

TOLEDO POLICE DEPARTMENT

- Application must be filled out completely. *Incomplete applications will be returned to you for further information*
- If a question is not applicable to you, enter N/A in the space provided
- If there is insufficient space on the form for you to include all the information required, attach extra sheets to the application. Be sure to reference the relevant section before continuing your answer
- **Application must be accompanied by the following:**
 - Resume and cover letter
 - Copy of law enforcement certificate
 - Copy of birth certificate
 - Proof of high school education or equivalent
 - Any other training you may have that may assist us in considering your application
 - If you would like, submit any documentation which would assist you in explaining any past unusual situations or problems. *For example: civil suits, criminal convictions, etc.*
- Any negative factors in your past will be evaluated in terms of frequency, recency, relevancy, circumstances surrounding its occurrence, and significance to the position for which you are applying for. *For example; being fired from a job, having an arrest, or poor traffic record may not be, in and of itself, grounds for disqualification*

In compliance with federal and state laws equal employment opportunity guidelines, applicants are considered for employment on the basis of qualifications and demonstrated abilities without regard to race, religion, age, color, national origin, sex, disability, sexual orientation, marital status, genetic information, veterans status, or any other basis prohibited by federal, state, or local law

Reasonable accommodations with the application and examination process is available, upon request, for persons with disabilities

Please return application to:

Toledo Police Department

PO Box 517

130 N. Second Street

Toledo, WA 98591-0517

Email: toledopd@toledotel.com

TOLEDO POLICE DEPARTMENT APPLICATION FOR EMPLOYMENT

EDUCATION cont..... (print clearly or type)

List all Colleges/Universities attended

NAME	LOCATION	DATES ATTENDED	MAJOR/COURSE OF STUDY	DEGREE OR DIPLOMA

List all Business/Trade schools attended

NAME	LOCATION	DATES ATTENDED	MAJOR/COURSE OF STUDY	DEGREE OR DIPLOMA

List all other courses/training

NAME	LOCATION	DATES ATTENDED	MAJOR/COURSE OF STUDY	DEGREE OR DIPLOMA

Have you ever been suspended or expelled from any school? No Yes

If YES please explain (include school, date, and circumstances) _____

Do you have any plans for furthering your education or developing existing skills? If so please explain _____

EMPLOYMENT (print clearly or type)

Beginning with your most current employment, please list all jobs (including part-time, temporary and voluntary positions) you have held in the past 10 years. Do not include military service.

Not Employed From Month Year ____/____ To Month Year ____/____

Dates of Employment	Name & Address of Employer	Reason for Leaving
From To ____/____ ____/____ <small>Month Year Month Year</small> Full-Time <input type="checkbox"/> Part-Time <input type="checkbox"/> Voluntary <input type="checkbox"/>	Supervisor _____ Telephone # _____ Email _____	
Title and/or Duties		

Not Employed From Month Year ____/____ To Month Year ____/____

Dates of Employment	Name & Address of Employer	Reason for Leaving
From To ____/____ ____/____ <small>Month Year Month Year</small> Full-Time <input type="checkbox"/> Part-Time <input type="checkbox"/> Voluntary <input type="checkbox"/>	Supervisor _____ Telephone # _____ Email _____	
Title and/or Duties		

TOLEDO POLICE DEPARTMENT APPLICATION FOR EMPLOYMENT

EMPLOYMENT cont.... (print clearly or type)

Not Employed From _____/_____/_____
Month Year Month Year To _____/_____/_____

Dates of Employment	Name & Address of Employer	Reason for Leaving
<p>From _____/_____/_____ <small>Month Year Month Year</small></p> <p>To _____/_____/_____ <small>Month Year Month Year</small></p> <p>Full-Time <input type="checkbox"/></p> <p>Part-Time <input type="checkbox"/></p> <p>Voluntary <input type="checkbox"/></p>	<p>Supervisor _____</p> <p>Telephone # _____</p> <p>Email _____</p>	
Title and/or Duties		

