload to one person may be too much or too little for another person. A participant who has been inactive for a significant period of time should plan to take six to twelve weeks to train for the PAT.

The training routine should include exercises to train upper body strength and muscular endurance, abdominal muscular endurance, leg power, cardio-respiratory endurance and anaerobic power. Strength and cardio-respiratory endurance activities should be performed about every other day, or three days per week, to allow adequate recovery and positive adaptations to occur. Anaerobic (high intensity) training should be done once per week, and can be performed instead of a cardio-respiratory training session. For flexibility enhancement, good back health, and injury prevention, stretching exercises should be performed before and especially after training sessions, as well as on days off.

Law enforcement officers have unique job functions, some of which can be physically demanding and dangerous. An officer's capability to perform those functions can affect personal and public safety. Training for the required skills is often more vigorous and demanding than the day-to-day job functions that the officer faces. Physical fitness underlies an officer's ability to perform many of the frequent and critical job tasks as well as the demanded training of skills. The minimum fitness standards identified below are the requisite levels for an officer to effectively learn the frequent and critical job motor skills. Higher levels of fitness are associated with better performance of physical job tasks required by the Washington State Criminal Justice Training Commission (WSCJTC) Basic Law Enforcement Academy (BLEA).

The PAT is comprised of four tests:

- 300-Meter Run
- Maximum Push-Ups (no time limit)
- Sit-Ups (One Minute)
- 1.5-Mile Run / Walk

Tests may be administered in the above order. While not required, the test battery process should be sequenced as follows:

1. Warm-up (5-10 minutes) may be self-directed or led by test personnel.
  - General warm-up - 2-3 minutes of easy jogging, jumping jacks, etc.
  - Stretching - 5-7 minutes, include stretches for shoulders, back, upper and lower legs.
2. PAT
  - 300-Meter Run (15 minutes rest)
  - Sit-Ups (1 Minute) (5 minutes rest)
  - Maximum Push-Ups (10 minutes rest)
3. 1.5-Mile Run / Walk
  - Cool-down (5 minutes)
  - Walking - keep walking to avoid blood pooling in legs.
  - Easy stretching.

## **PUSH-UP TEST**

### ***Purpose***

This test measures the muscular strength/endurance of the upper body muscles in the shoulders, chest, and back of the upper arms (the triceps) used in high intensity self defense and arrest simulation training. This is important for use of force involving pushing motion breaking one's fall to the ground, use of the baton, etc.

Score in repetitions: 21 – 35 Mean: 28.

### ***Equipment***

- Standard 4 inch foam cube.

### ***Procedures***

- Read the instructions to the participants.
- Demonstrate the test, pointing out common errors and proper positioning.
- Have the participant get down on the floor in the front leaning rest position and perform one test push-up to properly locate the foam cube at the costal arch and above the zyphoid.
- Have the participant lower their body until they slightly compress the foam cube and arms are at least parallel to the floor then pushes up again. The back must be kept straight, and in each extension up, the elbows should lock. Resting in the up position (only) is allowed.
- The score is the maximum number of push-ups completed with no time limit.

### ***Sample Script***

*The push-up measures the muscular strength and endurance of the upper body (chest, shoulders, and triceps). Place your hands on the ground so they are in a vertical line with your shoulders (approximately 1 – 1.5 shoulder width apart). Your feet may be together, or up to 12 inches apart. Your body should be in a straight line from the shoulders to the ankles, and must remain that way throughout the exercise. When I say "Go," lower your body, by bending your elbows, until your upper arms are parallel to the ground and you compress the foam block. Your examiner will tell you when you have gone low enough. Then return to the starting position by completely straightening your arms. You may rest only in the up position. If you fail to keep your body in a straight line, touch your chest to the block, or to lock your elbows in the "up" position, you will receive a warning. After one warning, incorrect repetitions will not count. There is no time limit. Do as many correct push-ups as possible. Your score is the number of correct repetitions. Watch this demonstration. Are there any questions?*

