

KITTITAS COUNTY SHERIFF'S OFFICE

Employment Standards Application

The Kittitas County Sheriff's Office (KCSO) requires that its employees possess and maintain exemplary standards of character in their service to the citizenry of Kittitas County.

The thorough evaluation and selection process of the Kittitas County Civil Service Commission (CSC) and KCSO is designed to identify the best candidates for the limited number of positions available. The questions listed below will assist you in the evaluation of your potential for employment with the KCSO.

Your honesty in answering these and other selection process questions will be thoroughly investigated in the background check, polygraph examination, and pre-hire interview (medical and psychological exams are included for Deputy Sheriff and Corrections Officer applicants). Untruthful and/or contradictory responses will result in you being eliminated from the selection process and/or terminated from employment.

1. I possess and can demonstrate the knowledge, skills and abilities necessary to perform the duties of this exemplary public service position as listed in the *Description of Duties* section on the job announcement and in the Classification Specifications. I will demonstrate this by obtaining the established pass score on CSC examinations in the evaluation process as stated on the job announcement.

_____ NO _____ YES

2. I am willing and able to learn and apply the required knowledge, skills, and abilities of the position as listed in the *Description of Duties* section on the job announcement and in the Classification Specifications during on the job training and employment with the KCSO.

_____ NO _____ YES

3. Persons who display any of the following do not demonstrate the exemplary standards required by the Sheriff's Office. A "YES" answer to any part of question number *three* is generally grounds for disqualification. Please answer the following questions. If you feel there are mitigating circumstances for any situation, you may attach a statement of explanation for consideration.

a. Have you ever had any felony arrest or conviction?

_____ NO _____ YES (List dates, offenses, legal results)

b. Have you used or sold any illegal drugs within the last 3 years? (Marijuana, speed, LSD, PCP, heroin, codeine, barbiturates, Valium on a nonprescription basis, or excessive alcohol use)

_____ NO _____ YES (List dates, offenses, legal results)

c. Have you had any other violation of the law: arrests, misdemeanor or gross misdemeanor conviction(s) (theft, DWI, DUI, disorderly conduct, etc.), and/or two or more moving traffic violations in the past 3 years.

_____ NO _____ YES (List dates, offenses, legal results)

d. Have you had previous experience(s) with law enforcement which does not reflect exemplary behavior?

_____ NO _____ YES (List dates, offenses, legal results)

4. I am willing to submit to a background investigation, polygraph examination, and pre-hire interview.
_____ NO _____ YES

I understand that I must receive favorable results on each part of the examination to be considered for employment. (Psychological and medical exams included for Deputy Sheriff and Corrections Officer applicants.)
_____ NO _____ YES

5. I understand that I can be disqualified from the application/evaluation process or have my name removed from Employment Eligibility List(s) by the Civil Service Commission for any one of the following:

- a. lack of minimum qualifications
- b. false statements in the application
- c. failure to notify the Commission of a change of my address within two (2) working days
- d. dismissal for cause from the service within the preceding 12 months (applicable to Veterans)
- e. failure to appear at any designated examination or appointment
- f. attempted deception, fraud or other impropriety with any application or test
- g. failure to receive favorable results on the polygraph, pre-hire interview or background reports (psychological and medical exams included for Deputy Sheriff and Corrections Officer)
- h. failure to be available upon certification or declining an offer of employment
- i. written request from me to have the CSC temporarily or permanently remove my name from the employment eligibility list

I understand that the burden of proof rests upon me to display and maintain the exemplary character suitable to uphold the standards of law and justice in Kittitas County, and Washington State. I hereby attest to my integrity and that I understand these required employment standards.

Signature _____ Print Name _____