Not Employed From _____/_____/_____
Month Year Month Year To _____/_____/_____

Dates of Employment	Name & Address of Employer	Reason for Leaving
<p>From _____/_____/_____ <small>Month Year Month Year</small></p> <p>To _____/_____/_____ <small>Month Year Month Year</small></p> <p>Full-Time <input type="checkbox"/></p> <p>Part-Time <input type="checkbox"/></p> <p>Voluntary <input type="checkbox"/></p>	<p>Supervisor _____</p> <p>Telephone # _____</p> <p>Email _____</p>	
Title and/or Duties		

Not Employed From _____/_____/_____
Month Year Month Year To _____/_____/_____

Dates of Employment	Name & Address of Employer	Reason for Leaving
<p>From _____/_____/_____ <small>Month Year Month Year</small></p> <p>To _____/_____/_____ <small>Month Year Month Year</small></p> <p>Full-Time <input type="checkbox"/></p> <p>Part-Time <input type="checkbox"/></p> <p>Voluntary <input type="checkbox"/></p>	<p>Supervisor _____</p> <p>Telephone # _____</p> <p>Email _____</p>	
Title and/or Duties		

Would any problems result if your present employer was contacted during the course of the background investigation?
 No Yes

If YES, when should contact be made? _____

Have you ever received any disciplinary action, suspension, been fired, or been asked to resign from any place of employment? No Yes If YES, please explain (include employer, when, where and circumstances)

Have you ever been a successful or unsuccessful candidate for another position requiring peace office powers?
 No Yes If YES, please explain (include agency, when, where and circumstances)

TOLEDO POLICE DEPARTMENT APPLICATION FOR EMPLOYMENT

MILITARY SERVICE (print clearly or type)

Have you ever served in the military? Yes No

Dates of Service	Branch of Service	Draft Classification
From To _____ / _____ _____ / _____ <small>Month Year Month Year</small>		

Related skills/experience applicable to civilian employment

Are you currently participating in any military reserve or National Guard Program? Yes No

Have you ever been the subject of any judicial or non-judicial disciplinary action while in the military, National Guard or military reserves? No Yes If YES, please explain (include branch of service, when, where and circumstances)

MISCELLANEOUS INFORMATION (print clearly or type)

Have you ever been employed by the Toledo Police Department/City of Toledo before? No Yes

If YES, under what name and in what position? _____

List all relatives employed by the City of Toledo _____

Do you know of any time in the next year during which you will need to be absent from work? No Yes

If YES, please explain _____

Do you have any activities, commitments or responsibilities that may prevent you from meeting work attendance, travel, overtime or training requirements? No Yes

If YES, please explain _____

Have you ever applied for a permit to carry a concealed weapon? No Yes

If YES, please provide the following information

Date	Purpose	
Permit granted? Yes <input type="checkbox"/> No <input type="checkbox"/>	Name of Law Enforcement Agency	

List all law enforcement agencies for which you have applied for a position and the agency's reason for not hiring you

Agency	Reason

List every law enforcement agency for which you have taken a polygraph and/or psychological test and list the results

Agency	Results

TOLEDO POLICE DEPARTMENT APPLICATION FOR EMPLOYMENT

SPECIAL QUALIFICATIONS (print clearly or type)

List any professional memberships, certificates, licenses (such as pilot's license, radio operator etc.) _____

List any other special skills or qualifications that you may possess (include hobbies/sports and other special interest groups or organizations that you are involved in) _____

Can you speak any foreign language? No Yes

Indicate degree of fluency (excellent, fair, good, poor)

Language	Reading	Speaking	Comprehension

OFFICE OR ADMINISTRATIVE (print clearly or type)

Typing Speed _____ wpm

Office Machines _____

LEGAL (print clearly or type)

Proof is required that you are a legal resident in this country. If employed can you provide such documentation?

Yes No

If you have ever been arrested or convicted for any crime (excluding traffic citations) please provide the following information

Arrest/Conviction	Approximate Date(s)	Police Agency

Were you ever required to appear before a juvenile court for an act which would have been a crime if committed by an adult? No Yes If YES, please explain (when, where, circumstances) _____

MOTOR VEHICLE OPERATION (print clearly or type)

Operation of a motor vehicle is an integral part of law enforcement. An investigation of your driving history will be made through a records check. To expedite this procedure, please supply the following information.