### ***Tips for the Test Administrator***

Ensure that a non-slip surface is available. Ensure that participants maintain a slightly flexed or straight line from their shoulders to their ankles. Be alert for "head bobbers", that is, participants who move their heads up and down without lowering or raising their bodies. As well as sway back and push-ups from the waist up. The examiner should position him/herself at a 45-degree angle to the participant's head and shoulders. This allows the examiner to hold the block without interfering with the participants' head while at the same time he checks for correct body alignment. Participants' glasses should be removed. Remove or tuck-in baggy shirts so they do not obscure sight of the block.

## 1.5-MILE RUN / WALK TEST

### **Purpose**

This test is a measure of cardio-respiratory endurance (or aerobic capacity) used in extended control and defensive tactics training. This is important for performing tasks involving stamina and endurance (pursuits, searches, prolonged use of force situations, etc.) and for minimizing the risk of cardiovascular health problems.

Score: 13:35 – 14:31      Mean: 14:02.

### **Equipment**

- 440-yard/400 meter track or marked level course
- Stopwatch (printing stopwatch is preferred)
- Numbered vests or other participant identifiers such as the card system explained in class.
- Video camera is strongly recommended for recording of performance and to discourage cheating.

### **Procedures**

- Read the instructions to the participants.
- Allow participants to warm up and stretch before the run.
- Instruct participants to cover the distance as fast as possible, but to begin at a pace they think they can easily sustain for 10-15 minutes.
- Instruct participants to hold up fingers (to the video camera) indicating the number of laps completed and state their name.
- Instruct participants to line up at the starting line. Give the command "Go" and begin timing. If several participants run at once, have one administrator call out times at the finish line while an assistant records the names and respective times.
- Instruct participants to cool down after running the course by walking for an additional five minutes or so. This prevents venous pooling, a condition in which the blood pools in the legs. Walking enhances the return of blood to the heart and aids recovery.
- The score is the time it takes to finish the course to the nearest second.

### **Sample Script**

*The 1.5-mile run measures your cardio-respiratory endurance and the endurance of your leg muscles. You must complete the course without any help. At the start, you will line up behind the starting line. When I say, "Go", the clock will start. You will begin running at your own pace. To complete the 1.5 miles, you will (tell the runners how many laps they must run, or describe the course, including the finish line, if not run on a track). Your goal is to finish the 1.5 miles in as fast a time as you can. Try not to start too fast but at a pace you can sustain for about 10 to 15 minutes. You may walk but walking will make it difficult to meet the standard. You may run alongside another runner for help with the pace, but you may not physically assist or be assisted by another runner. I will call off your time at the end of each lap (if run on a track), and will record your finishing time. At the end of the run, continue walking for 3-5 minutes to cool down. Are there any questions?*

### **Tips for the Test Administrator**

- If running on a track, instruct the participants to move out of the inside lane if they decide to walk.
- Using an assistant test administrator will give you flexibility in case someone needs help during the event. The assistant can either take over timing duties or provide help to the participant. The assistant can also be used to assist with recording times if there are many runners.

## **SCORING THE PHYSICAL ABILITY TEST BATTERY**

The Physical Ability Test score for each test item is recorded and added on the individual participant's sheet. The passing score is 160, with the range of scores for each test between 30 and 50.

Example: The below measures are merely for illustration and are only approximate values.

- Sit-Ups 34 = 40 Points.
- Push-Ups 38 = 50 Points (Note that 34 and above receives the same maximum points)
- 1.5-Mile Run 14:31 = 30 Points.
- 300 Meter Dash 60 sec. = 45 Points.
- Total Test battery score is 200 points.

The participant who scores below the 30-point level has failed the test but will be allowed to continue on the other test items with the option of re-test on any of the following: sit-ups and push-ups. The participant who scores above the 50-point level on a given test item will not be awarded more than that 50 points to apply towards the other test items.

