

EMPLOYMENT APPLICATION / EMPLOYMENT INTEREST APPLICATION

Instructions:

You can help yourself by filling out this application carefully. Only a limited number of applicants will be invited for an Assessment Interview. All items MUST be completed except those marked with an asterisk (*); an asterisk indicated a voluntary item. Please print clearly in ink. All statements are subject to verification and incorrect information may bar or remove your from consideration for employment. All applicants are required to submit a **typed** resume not to exceed two (2) pages. **Failure to follow the instructions included in this paragraph may result in immediate disqualification.**

NAME: POSITION			POSITION FO	OR WHICH YOU ARE APPLYING:				
LAST	FIRST	MIDDLE						
ADDRESS	5	CITY	STATE		ZIP			
HOME PHONE: _()		SOCIAL SECU	SOCIAL SECURITY NUMBER (*):		ARE YOU A U.S. CITIZEN?:			
CELL PHONE: ()					YES			
WORK	PHONE: ()				NO NO			
DRIVE	R'S LICENSE #:	STATE ISSU	STATE ISSUED:		EXPIRATION DATE:			
If you a	re interested in employment with the W	•		•		ollowing		
1)	Have you completed the California P.	O.S.T. certified Basic A	cademy		YES		NO	
	within the last three years?							
2)	If you have <u>not</u> completed the Californ	nia P.O.S.T. certified Ba	sic Academy,					
	when do you anticipate completion?							
3)	Do you possess a current valid Basic	P.O.S.T. certificate?			YES		NO	
	If yes, please provide date of	f certification:						
-	ou ever been discharged or forced to reduct, or for any other reason?	esign because of unsatis	factory service,		YES		NO	
Have you ever been arrested, indicted, or convicted of a criminal offense?			se?		YES		NO	
Has your driver's license ever been suspended or revoked?				YES		NO		
Have y	ou ever had to pay a fine of more than S	\$50.00?			YES		NO	
If	you answered "Yes" to any of the abov	e questions, please incl circumstances, and/or		iece of pape	er the date	s, places	5,	
this doc employ a certifi	icants will be considered regardless of roument. If you are actively considered fers regarding your qualifications, characted copy of your discharge papers prior y certify that all statements made on this be subject to disqualification or dismiss	or a position, we may conter, etc. If you wish to we to the closing date for find application are true and	ontact your present of verify your United Stations applicants.	or most rece ated Military	nt employe Service, y	er and ar ou must	ny past submit	
SIGNA [*]	TURE (in full):			DATE:				

EDUCATION

Name & location of last high school attended:			or G.E.D?	Date received:	
		□ YES	□ NO		
College, Business, or Trade School a	ttended: Dates (From	/ To)	Major Subject & Degree	# of Units	;
	EXPERIE	ENCE			
List all jobs that you have held in that active United States military service	e last five years, with your pres p. Please attach an additional s	sent or most red sheet if more sp	cent job listed first. If a ace is needed.	pplicable, include a	any
DATES EMPLOYED (FROM / TO)	TITLE OF POSITION			HOURS PER WEE	ΞK
EMPLOYER NAME & ADDRESS			# SUPERVISED	CONTACT PHONE	_
EMPLOTER NAME & ADDRESS			# SUPERVISED	CONTACT PHONE	_
SUMMARIZE YOUR DUTIES				ASON FOR LEAVIN	1G
DATES EMPLOYED (FROM / TO)	TITLE OF POSITION			HOURS PER WEE	ΞK
EMPLOYER NAME & ADDRESS			# SUPERVISED	CONTACT PHONE	E
SUMMARIZE YOUR DUTIES			RE	ASON FOR LEAVIN	IG
DATES EMPLOYED (FROM / TO)	TITLE OF POSITION			HOURS PER WEE	ΞK
EMPLOYER NAME & ADDRESS			# SUPERVISED	CONTACT PHONE	E
SUMMARIZE YOUR DUTIES				ASON FOR LEAVIN	 IG



PRE-EMPLOYMENT BEHAVIORAL STANDARDS

The Willits Police Department has established pre-employment behavioral standards designed to ensure that the Willits Police Department employs individuals who have demonstrated sound judgement, maturity, honest, respect for, and adherence to the laws if the State of California while taking into account youthful indiscretion and experimentation. Positions of public trust require individuals who have demonstrated honesty, sound judgement, personal discipline, and responsibility.