Do you possess a Washington State driver's license? Yes No

Driver's License # _____ State _____ Exp. Date _____

Have you ever been licensed to operate a motor vehicle in any other state than Washington? No Yes

State _____ State _____ State _____

Have you ever been refused a driver's license by any state? No Yes If YES, please explain _____

Has your license ever been suspended or revoked? No Yes If YES, please explain _____

Effective January 1, 1989, Washington State Law requires all drivers to have auto insurance with liability minimums of \$25,000 for the injury or death of one person, \$50,000 for two and \$10,000 property damage or show financial responsibility in one of two ways – a liability bond that meets requirements or by a \$60,000 certificate deposit.

Do you have current auto insurance? Yes No

Have you ever had your auto insurance cancelled or refused? No Yes

If YES, please explain _____

Have you ever had high risk auto insurance? No Yes

TOLEDO POLICE DEPARTMENT APPLICATION FOR EMPLOYMENT

MOTOR VEHICLE OPERATION cont..... (print clearly or type)

List all traffic citations (excluding parking citations) you have received within the last 7 years

Violation	Location (city)	Approximate Date	Fined or action taken on driver's license

Have you ever been involved as a driver in a motor vehicle accident? No Yes

If YES, please provide the following information for each accident

Date	Location	<input type="checkbox"/> Injury <input type="checkbox"/> Non-Injury
Police Investigation? Yes <input type="checkbox"/> No <input type="checkbox"/>	Police Agency	
Date	Location	<input type="checkbox"/> Injury <input type="checkbox"/> Non-Injury
Police Investigation? Yes <input type="checkbox"/> No <input type="checkbox"/>	Police Agency	

PERSONAL HABITS (print clearly or type)

Have you ever used or experimented with:	Yes	No	How Many Times	Last Time (month/year)
Marijuana				
Amphetamines				
Cocaine				
Heroin				
Pain Killers (other than prescribed)				
LSD				
PCP				
Barbiturates (downers)				
Valium				
Hallucinogens				
Alcohol				
Any other drugs (list/describe)				

Have you ever been involved in the sale or delivery of any controlled substance? No Yes

If it becomes necessary to take a human life in the course of your duties as a peace officer would you have any beliefs that would prevent you from doing so? No Yes If YES, please explain _____

Are there any incidents in your life or details not mentioned here in which may influence this department's evaluation of your suitability to be an employee? No Yes If YES, please explain _____

REFERENCES – list people not related to you (print clearly or type)

Name _____ Relationship _____
 Address _____
Street/PO Box City State Zip
 Phone # _____ Email _____

**TOLEDO POLICE DEPARTMENT
APPLICATION FOR EMPLOYMENT**

REFERENCES – list people not related to you (print clearly or type)

Name _____ Relationship _____
Address _____

Street/PO Box

City

State

Zip

Phone # _____ Email _____

Name _____ Relationship _____
Address _____

Street/PO Box

City

State

Zip

Phone # _____ Email _____

Name _____ Relationship _____
Address _____

Street/PO Box

City

State

Zip

Phone # _____ Email _____

PLEASE READ CAREFULLY BEFORE SIGNING THIS APPLICATION

AGREEMENT

To the best of my knowledge, I certify that all statements made by me on this application are true and complete and that I can perform the essential functions of the position for which I am applying for with or without reasonable accommodations. I understand that if I receive a Conditional Offer of Employment for a position where I may have unsupervised access to children, developmentally disabled persons, or vulnerable adults, the City of Toledo is required to complete a thorough background check as required by the Child/Adult Abuse Information act. I understand that if I receive a Conditional Offer of Employment for a position which requires a Commercial Driver's License, I will be tested for the presence of drugs as part of the pre-employment screening.

I understand that misrepresentation or falsification of statements made in this application constitutes grounds for immediate dismissal and I authorize investigation of all statements in this application. If I am applying for an exempt position, I understand that nothing in this application or my communications with any City of Toledo official is intended to create an employee contract with the Toledo Police Department and/or City of Toledo. In the event of my employment with the Toledo Police Department, I will comply with all rules, regulations, and policies set forth in the Toledo Police Department's and/or City of Toledo's policy manual or in communications distributed by the City.

