Position Applied For:

POLICE SERVICE OFFICER
PART-TIME

PERSONNEL USE ONLY

Applicant No._____

EMPLOYMENT APPLICATION

Last Name	First Name		MI
Address	City/State	Zip	Telephone
Social Security Number	Driver License Number	Class	Email Address
If under eighteen years of age: after an offer of employment, can you submit a work permit? ( ) Yes ( ) No			Can you, after an offer of employment, submit verification of your legal right to work in the United States? ( ) Yes ( ) No

EMPLOYMENT HISTORY

List any jobs you have held in the last ten years, starting with the most recent. Also include any RELATED work experience that is older than ten years. Include military and voluntary experience. (Please use additional sheets if necessary.) This section must be completed. Applications will be rejected if you write, "see resume", "see attached" or anything similar.

Employer's Name		Position Title:
Address/City/State/Zip		Describe Your Duties:
Telephone		
Supervisor		
Starting Date	Final Date	Reason for Leaving
Final Salary	Hours per week:	
Employer's Name		Position Title:
Address/City/State/Zip		Describe Your Duties:
Telephone		
Supervisor		
Starting Date	Final Date	Reason for Leaving
Final Salary	Hours per week:	
Employer's Name		Position Title:
Address/City/State/Zip		Describe Your Duties:
Telephone		
Supervisor		
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Employer's Name		Position Title:
Address/City/State/Zip		Describe Your Duties:
Telephone		
Supervisor		
Starting Date	Final Date	Reason for Leaving
Final Salary	Hours per week:	

****Continue employment history on separate sheet/s of paper if necessary. Provide information in same format as presented here.****

EDUCATION AND TRAINING

School	Name and Location of School	Course of Study	# of Years Completed	Degree/Diploma Received
High School				
College				

Licenses/Certificates	Issue/Expiration Dates	Issuer of License	Number if Applicable

1. Have you ever been employed by the City of Arcata? _____ Yes _____ No

From _____ to_____ Department _____

2. Are you related to anyone currently employed by the City of Arcata? _____ Yes _____ No

Name _____ Department _____ Relationship _____

3. Have you ever been discharged or asked to resign from any position? _____ Yes _____ No

Name of Employer _____

4. Have you ever been convicted of any crime, either misdemeanors or felonies? _____ Yes _____ No (Please omit any juvenile convictions or misdemeanor convictions if records are legally sealed or expunged.)

If "Yes", list when and where each offense occurred and describe each one. A "Yes" answer to this question is not an automatic bar to employment. The City, however, may consider the nature, date, and circumstances of the offense as well as whether the offense is relevant to the duties of the position. *N*otwithstanding any of the preceding, you should not disclose convictions that are over two years old as of the date you complete this application for violations of Health and Safety Code Sections 11357, 11360, 11364, 11365, or 11550, as those statutes related to marijuana prior to January 1, 1976 or a statutory predecessor to those statutes.* _____

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Police Applicants: Due to the criminal record background process, these convictions will be reviewed and the exclusions above may not apply to you.

5. a. Are you a California Public Employees Retirement System(CalPERS) annuitant? _____ Yes _____ No
   b. If Yes, have you collected unemployment benefits in the preceding twelve (12) months, based on prior temporary employment with a public employer? _____ Yes _____ No
6. a. Have you been employed by another CalPERS-covered employer within the last six months? _____ Yes _____ No
   b. If Yes, have you withdrawn your contributions? _____ Yes _____ No
7. Have you been employed by a CalPERS reciprocal system employer within the last six months? _____ Yes _____ No

Applicant Certification Please Read Carefully –(*If not signed, this application may be rejected)*

I certify under penalty of perjury that the information I have provided in this application is true and complete to the best of my knowledge. I further understand that any false, incomplete, or incorrect statements may result in my disqualification from the examination process or dismissal from employment with the City of Arcata. I understand that the City will investigate all information contained in this application and I authorize the employers and educational institutions identified on this application to release any information they may have concerning my employment or education to the City of Arcata during the course of that investigation. As a condition of employment I agree to sign an oath as specified in Article XX, Section 3 of the California Constitution and Government Code Section 3100 et. Seq., to be fingerprinted, and to submit to a medical examination by a physician (which may include a pre-employment drug test) of the City's choosing, if required for the position for which I am applying.

If employed on an hourly part time, seasonal or temporary basis, the undersigned will be considered an at-will employee and will be free to resign at any time for any reason, the City similarly retains the right to terminate undersigned's employment at- will. No City representative has the authority to make any agreement to the contrary.

_____ _____

Signature Date

SUPPLEMENTAL APPLICATION FORM
POLICE SERVICE OFFICER – PART-TIME

This supplemental questionnaire will be a primary tool in the initial evaluation of your qualifications for this position. The supplemental information you provide will be evaluated along with your completed application form. The application and supplemental questions constitute an examination. Failure to submit the supplemental application with your application will result in disqualification. In answering the questions, be as specific as you can, limiting your answers to a total of two additional pages.

1. As a Police Service Officer, the writing of police reports is an essential function of the job. Please describe your writing education and experience as it relates to documentation of crimes and traffic collisions.

2. The Police Service Officer deals with a wide variety of personalities on a daily basis. As this position is often the first point of "face to face" contact for the public needing the Police Department, it is essential the position represent the Arcata Police Department in a positive manner. Please describe your personal and professional experience working with a diverse range of people, particularly those who may be distressed, angry, or upset.

3. This position requires a working knowledge of various computer applications to perform functions such as report writing, photo downloading, records management, evidence/property, etc. Please describe your experience operating a computer. Include specific software applications you have experience with, and examples of your highest level task routinely performed with that application.

4. This position comes in contact with confidential and sensitive information on a daily basis. Describe your experience handling confidential and sensitive material and matters.