



CITY OF CLEARLAKE POLICE DEPARTMENT

14050 Olympic Drive
Clearlake, CA 95422
(707) 994-8251
(707) 994-8918 Fax

EMPLOYMENT APPLICATION

Equal Opportunity Employment/Americans with Disabilities Act/Reasonable Accommodations: The City of Clearlake is an equal opportunity employer. The City's policy is to promote equal opportunity for applicants and employees without regard to race, color, religion, ethnic or national origin, religion, creed, ancestry, age, sex, marital status, physical or mental disability, medical condition, sexual orientation, domestic partnership status, military veteran status and/or any other legally protected status. The City of Clearlake makes reasonable accommodation for the disabled, including an obligation to ensure that only the essential duties of the position are required to be performed. Applicants with disabilities who require special testing arrangements, must inform Human Resources in writing no later than the final filing date as stated on the job announcement. The City of Clearlake reserves the right to request verification of disability if accommodations are requested. City appointments are contingent upon successful completion of a comprehensive background investigation, fingerprinting, medical and drug screening and verification of United States citizenship or legal authorization to be employed in the United States.

Position Applied for: _____ Date of Application: _____

Applicants Name: _____

Telephone#: _____

Mailing Address: _____

Residence Address, if different than above: _____

Education: Highest Grade Completed: Circle one, 9 10 11 12 13 14 15 16 Other: _____

College Degree(s): _____ Major: _____ Minor: _____

High School: _____

Name	City	State/Zip
------	------	-----------

College: _____

Name	City	State/Zip
------	------	-----------

Vocational School: _____

Name	City	State/Zip
------	------	-----------

P.O.S.T. Academy: _____

Name	City	State/Zip
------	------	-----------

Number of hrs: _____ Date Graduated: _____

P.O.S.T. Certificates: [] Academy [] Basic [] Advanced [] Dispatcher [] 832 P.C.

Other Certificates related to requirements of the position applied for: _____

SPECIAL SKILLS/QUALIFICATIONS/LICENSES

Driver's License#: _____ Class: _____ State: _____

Other Special Skills/Qualifications related to requirements of the position applied for: (Summary): _____

PERSONNEL REFERENCES: Please provide name, address, and telephone number of 3 personal references who are not related to you and are not previous employers.

1) _____

Name	Mailing Address	City/State/Zip	Telephone
------	-----------------	----------------	-----------

2) _____

Name	Mailing Address	City/State/Zip	Telephone
------	-----------------	----------------	-----------

3) _____

Name	Mailing Address	City/State/Zip	Telephone
------	-----------------	----------------	-----------

Beginning with your most recent employment, please list all jobs (including part-time, temporary, and voluntary positions) you have held in the past 10 years. If additional space is needed, please attach on separate sheet. For identification and verification, please indicate the nature of the activity, i.e. full-time, part-time, temporary or voluntary. If you have had intervening periods of military service, please list those periods in sequence in the space provided.

Most Recent Employer: _____ Dates: _____ to _____
Address: _____ City/State/Zip: _____
Position: _____
Telephone#: _____ [] Full-time [] Part-time # hrs/week: _____
Reason for Leaving: _____ Supervisor: _____
Duties: _____

Employer: _____ Dates: _____ to _____
Address: _____ City/State/Zip: _____
Position: _____
Telephone#: _____ [] Full-time [] Part-time # hrs/week: _____
Reason for Leaving: _____ Supervisor: _____
Duties: _____

Employer: _____ Dates: _____ to _____
Address: _____ City/State/Zip: _____
Position: _____
Telephone#: _____ [] Full-time [] Part-time # hrs/week: _____
Reason for Leaving: _____ Supervisor: _____
Duties: _____

DO NOT submit copies of documents such as certificates, letters of reference, prior employment performance evaluations, etc, at this time. Indicate in the space(s) provided, possession of any required certificates, license, etc.

Certification of Information: I hereby certify that the information provided herein is true and correct to the best of my knowledge. I understand that this application is not, nor is it intended to be, an offer of employment or contract of employment. In the event of employment, I understand that false or misleading information given in, or part of this application, or given during any subsequent part of the recruitment and/or employment process that may have been relied upon in the making an employment decision may result in terminating further consideration of, or discharge from, employment.