AUTHORIZATION TO RELEASE EMPLOYMENT RECORDS

I authorize the release of all high school, college, and other educational records pertaining to my attendance, course work and other school activities. The disclosure of any and all information about me contained in private and governmental files and any medical information relevant to this application for employment or relating to my present or former employment history. The Toledo Police Department and/or City of Toledo is authorized to solicit information regarding my character, general reputation, previous employment and similar background information, and to contact any and all references I have given on my application. The Toledo Police Department and/or City of Toledo is also authorized to make any investigation of my personal history and financial and credit record through any investigations or credit/bureaus of the City's choice.

To my former employers named in this application, please furnish the Toledo Police Department and/or City of Toledo with personnel information as requested by the City. I hereby release all parties and persons connected with any such request for information from all claims, liabilities, and damages for any reason arising out of the furnishing of such information. If I become employed by the Toledo Police Department, I release the Toledo Police Department and/or City of Toledo from any liability for future references it may provide regarding my work history and performance at the Toledo Police Department.

I further agree to the following terms and conditions of employment:

1. A pre-employment health evaluation (psychological evaluation, polygraph and physical).
2. Meeting minimum or maximum age requirements of applicable law, rules and regulations.
3. Submitting proof of citizenship or U.S. work permit, upon employment, **if required**.
4. Meeting job attendance and performance requirements.

Signature of Applicant _____ Date _____

TOLEDO POLICE DEPARTMENT
APPLICATION FOR EMPLOYMENT

WAIVER AND AUTHORIZATION TO RELEASE INFORMATION

*This document affects your legal rights. Read carefully before signing.
You may wish to consult an attorney before you sign this document.*

To whom it may concern:

I, the undersigned, authorize you to furnish the Toledo Police Department and/or City of Toledo or it's representatives any and all information that you have concerning me, my work record, my reputation, my medical records, my psychological testing and analysis plus recommendation, my financial status, and such other information and records you may have in your possession relating to me. Information of a confidential or privileged nature may be included in the materials you provide to the Toledo Police Department and/or City of Toledo or it's representatives. Your reply will be used to assist the Toledo Police Department in determining my qualifications and fitness for a position I am seeking with the Toledo Police Department. A photocopy or digital image of this release may be honored as if it is a signed original.

I understand my right to request access to any public records relating to me pursuant to Title 5 of the United States Code, Section 5 et seq., the Privacy Act of 1974, the Freedom of Information Act, and Revised Code of Washington (RCW) 42.17 et seq., and specifically waive those rights understanding that the information furnished will be used by the Toledo Police Department and/or City of Toledo or it's representatives in conjunction with employment procedures. I will make no attempt to gain access to the information provided by you to the Toledo Police Department and/or City of Toledo or it's representatives in conjunction with this employment process and hereby expressly waive any rights I may have to request the disclosure or information provided by you to the Toledo Police Department and/or City of Toledo or it's representatives in conjunction with employment procedures.

Further, I do hereby release you, your organization, your agents, and others from any liability or damage which may result from furnishing information to the Toledo Police Department and/or City of Toledo pursuant to this waiver and authorization to release information.

Job applicant's printed name

X _____
Job applicant's signature

today's date

Notarial Acknowledgement:

State of _____

County of _____

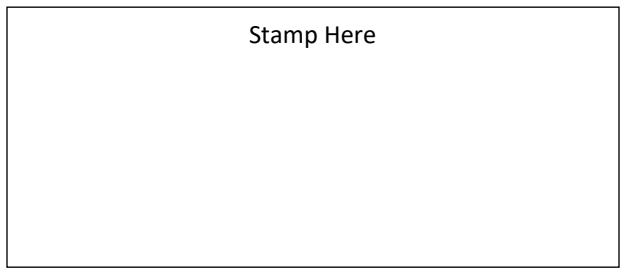
On _____, before me, _____, personally appeared, _____
(Date) (Name of notary) (Name of job applicant)

Notary: Please check either № 1 or № 2 below (but not both):

- 1. Who is personally known to me
-- OR --
- 2. Who proved to me on the basis of satisfactory evidence to be the person whose name is subscribed on this Release, and acknowledged to me that he executed the same as his free act and deed?

WITNESS my hand and official seal

(Notary signature)



My Commission Expires: _____
ID number: _____
Expires: _____

Notary: Please affix your notarial seal to the right.