**Scoring Matrix**

**300 Meter Run Scoring Matrix**

Seconds	Total	Seconds	Total
56	50	63.5	40
56.5	49.3	64	39.33
57	48.67	64.5	38.66
57.5	48	65	38
58	47.34	65.5	37.33
58.5	46.67	66	36.66
59	46	66.5	36
59.5	45.33	67	35.33
60	44.67	67.5	34.66
60.5	44	68	34
61	43.33	68.5	33.33
61.5	42.67	69	32.66
62	42	69.5	32
62.5	41.33	70	31.33
63	40.67	70.5	30.66
	71	30	

**PUSH-UPS SCORING**

Reps	Total	Reps	Total
35	50	28	40.04
34	48.62	27	38.61
33	47.19	26	37.18
32	45.76	25	35.75
31	44.33	24	34.32
30	42.9	23	32.89
29	41.47	22	31.46
	21	30	

**1.5 MILE SCORING**

Seconds	Total	Seconds	Total
13:35	50	14:03	39.996
13:36	49.635	14:04	3.639
13:37	49.278	14:05	39.282
13:38	48.921	14:06	38.925
13:39	48.564	14:07	38.568
13:40	48.207	14:08	38.211
13:41	47.85	14:09	37.854
13:42	47.493	14:10	37.497
13:43	47.136	14:11	37.14
13:44	46.779	14:12	36.783
13:45	46.422	14:13	36.426
13:46	46.065	14:14	36.069
13:47	45.708	14:15	35.712
13:48	45.351	14:16	35.355
13:49	44.994	14:17	34.998
13:50	44.637	14:18	34.641
13:51	44.28	14:19	34.284
13:52	43.923	14:20	33.927
13:53	43.566	14:21	33.57
13:54	43.209	14:22	33.213
13:55	42.852	14:23	32.856
13:56	42.495	14:24	32.499
13:57	42.138	14:25	32.142
13:58	41.781	14:26	31.785
13:59	41.424	14:27	31.428
14:00	41.067	14:28	31.071
14:01	40.71	14:29	30.714
14:02	40.353	14:30	30.357
	14:31	30	

**SIT-UPS SCORING**

Reps	Total	Reps	Total
38	50	34	40.5
37	47.625	33	38.125
36	45.25	32	35.75
35	42.875	31	33.375
	30	30	

FOR OFFICE USE ONLY	
Possible Work Locations	Possible Positions

FOR OFFICE USE ONLY	
Work Location _____	Rate _____
Position _____	Date _____

# Application for Employment

TO APPLICANT: We deeply appreciate your interest in our organization. Thank you for taking the time to complete this application.

The Civil Rights Act of 1964 prohibits discrimination in employment because of race, color, religion, sex or national origin. Federal law also prohibits other types of discrimination such as age, citizenship, disability, veteran status, attainment of benefits, and participation in union activities. The laws of most states and many localities also prohibit some or all of the above types of discrimination as well as some additional types including, but not limited to, discrimination based upon ancestry, marital status, parental status, sexual orientation, or source of income. The Fair Credit Reporting Act imposes restrictions with respect to information obtained from a consumer reporting agency, including but not limited to information regarding credit data, personal character, general reputation and mode of living. **This list, however, is not exhaustive of the grounds on which discrimination is prohibited.**

(PLEASE PRINT PLAINLY)

## PERSONAL

Date \_\_\_\_\_

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

Social Security No. \_\_\_\_\_ Telephone No. \_\_\_\_\_

Address \_\_\_\_\_  
No. Street City State Zip

Are you legally eligible for employment in the U.S.A.? Yes \_\_\_ No \_\_\_ If hired, you are required to submit proof of your eligibility to work in the U.S.A.

Are you over the age of eighteen? Yes \_\_\_ No \_\_\_ If no, hire is subject to verification that you are of minimum legal age.