The following standards are applicable to applicants for the Willits Police Department:

- 1. HONESTY: Criminal justice employees have access to sensitive information. They are subject to act as witnesses in court. Honesty and integrity are the cornerstone of trust and credibility. Hence, an applicant who is dishonest in any portion of the pre-employment process shall be disqualified from further consideration from employment. Dishonesty includes misstating or misrepresenting identifying information or qualifications whether orally or in writing; misleading any person involved in the pre-employment screening by either misrepresenting or failing to completely answer any questions; not accurately or completely completing applications, background questionnaires, personal history statements, medical screening documents, or any other document used in the pre-employment process to determine the applicants' suitability for the position; or any other act of deceit or deception. The pre-employment process includes the employment application, the oral interview, background investigation including interviews conducted as part of the investigation, the Division Commander interview, the Chief's interview, the polygraph, the psychological evaluation, and the medical screening.
- 2. <u>INTERPERSONAL CONDUCT:</u> Criminal justice employees and peace officers are required to interact daily with their fellow employees. They must have a history of stable interpersonal conduct, sensitivity in their interactions with others, and respect for others' rights. There are certain criminal acts which would, had the acts been detected, make an applicant unsuitable for employment as a criminal justice employee or a peace officer. These acts include murder, rape, robbery, any violent assault upon another including spousal battery, mayhem, sexual battery, or any other acts of violence. This shall include any crime involving or directed against a child or any criminal sexual act which could be classified as a felony.
- 3. CONDUCT AGAINST SOCIETY: Criminal justice employees and peace officers must demonstrate sound judgement and maturity in their lives. As public employees, there are certain acts which are incompatible with public service because the act itself is felonious which would, if it had been detected, disqualify an applicant. Applicants who have manufactured, transported, cultivated, brokered, or sold any controlled substance shall not be eligible for employment. Applicants who have committed arson; burglarized an occupied building; stolen any significant amount of money, goods, or services from their employers, stolen a significant item, goods, or amount of money while in a position of trust; or any other act which demonstrates a lack of respect for others' property shall not be eligible for employment.
- 4. <u>HISTORY OF STABILITY:</u> Criminal justice employees and peace officers must have a history of stability which is demonstrated by their prior employment history. An applicant who has resigned from employment in lieu of termination

except where a hostile work environment has been alleged, has been terminated for cause from employment, has been terminated while on probation except for a reduction in work force within the last three (3) years, or those who have held more than three (3) jobs within five (5) years, with the exception of students and construction workers, shall be disqualified from employment.

- 5. <u>ABILITY TO LEARN:</u> Constantly evolving technology and changes in law and procedures require employees who are able to assimilate new concepts. The ability to learn can be demonstrated by an applicant's employment or academic history. Peace officer applicants who have been dismissed from a basic course of instruction at a P.O.S.T. Certified Academy or its equivalent in another state within the past three (3) years shall not be eligible employment. Peace officer applicants who have not successfully completed an F.T.O (Field Training Officer) program as demonstrated by either termination or resignation while in the program shall not be eligible for employment.
- 6. ABILITY TO OPERATE A MOTOR VEHICLE: Peace officers are expected to be able to operate a motor vehicle in a safe and efficient manner. Peace officers must be able to operate emergency vehicles in many differing situations, including emergency response. Applicants shall be expected to have demonstrated the ability to safely operate a motor vehicle as evidences by their driving history. Applicants shall not have has more than two (2) chargeable accidents where they have been found most at fault by the investigating agency in the past four (4) years. Applicants may not have more than three (3) infraction moving violations within the past five (5) years. Applicants may not have any record of alcohol-related incidents such as drunk driving, or such a charge reduced to reckless driving within the past three (3) years. Any applicant who has more than one (1) such offense shall not be eligible for employment.
- 7. JUDGEMENT AND CREDIBILITY AS A WITNESS: Peace officers are expected to have demonstrated a pattern of sound judgement. Peace officers must be able to be a credible witness in a court of law. Both of these area are specific job dimensions outlined by the Commission of Peace Officer Standards and Training (P.O.S.T.). Applicants who have a history of committing repeated misdemeanors or felony offenses are not credible witnesses. Possession of controlled substances are violations of State and Federal laws and a history of violating the law does not demonstrate sound judgement and hence, is not compatible with law enforcement.
- 8. PHYSICAL ABILITY: Peace officers must be able to physically perform their duties which includes the ability to run; climb fences; operate a motor vehicle; arrest and physically control large and/or physically combative suspects; lift objects; operate various equipment including computers, weapons, and handcuffs; hear voice, radio, and telephone communications; see and read license plates; ability to see colors, movement, and activities in reduced, limited, or extremely low light conditions. Peace officer applicants must meet the physical requirements established by P.O.S.T as demonstrated by their performance in the Basic Police Academy.

I have read and understood the above listed Pre-Employment Behavioral Standards for the Willi	ts Police Department.

SIGNATURE (in full):	DATE:	
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