

Received Stamp



Mail Applications:

Attention Duvall Civil Service  
PO Box 1300 • Duvall, WA 98019

Electronic Application accepted at:

[alana.mccoy@duvallwa.gov](mailto:alana.mccoy@duvallwa.gov)

[www.duvallwa.gov](http://www.duvallwa.gov)

The City of Duvall is an Equal Opportunity Employer and does not unlawfully discriminate on the basis of race and color, religion and creed, national origin, sex, marital status, HIV, AIDS, and hepatitis C status, honorably discharged veteran or military status, age, disability, pregnancy and maternity, sexual orientation and gender identity, use of a guide dog or other service animal, genetic information or any other protected class status.

**Complete all information from this point forward. An incomplete application may disqualify you from further consideration.**

**Check to Position you are applying for:**

- Entry Level: Applicants that are interested in an entry-level law enforcement position with the City of Duvall must complete entry-level testing and certification with Public Safety Testing.
- Exceptional Entry: \*Please include your Peace Officer Certificate
- Lateral: \*Please include your Peace Officer Certificate

Name \_\_\_\_\_ (Last) \_\_\_\_\_ (First) \_\_\_\_\_ (Middle)

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Home Phone \_\_\_\_\_ Cell \_\_\_\_\_ Work \_\_\_\_\_ Email \_\_\_\_\_

Are you a U.S. citizen, or do you have a Visa permitting you to work in the U.S.? (Documentation of authorization to work in the U.S. will be required if an offer of employment is made and accepted.)  Yes  No

Are you over the age of 18?  Yes  No

If you are applying for a position where you will be expected to drive on duty, do you have, or can you obtain, a valid Washington State Driver's License?  Yes  No  N/A

Do you wish to claim Veteran's Preference for testing, pursuant to RCW 41.04.010?  Yes  No

**TRAINING AND EDUCATION**

Highest Grade Completed:  8  9  10  11  12  GED

Colleges/Other Training	Subject/Major	Degree/Certificate	Date Completed

**EQUIPMENT, OFFICE AND COMPUTER SKILLS**

Describe computer and other equipment operation skills. Include programs used, typing speed & other information relevant to the position for which you are applying.

**CRIMINAL CONVICTIONS**

The City of Duvall is mindful of its obligation to employ qualified persons and its entitlement under law to consider an applicant's convictions record as it relates to job performance. **Please refer to our automatic and potential disqualifier list that is attached.**

**PROFESSIONAL REFERENCES (Do Not List Relatives)**

Name/Title \_\_\_\_\_ Employer \_\_\_\_\_ Phone \_\_\_\_\_

Name/Title \_\_\_\_\_ Employer \_\_\_\_\_ Phone \_\_\_\_\_

Name/Title \_\_\_\_\_ Employer \_\_\_\_\_ Phone \_\_\_\_\_

**WORK HISTORY**

Beginning with your present or most recent employment, list all work/experience history for the last 10 years, and experience prior to that time which is directly related to the position for which you are applying. Attach additional sheets as necessary. Be sure to include any non-paid experiences which are related to the job for which you are applying. **Complete the following sections even if you are submitting a resume** in addition to this application. An incomplete application may disqualify you. If you have been known by a different name by any of these employers, please identify the employer and state the name here :

Employer's Name	_____	From	_____ Mo/Year	To	_____ Mo/Year
Address	_____	Supervisor	_____		
Phone	_____	Hours Worked Per Week	_____		
Position	_____	Start Salary	_____		
Number Of Employees Supervised By You	_____	Last Salary	_____		
Reason For Leaving	_____				
Primary Duties	_____				

Employer's Name	_____	From	_____ Mo/Year	To	_____ Mo/Year
Address	_____	Supervisor	_____		
Phone	_____	Hours Worked Per Week	_____		
Position	_____	Start Salary	_____		
Number Of Employees Supervised By You	_____	Last Salary	_____		
Reason For Leaving	_____				
Primary Duties	_____				

Employer's Name	_____	From	_____ Mo/Year	To	_____ Mo/Year
Address	_____	Supervisor	_____		
Phone	_____	Hours Worked Per Week	_____		
Position	_____	Start Salary	_____		
Number Of Employees Supervised By You	_____	Last Salary	_____		
Reason For Leaving	_____				
Primary Duties	_____				