Applicants Signature: _____ **Date:** _____

Yes [] No [] If you are under the age of 18, can you furnish a work permit?

Yes [] No [] Are you prevented from lawfully becoming employed in this Country because of Visa or Immigration Status?

Please complete the following questionnaire and return it with your completed application.



CLEARLAKE POLICE DEPARTMENT

14050 OLYMPIC DRIVE, CLEARLAKE, CA 95422

(707) 994-8251 FAX (707) 994-8918

Employment Pre-Screen Questionnaire

Complete all questions below honestly. All responses will be verified during the background investigation process. Lying or withholding any information will result in automatic disqualification from the selection process with the Clearlake Police Department.

Do you have one of the following? (Please indicate the highest level you have achieved)

- | | | |
|--|---|--------------------------------------|
| <input type="checkbox"/> High School Diploma | <input type="checkbox"/> Associate's Degree | <input type="checkbox"/> None listed |
| <input type="checkbox"/> U.S. G.E.D. Certificate | <input type="checkbox"/> Bachelor's Degree | <input type="checkbox"/> Other _____ |
| <input type="checkbox"/> Some College | <input type="checkbox"/> Master's Degree | |

Are you at least 18 years old?

- Yes
- No

Are you authorized to work in the United States?

- Yes
- No

Do you have a valid driver's license?

- Yes
- No

As an adult, have you ever been convicted of a felony by a court?

- Yes
- No

As an adult, have you been convicted of a misdemeanor in the last 10 years?

- Yes
- No

Are you currently on any form of probation?

- Yes. If yes for _____
- No

Have you ever been convicted of any crime involving domestic violence, or are you currently the subject of a domestic violence restraining order?

- Yes
- No

Have you ever been convicted of a DUI? If yes, how long ago?

- No
- 0-11 months
- 1-2 years
- 3+ years

When was the last time you used PCP?

- Never
- 0-2 years
- 3-10 years
- 10+ years

When was the last time you used Heroin?

- Never
- 0-2 years
- 3-10 years
- 10+ years

When was the last time you used Cocaine?

- Never
- 0-2 years
- 3-10 years
- 10+ years

When was the last time you used Methamphetamine?

- Never
- 0-2 years
- 3-10 years
- 10+ years

When was the last time you used Ecstasy or GHB?

- Never
- 0-2 years
- 3-10 years
- 10+ years

When was the last time you used hallucinogenic Mushrooms?

- Never
- 0-2 years
- 3-10 years
- 10+ years

When was the last time you used LSD?

- Never
- 0-2 years
- 3-10 years
- 10+ years

When was the last time you used Marijuana/Hashish?

- Never
- 0-2 years
- 3-10 years
- 10+ years

Have you ever used any other illegal substance not listed above?

- No
- Yes Type: _____
 - 0-2 years ago
 - 3-10 years ago
 - 10+ years ago

Have you successfully completed a field-training program as a peace officer?

- Yes Agency Name: _____
- No

Have you successfully completed probation as a peace officer and possess a valid California P.O.S.T certificate?

- Yes Agency Name: _____
- No

Have you successfully completed a communication-training program as a public safety dispatcher?

- Yes Agency Name: _____
- No

Have you successfully completed probation as a public safety dispatcher and possess a valid California P.O.S.T certificate?

- Yes Agency Name: _____
- No

What law enforcement agencies have you applied with in the last 3 years?

- | | | |
|--------------------------------|--------------------------------|--------------------------------|
| <input type="checkbox"/> _____ | <input type="checkbox"/> _____ | <input type="checkbox"/> _____ |
| <input type="checkbox"/> _____ | <input type="checkbox"/> _____ | <input type="checkbox"/> _____ |
| <input type="checkbox"/> _____ | <input type="checkbox"/> _____ | <input type="checkbox"/> _____ |
| <input type="checkbox"/> _____ | <input type="checkbox"/> _____ | <input type="checkbox"/> _____ |

I am aware any false statements made on this questionnaire will cause my name to be removed from the eligibility list, or be cause for non-selection by the Clearlake Police Department. I further understand that all information and responses I provide in this application will be subject to verification through a background investigation including a polygraph examination should I move forward in the selection process. I also acknowledge this record is confidential, and will be the property of the Clearlake Police Department.

- Yes
- No

Applicant Signature

Applicant Name (Printed)

Date