

MINIMUM STANDARDS

1. Applicant must be at least 21 years of age for appointment.
2. Minimum education level of high school diploma or GED certification required.
3. Applicant must meet Public Safety Civil Service Commission physical standards.
4. United States citizenship or lawful permanent resident status is required for appointment.
5. A valid Washington State Driver's License is required prior to being hired.

Additional Standard Requirements:

(Note: Illegal activities listed below relate to both Washington State and U.S. Federal laws)

- Undergo a complete background investigation (to include employment and driving history, financial responsibility, a pattern of conduct, behavior, and decision making that reflects maturity, responsibility, and sound moral judgment.);
- Not have been convicted of a felony or any offense that would be a felony if committed in Washington State;
- Not have been convicted for any crime involving domestic violence which would carry a firearm restriction under Washington State law;
- Not have been convicted of Driving while Under the Influence of Alcohol or Drugs within the past 5 years or have two or more D.U.I. convictions. A diversion or similar action (Negligent Driving First Degree) is considered the same as D.U.I. conviction;
- Not have been convicted or adjudged to have violated traffic regulations governing the movement of vehicles with a frequency within the past three years that indicates disrespect for traffic laws or a disregard for the safety of other persons on the highway;
- Not have been dishonorably discharged from the United States Armed Forces;
- Not have been previously denied certified status, have certified status revoked, or have current certified status suspended;
- Not have illegally sold, produced, cultivated, or transported for sale marijuana;
- Not have used marijuana for past one year;
- Not have used marijuana other than for experimentation;
- Not have ever used marijuana while employed or appointed as a peace officer;
- Not have ever illegally sold, produced, cultivated, or transported for sale a dangerous drug or narcotic;
- Not have ever illegally used a dangerous drug or narcotic other than for experimentation;
- Not have ever illegally used a dangerous drug or narcotic, other than marijuana, for any purpose within the past five years, other usage on case by case basis;
- Not have ever illegally used a dangerous drug or narcotic while employed or appointed as a peace officer;
- Not have a pattern of abuse of prescription medication;
- Undergo a polygraph or computer voice stress analysis truth verification examination;
- Other drug use outside these standards will be considered on case by case basis.
- Undergo a psychological examination by a certified licensed psychologist/psychiatrist as set forth in the Revised Code of Washington;
- Be able to pass a medical examination set forth by the Washington State Criminal Justice Training Commission;

I understand that I will not receive and I am not entitled to a copy of the background investigation report or to know its contents. I further understand that the contents will be used in evaluation process for employment with the Burlington Police Department. Further, I understand that no documents submitted by me will be returned to me and no copies of any other reports or documents utilized for or during my application for employment will be furnished or given me.

Under penalty of perjury (pursuant to the Revised Code of Washington Statute 9A.72.085) I hereby state and declare that all statements in this packet are true. I make this declaration fully aware that the Burlington Police Department may choose to verify the truth of these statements through a polygraph examination, another truth verification examination, or a background investigation. Further, if it is proven that I have made a false statement; I understand that this would be grounds for my disqualification as a candidate, or termination of my employment.

The employment environment within this agency is a DRUG FREE ENVIRONMENT. A violation of this practice can lead to termination.

Employees of the Burlington Police Department may not have any visible tattoos/branding that cannot be covered while on duty or in uniform. Also, derogatory, sexually suggestive, discriminatory, or otherwise objectionable tattoos/brandings are prohibited in all circumstances.

Please sign below that you have read, understand, and agree to the aforementioned conditions and criteria.

Signature

Date and Place

Please scan and email all pages of the application including all required supplementary documentation to carlyr@burlingtonwa.gov or mail hard copies to:

Carly Ruacho, Civil Service Examiner
833 S. Spruce St.
Burlington, WA 98233-1945

REQUIRED DOCUMENTATION

Copies of all applicable documents listed below must be submitted with your application. Do not provide originals of these documents as they will not be returned to you. If the document requested is not applicable to your situation, place an "X" in the Not Applicable column. If the document does apply to your situation, and you have attached a copy as required, place an "X" in the Attached column.

	Attached	Not Applicable
Birth Certificate	_____	_____
Social Security Card	_____	_____
Driver's License (Front/ back)	_____	_____
Military DD214	_____	_____
Certificate of Naturalization	_____	_____
Permanent Resident ID	_____	_____

WAIVER AND AUTHORIZATION TO RELEASE INFORMATION

To Whom It May Concern:

I authorize you to furnish the Burlington Police Department with any and all information that you have concerning me, my medical records, my work record, my reputation, my financial status, and my military service records. Information of confidential or privileged nature may be included. Your reply will be used to assist the department in determining my qualifications and fitness for the position I am seeking with the department.

I understand my rights under Title 5, United States Code, Section 552a, the Privacy Act of 1974, and waive these rights, with the understanding that information furnished will be used by the Burlington Police Department in conjunction with employee procedures.

I hereby release you, your organization, and others, from any liability or damage which may result from furnishing the information requested.

Applicant's Signature

Print or Type Name

Date

Social Security Number

Note: A photocopy reproduction of this request shall be for all intents and purposes as valid as the original. You may retain this form in your files.

PERSONAL STATEMENT

In the space provided below state in your own words, either typed or written, your reasons for applying for this position.