**SIGNATURE IS REQUIRED**

To the best of my knowledge, the information herein is true and complete. I have read the Position Opening Announcement and I can perform the essential functions of the position for which I am applying, with or without reasonable accommodation. I understand that if I am applying for employment in a position where I will or may have unsupervised access to children, developmentally disabled persons, or vulnerable adults, the City of Duvall will complete a thorough background check as allowed by the Child/Adult Abuse Information Act. Background checks are also completed for other positions. I understand that I will be tested for the presence of drugs as part of the pre-employment screening if I am applying for a safety sensitive position or one which requires a Commercial Driver License. I authorize investigation of all statements in this application. I understand that providing false information on this application is grounds for disqualification and/or dismissal. I understand that nothing in this application or my communications with any City of Duvall official is intended to create an employment contract between the City of Duvall and me.

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



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## **Agency Disqualifiers:**

THE FOLLOWING ARE ***AUTOMATIC AND POTENTIAL DISQUALIFIERS***. APPLICANTS SHOULD **NOT** APPLY TO OUR AGENCY IF THEY INDICATE ANY OF THE AUTOMATIC DISQUALIFIERS. POTENTIAL DISQUALIFIERS WILL BE CONSIDERED ON A CASE BY CASE BASIS.

### **Driving**

One or more traffic criminal convictions in the last five years (DUI, Suspended, Reckless, Negligent 1<sup>st</sup> degree, etc.) ***Automatic***

As an adult, any conviction for attempting to elude or Hit and Run within three years prior to application for employment. ***Automatic***

Suspension of driver's license within the past ten years. ***Potential***

Any two convictions for driving under the influence of alcohol and/or drugs. ***Automatic***

As an adult, any conviction or admission(s) of attempting to elude or Hit and Run more than three years prior to application for employment. ***Potential***

All additional driving and moving offenses will be thoroughly evaluated on a case-by-case basis. ***Potential***

### **Drug Usage**

Illegal use, sale or distribution of ANY illegal controlled substance while employed in a criminal justice capacity (includes military police) ***Automatic***

As an adult, illegal use, any sale, manufacture and/or distribution of any illegal controlled substance regardless of time frame. ***Automatic***

As an adult, any illegal possession or use of marijuana within one year prior to application for employment. ***Automatic***

As an adult, any other illegal possession or use of an illegal controlled substance other than marijuana within three years prior to application for employment. ***Automatic***

All other uses of illegal drugs, including use as a juvenile will be thoroughly evaluated on a case-by-case basis. ***Potential***

Pattern of illegal use of prescription medication. ***Potential***

### **Criminal Activity**

Any adult felony conviction. ***Automatic***



Admission(s) of having committed any act amounting to a felony under Washington law, as an adult, within five years prior to application or anytime while employed as a police officer (including military police officers). **Automatic**

Any conviction under a domestic violence statute as an adult. **Automatic**

Any unlawful sexual conduct. **Potential**

Any admissions of having committed any act of domestic violence as defined by law, committed as an adult. **Potential**

Adult misdemeanor convictions will be carefully reviewed. **Potential**

Pending criminal proceedings or under investigation for a crime. **Potential**

### **Employment**

Dishonorable discharge from the United States armed forces. **Automatic**

Employment history with pattern of unexcused absences, discipline, terminations, or resignation in lieu of termination. **Potential**

### **Financial**

Willful failure to pay income tax or court ordered child support. **Potential**

Unfavorable credit history, including excessive credit card debt or unresolved accounts in collection. **Potential**

### **Other**

Lying during any stage of the hiring process; including all testing phases and the background investigation. **Automatic**

Falsification and/or failure to disclose any potentially disqualifying information of the application including the personal history questionnaire or any other forms during the hiring process. **Automatic**

Previous revocation or denial of any CJTC/POST certified status or suspension of current CJTC/POST certified status. **Automatic**

Applicants who maintain an on-going relationship with individuals who have been convicted of felony crimes and/or who are reputed to be involved in recent or current felonious activity. **Potential**