Position(s) applied for \_\_\_\_\_

Were you previously employed by us? Yes \_\_\_ No \_\_\_ If yes, when? \_\_\_\_\_

If your application is considered favorably, on what date will you be available for work? \_\_\_\_\_

Are there any other job related experiences, skills, or qualifications which will be of special benefit in the job for which you are applying? \_\_\_\_\_

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(turn to next page)

## EMPLOYMENT HISTORY

**List below present and past employment, beginning with your most recent**

Name and Address of Company and Type of Business	From		To		Weekly Starting Salary	Weekly Last Salary	Reason for Leaving	Name of Supervisor
	Mo.	Yr.	Mo.	Yr.				
	Describe the work you did:							
Telephone								

Name and Address of Company and Type of Business	From		To		Weekly Starting Salary	Weekly Last Salary	Reason for Leaving	Name of Supervisor
	Mo.	Yr.	Mo.	Yr.				
	Describe the work you did:							
Telephone								

Name and Address of Company and Type of Business	From		To		Weekly Starting Salary	Weekly Last Salary	Reason for Leaving	Name of Supervisor
	Mo.	Yr.	Mo.	Yr.				
	Describe the work you did:							
Telephone								

Name and Address of Company and Type of Business	From		To		Weekly Starting Salary	Weekly Last Salary	Reason for Leaving	Name of Supervisor
	Mo.	Yr.	Mo.	Yr.				
	Describe the work you did:							
Telephone								

I hereby give permission to contact the employers listed above concerning my prior work experience as indicated below.

Employer I? Yes \_\_\_\_\_ No \_\_\_\_\_

Employer II? Yes \_\_\_\_\_ No \_\_\_\_\_

Employer III? Yes \_\_\_\_\_ No \_\_\_\_\_

Employer IV? Yes \_\_\_\_\_ No \_\_\_\_\_

Signed \_\_\_\_\_

## RECORD OF EDUCATION

School	Name and Address of School	Course of Study	Circle Last Year Completed	Did You Graduate?	List Diploma or Degree			
Elementary		X	5	6	7	8	<input type="checkbox"/> Yes <input type="checkbox"/> No	X
High			1	2	3	4	<input type="checkbox"/> Yes <input type="checkbox"/> No	
College			1	2	3	4	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Other (Specify)			1	2	3	4	<input type="checkbox"/> Yes <input type="checkbox"/> No	

## PERSONAL REFERENCES (Not Former Employers or Relatives)

Name and Occupation	Address	Phone Number

May we telephone you to follow up on this application at home? Yes \_\_\_ No \_\_\_

If yes, what is the best time to call? \_\_\_\_\_

May we telephone you to follow up on this application at work? Yes \_\_\_ No \_\_\_

If yes, what is the best time to call? \_\_\_\_\_

What is your business telephone number? \_\_\_\_\_

### PLEASE READ AND SIGN BELOW

The facts set forth in my application for employment are true and complete. I understand that if employed, any false statement on this application may result in my dismissal. I further understand that this application is not and is not intended to be a contract of employment, nor does this application obligate the employer in any way if the employer decides to employ me. I understand and agree that my employment is at-will and can be terminated by either party with or without notice, at any time, for any reason or no reason. No one other than an officer of the Company has any authority to enter into any agreement for employment for any specified period of time or to make any agreement contrary to the foregoing and then only in a writing signed by an officer.

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

**APPLICANT - Do not write on this page**

**FOR INTERVIEWER'S USE**

INTERVIEWER	DATE	COMMENTS

**FOR TEST ADMINISTRATOR'S USE**

TESTS ADMINISTERED	DATE	RAW SCORE	RATING	COMMENTS AND INTERPRETATION

**REFERENCE CHECK**

*Position Number	RESULTS OF REFERENCE CHECK	*Position Number	RESULTS OF REFERENCE CHECK
I		IV	
II			
III			

\*See Page 2

This "Application for Employment" is prepared for general use throughout the United States. Employment laws and legal requirements change frequently, however. THE VWE GROUP, INC. assumes no responsibility for an employer's use of this form or any decision made in connection with the form.

