



# Klickitat County, Washington

## General Information for Applicants for Sheriff's Office Civil Service Examination for Employment

### -Application Coversheet-

1. A background investigation will be made by the Sheriff's Office of Klickitat County, Washington before appointment is considered. Failure to pass this background investigation to the satisfaction of the Civil Service Commission will be cause for removal from the eligibility list.
2. Applicants must be physically fit. Applicants must meet minimum requirements as shown in job descriptions.
3. A high school education/GED is a minimum educational requirement. Proof of meeting the minimum requirement by a copy of such is **required** upon application for employment.
4. No applicant shall be employed in or appointed to any position with the classification of Civil Service who has been convicted of a felony criminal or traffic statute of ordinance, the violation of which, in the opinion of the Commission, would render the applicant unfit to work in law enforcement.
5. An applicant for a position under Civil Service must be a citizen of the United States of America and be able to read and write the English language.
6. Veteran's preference is allowed as prescribed in RCW 41.04.010.  
Please answer:
  - Do you claim veteran's preference? \_\_\_\_\_
  - If yes, are you receiving Veteran's retirement payments? \_\_\_\_\_
  - Have you received an Expeditionary medal? \_\_\_\_\_
  - Have you previously claimed Veteran's preference and been appointed to a position with any State agency, municipal corporation, or political subdivision? \_\_\_\_\_
  - Dates of any recall to active service: \_\_\_\_\_If you are claiming veteran's preference, provide copy of your DD-214
7. Are you legally allowed to use or provide medical marijuana pursuant to R.C.W. 69.51A.010? \_\_\_\_\_
8. Each candidate for permanent appointment from the eligibility list shall be examined by a physician as prescribed by the Civil Service Commission of Klickitat County, at the applicant's expense at the time of appointment as a probationary officer and an appointment will be contingent upon the applicant successfully passing the physical examination. All applicants must be willing to submit to polygraph, psychological examination and drug urinalysis upon appointment to employment.
9. All persons receiving appointment to the staff of the Klickitat County Sheriff's office shall serve a one year probationary period before receiving permanent employment.
10. All applicants for appointment to the staff of the Sheriff's office shall send their applications to:  
**Klickitat County Civil Service Commission**  
**228 W. Main Street, MS-CH-36**  
**Goldendale, WA 98620**

All applicants shall keep the Klickitat County Civil Service Commission advised at all times of their proper address by writing to the Commission at the above address.

11. All applicants that receive a passing score on the Civil Service Exam shall be required to obtain and complete additional documentation from the Klickitat County Sheriff's Office. Failure to provide the requested information shall result in removal from the Klickitat County Civil Service eligibility list.

**\*This form is required with the application. If any documentation requested on this form is not attached to the application, you will not be able to test for the position. Examinations will start at listed times. Applicants not on time will not be allowed to continue and will be disqualified from posted examination. Photo I.D. may be required prior to starting. No one other than the applicant, signed up to take the examination will be allowed on the premises including family members, friends, children etc.**

I hereby acknowledge receipt of a copy of the General Information Sheet and I certify that I have read and understood the same and I agree that this shall be made a part of my permanent Civil Service Record.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

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

Revised on 03/13/2009

**KLICKITAT COUNTY  
CIVIL SERVICE COMMISSION**

228 W. Main St., MS: CH-36; Goldendale, WA 98620  
509-773-2483 FAX: 509-773-2469

*Position Applied For:* \_\_\_\_\_

*We consider applicants for all positions without regard to race, color, religion, creed, gender, national origin, age, disability, marital or veteran status, sexual orientation, or any other legally protected status.*

Name: _____	Home Phone: _____
Address: _____	Work/Message Phone: _____
City, State, Zip: _____	E-Mail Address: _____

How did you learn of this position? \_\_\_\_\_

*If valid driver's license is an essential function and required on the job announcement please answer the following:*