**Personal Data Sheet**  
**Civil Service Commission Supplemental Form**  
**Police Officer**

Please read the following questions thoroughly and answer them carefully:

	Yes	No
1. Are you a high school graduate, or do you have a GED Certification (of equivalent)?		
2. Do you have at least 45 college credits from an accredited college?		
-If not, will you obtain the credits within 3 years from the date of employment?		
3. Do you possess a valid Washington State driver license?		
-If not, could you obtain a valid WA State driver license, within 2 weeks of hire?		
4. Are you a United State Citizen as required by RCW 41.14		
5. Are you a minimum of 21 years of age?		
6. Do you have the ability to read/write/speak the English Language?		
7. Is your criminal history record clear of felony convictions?		
8. Have you ever taken any hallucinogenic drugs such as LSD, or nonprescription opiate drugs (such as heroin), at any time?		
9. Do you have a history of regular drug and/or alcohol usage within the past twelve months, or history of drug use which could be considered regular of beyond occasional experimentation?		
10. Have you received a copy of the job description and minimum physical fitness testing standard?		
- If yes; based on your review of the job description, minimum requirements and the physical fitness standards, do you feel you are able to perform each of the essential job functions listed?		
11. Do you consider yourself to be in ordinary good health? (RCW 41.14)		
12. Do you need a waiver of the \$25 testing fee due to financial hardship based on the established federal poverty standards? (proof of eligibility required)		

I hereby certify that the information supplied by me on this supplemental Personal Data Sheet is true and that I meet the minimum qualifications as provided to me on the job description.

\_\_\_\_\_  
 Applicant's Signature

\_\_\_\_\_  
 Print Name

\_\_\_\_\_  
 Date

# CITY OF CASTLE ROCK CIVIL SERVICE COMMISSION

## MILITARY SERVICE PREFERENCE FORM

In accordance with RCW 41.04.010, additional points or employment preference is given to veterans who meet state qualifications. If you believe you are eligible to be considered for such preference, please complete the following questionnaire as follows:

- Check only the statements that apply to you.
- Provide your signature to certify the accuracy of your answers.
- Attach a copy of your DD214 Form.

*\*To qualify and receive veteran's preference, you must attach a copy of the DD214 to this form.*

Please check all that apply:

*(See back of form for definitions.)*

- I am a veteran as defined in RCW 41.04.007.
- I have served during a period of war or in an armed conflict as defined in RCW 41.04.005.
- I have been called to active military service from employment with the state or any of its political subdivisions or municipal corporations.
- I am not currently in the military (i.e., on active duty).
- I am not currently collecting military retirement pay.
- I have not previously received employment through the use of veterans' preference.

List campaign, expeditionary, or service medals received:

Dates of Service:	From	To	Type of Discharge

Print Full Name:	First	Middle	Last

Signature	Date

**10% Qualifiers – Veteran who:**

- Served during a period of war or in an armed conflict; and
- Does not receive military retirement.

**5% Qualifiers – Veteran who:**

- Did not serve during a period of war or in an armed conflict; or
- Receives military retirement; or
- Was called to active military service from employment with the state or any of its political subdivisions or municipal corporations.

**For Office Use Only**

- DD214 submitted
- Qualifies – 5% preference
- Qualifies – 10% preference
- Does not qualify.

**CITY OF CASTLE ROCK CIVIL SERVICE COMMISSION**  
Reserve Police Officer Service Credit Request Form

The City of Castle Rock Civil Service Commission rules allow service credit to those individuals who have volunteered to the Castle Rock Police Department as Reserve Police Officers.

**NOTE: Reserve Officers must have completed a basic Washington State Reserve Police Officer Academy and be currently certified as such. The term active service is defined as a minimum of 10 hours of volunteer time per month.**

Do you wish to request a claim for Reserve Police Officer Service Credit preference?

If yes, mark the preference you are claiming:

- |     |   |    |
|-----|---|----|
| ___ | 0-2 years of active reserve service time:       | 1% |
| ___ | 3-6 years of active reserve service time:       | 2% |
| ___ | 6 or more years of active reserve service time: | 3% |

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

\_\_\_\_\_  
Date signed

This request form must be signed by the Castle Rock Police Chief or his designee

**As Police Chief for the Castle Rock Police Department, I certify that the above individual qualifies for the Reserve Police Officer Service Credit, in accordance with Rule 5, Section 9, of the Castle Rock Civil Service Rules and Regulations. I also certify that, as of the below listed date, the individual has qualified for the amount of active reserve service credit being requested.**

\_\_\_\_\_  
Police Chief Robert Heuer

\_\_\_\_\_  
Date



# City of Castle Rock

P.O. Box 370  
CASTLE ROCK, WA 98611  
(360) 274-8181



## Release of Liability

I, \_\_\_\_\_ am applying for employment with the City of Castle Rock Police Department. I understand that in order for my application to be considered, I must participate in a series of pre-employment examinations. The Police Officer position requires work in all police functions and therefore will include testing for physical strength, endurance and physical ability. In exchange for the processing of my application, I hereby release the City of Castle Rock Civil Service Commission, the City of Castle Rock and/or any of their officials, employees or agents, from any and all liability, injuries, claims or demands of whatsoever sort of nature, including negligence, which may arise or occur directly or indirectly for my participation in such tests.

**Note: A photocopy reproduction of this document shall be for all intents and purposes as valid as the original.**

\_\_\_\_\_  
Applicants Signature

\_\_\_\_\_  
Date

State of Washington

County of \_\_\_\_\_

On this \_\_\_\_\_ day of \_\_\_\_\_ 2014, \_\_\_\_\_ personally appeared before me, whose identity I provided on the basis of \_\_\_\_\_ to be the signer of the above instrument, and he/she acknowledged that he/she signed it.

\_\_\_\_\_  
Notary Public

\_\_\_\_\_  
Date Commission Expires

\_\_\_\_\_  
Place of residence

**CITY OF CASTLE ROCK**

**AUTHORIZATION TO RELEASE MEDICAL INFORMATION**

TO: Any Doctor, Psychologist, Psychiatrist, Dentist, Hospital, Nursing Home, Chiropractor or Medical Association.

I, \_\_\_\_\_, identified by date of birth \_\_\_\_\_, authorize you to furnish the City of Castle Rock, Washington and/or the Castle Rock Civil Service Commission any and all medical information you have concerning me. Information of a confidential or privileged nature may be included. Your reply will be used to assist the City of Castle Rock, Washington and/or the Castle Rock Civil Service Commission in determining my qualifications and fitness for the position of **POLICE OFFICER**, that I am seeking with the City of Castle Rock, Washington Police Department.

I hereby release you, your organization and others from any liability or damage which may result from furnishing the information requested

**NOTE: A PHOTOCOPY REPRODUCTION OF THIS DOCUMENT SHALL BE FOR ALL INTENTS AND PURPOSES AS VALID AS THE ORIGINAL.**

\_\_\_\_\_  
APPLICANT'S SIGNATURE

\_\_\_\_\_  
DATE

State of Washington

County of \_\_\_\_\_

On this \_\_\_\_ day of \_\_\_\_\_, 20\_\_, \_\_\_\_\_ personally appeared before me, whose identity I proved on the basis of \_\_\_\_\_ to be the signer of the above instrument, and he/she acknowledged that he/she signed it.

\_\_\_\_\_  
NOTARY PUBLIC

\_\_\_\_\_  
COMMISSION EXP. DATE

\_\_\_\_\_  
RESIDENCE