Do you have a Washington Driver's License:  Yes  No

Drivers License Number: \_\_\_\_\_ State: \_\_\_\_\_ Expires: \_\_\_\_\_

Combination License Number: \_\_\_\_\_ State: \_\_\_\_\_ Expires: \_\_\_\_\_

Are you 18 years of age or older? If applying for Road Deputy are you 21 years of age or older?  Yes  No

Have you ever been employed with us before?  Yes  No

If Yes, give date and location \_\_\_\_\_

Do you have any relatives employed with Klickitat County  Yes  No

If yes, indicate (name, relationship and department): (There are some limitations on the employment of relatives. Each case is considered separately for potential conflict of interest.)  
\_\_\_\_\_

Do you have responsibilities (other than vacation) that would prevent you from traveling, working unusual hours or overtime if required by the job?  Yes  No

Any Plans that would prevent your punctual daily attendance?  Yes  No

Days or hours unwilling/unable to work \_\_\_\_\_

After hire can you provide Proof of Citizenship or Immigration Status?  Yes  No

I have reviewed the job description for the position and I am able to perform the duties of the job with or without reasonable accommodation.  Yes  No

Are you available to work:  Full Time  Part Time  Shift Work  Temporary

Can you travel if a job requires it?  Yes  No

Have you served on active duty in the military services of the U.S. within the last 8 years  Yes  No

Branch \_\_\_\_\_ Active Duty Dates \_\_\_\_\_

Per RCW 41.04.010, certain veterans are eligible for Veteran's preference. Do you qualify for this preference?  Yes  No

Have you ever obtained employment in this state through the use of veteran's preference?  Yes  No

Do you claim Veteran's preference for this examination?  Yes  No

Have you been convicted of a misdemeanor or felony within the past seven years?  Yes  No

Date \_\_\_\_\_ Details \_\_\_\_\_

(Conviction will not necessarily disqualify an applicant from employment.)

**EDUCATION AND TRAINING**

High School Graduate or GED test passed?  Yes  No  
 If no, circle highest grade completed: 3 4 5 6 7 8 9 10 11 12

College or Vocational School and Location	Dates From To	Major Studied	Degree Earned

Professional Licenses, Certifications	State Issued	License Number	Date Issued/Exp.

*If more space is required, attach additional sheets*

**SKILLS**

Typing (Speed \_\_\_\_\_)     
  Dictation (Speed \_\_\_\_\_)     
  Dictaphone     
  Computer Skills  
 Calculator by touch     
  Data Entry     
  Multi-Line phone     
  First Aid/CPR  
 Cashiering     
  Bookkeeping/Math

**Special Consideration:** If you are selected to participate in an examination or interview and need any special accommodation in order to complete or participate in the process because of an impairment or disability, please notify a member of the Personnel Department staff.

**DISABILITY STATUS INFORMATION**

**Disability Status:** A person with a disability is a person who has a physical or mental impairment which substantially limits one or more major life activities, or has a record of such impairment, or is perceived as having such an impairment, as defined by the Americans with Disabilities Act. An accommodation may be necessary to provide a person with a disability equal employment opportunity.

Will you need accommodation due to disability in the application, testing or interview process:  Yes  No  
 Please provide a brief description of the accommodation requested:

Please complete the following if you requested an accommodation for the application, testing or interview process:

Title of position for which you are applying \_\_\_\_\_ Name: \_\_\_\_\_

All answers and statements on this application are true and complete to the best of my knowledge. I understand that false or misleading information given in my application; resume; and/or during the interview process is grounds for immediate termination, if employed by Klickitat County. I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision. I understand that if I am offered a position with Klickitat County, a physical examination may be required and chemical/drug screen will be required prior to commencement of employment. I understand, also, that I am required to abide by all rules and regulations of the employer.

\_\_\_\_\_  
 Date Signature

### EMPLOYMENT HISTORY

Start with your present or last job. Include any job related military service assignments and volunteer activities you may exclude organizations which indicate race, color, religion, gender, national origin, disability or other protected status.

Employer		Dates Employed	
Address		Salary Starting Wage:	Hours per week
City		Ending Wage:	
Position Title	Supervisor	Phone number	
Reason for leaving			
Summarize major work duties: (DO NOT write "see resume")			

Employer		Dates Employed	
Address		Salary Starting Wage:	Hours per week
City		Ending Wage:	
Position Title	Supervisor	Phone number	
Reason for leaving			
Summarize major work duties: (DO NOT write "see resume")			

Employer		Dates Employed	
Address		Salary Starting Wage:	Hours per week
City		Ending Wage:	
Position Title	Supervisor	Phone number	
Reason for leaving			
Summarize major work duties: (DO NOT write "see resume")			

**EMPLOYMENT HISTORY (continued)**

<i>Employer</i>		<i>Dates Employed</i>
<i>Address</i>		<i>Salary</i> <span style="float:right"><i>Hours per week</i></span>
<i>City</i>		<i>Starting Wage:</i>
		<i>Ending Wage:</i>
<i>Position Title</i>	<i>Supervisor</i>	<i>Phone number</i>
<i>Reason for leaving</i>		
<i>Summarize major work duties: (DO NOT write "see resume")</i>		

<i>Employer</i>		<i>Dates Employed</i>
<i>Address</i>		<i>Salary</i> <span style="float:right"><i>Hours per week</i></span>
<i>City</i>		<i>Starting Wage:</i>
		<i>Ending Wage:</i>
<i>Position Title</i>	<i>Supervisor</i>	<i>Phone number</i>
<i>Reason for leaving</i>		
<i>Summarize major work duties: (DO NOT write "see resume")</i>		

<i>Employer</i>		<i>Dates Employed</i>
<i>Address</i>		<i>Salary</i> <span style="float:right"><i>Hours per week</i></span>
<i>City</i>		<i>Starting Wage:</i>
		<i>Ending Wage:</i>
<i>Position Title</i>	<i>Supervisor</i>	<i>Phone number</i>
<i>Reason for leaving</i>		
<i>Summarize major work duties: (DO NOT write "see resume")</i>		

**PERSONAL REFERENCES**

Give the names of at least 3 of the following: past employers, teachers or any individual who may supply a reference. No relatives please.

Name \_\_\_\_\_ Phone \_\_\_\_\_

Name \_\_\_\_\_ Phone \_\_\_\_\_

Name \_\_\_\_\_ Phone \_\_\_\_\_

**APPLICANT AUTHORIZATION FOR RELEASE OF INFORMATION**

As an applicant for a position with Klickitat County, I hereby authorize any employers or supervisors, educational institutions, personal references and/or other persons to release information about my work and education history for use in determining my qualifications for this position. I understand, agree, and authorize that a copy or facsimile of this form to be as valid as the original.

**You may release or verify the following items:**

1. Dates of employment;
2. Positions held when started and left;
3. Performance level, duties, responsibilities, strong and weak points;
4. My attendance habits (excluding workers' compensation, pregnancy and other protected absences);
5. My relationship with co-workers and supervisors;
6. My attitude toward work (cooperative? positive? Etc.);
7. Reason for leaving;
8. Eligibility for rehire;
9. Whether I have had outbursts of temper, threatened, provoked fights with or assaulted others, engaged in hostile or violent behavior, have a criminal record or any traits that would present security or safety issues for others.
10. Any other relevant information regarding my performance, skills, ability, suitability for employment sought, etc.

**Educational Institutions:**

1. Years of Attendance;
2. Degree(s) Attained;
3. Grade Point Average; and
4. Transcript.

I understand my right to request access to any public records relating to me pursuant to Title 5 of the United States Code, Section 552 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 Klickitat County and/or its agencies or departments in conjunction with employment procedures. I will make no attempt to gain access to the information provided by you to Klickitat County and/or its agencies or departments 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 Klickitat County and/or its agencies or departments in conjunction with employment procedures.

All former employers who provide such information are indemnified and released from liability arising from such disclosures.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
(Printed Name)