



Whitman County Civil Service Commission Employment Application

Phone: (509) 397-6205 – 400 N. Main, Colfax WA 99111

APPLICANTS: To be considered for employment, this application must be completed entirely.

- Please type or print clearly, read, sign and date the second page
- Exclude information which would reveal sex, race, religion, national origin, age, ancestry, physical disability, or other protected status
- A separate application must be filled out for each opening applied for
- This is not a public document

SUBMIT completed applications by 5:00 PM on the closing date to: (Applications postmarked after the closing date will not be accepted)

- **Mail:** Whitman County Human Resources - 400 N Main St, Colfax, WA 99111
- **Fax:** (509) 397-6355
- **Email:** jobs@whitmancounty.net

Whitman County is an Equal Opportunity Employer and ADA compliant. If any accommodations are needed, please contact Human Resources at 509-397-6205

Position applying for: _____ Date: _____

Full Name: _____ Home Phone: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

Message Phone: _____ Email: _____

Education – Circle highest completed in school. Elementary: 1 2 3 4 5 6 7 8 9 10 11 12 College: 1 2 3 4 Graduate: 1 2 3 4

	Name of School	Location	Diploma or Degree	Major
High School				
University/College				
Graduate School				
Vocational Training				

Have you been employed by Whitman county before? No ___ Yes ___ When? _____ Position: _____

Are you a citizen of the United States? No ___ Yes ___

Have you ever been convicted of a felony? No ___ Yes ___ If yes, please explain: _____

Please list any professional certification(s) or license(s) you hold: _____

Please list any special skills, training or additional experience you have acquired: _____

Please list three references, not related to you.

Name	Address	Phone Number

Please list all Military Service

Branch of Service	Date Enlisted	Date of Separation

Do you claim Veterans Preference? No ____ Yes ____ *If yes, you must attach a copy of your DD-214.*

If retired, are you receiving veteran's payments? No ____ Yes ____

Have you ever received an appointment to public office where you used your veteran's preference? No ____ Yes ____

VETERANS PREFERENCE will be granted in accordance with Washington State law. To claim such preference verification of veterans status must be furnished at the time of application as per RCW 41.04.005 AND 41.04.010.

Employment History

This section must be completed entirely. Do not substitute a resume. List work experience from the past 10 years, OR the 3 most recent jobs, paid or unpaid, beginning with your current or most recent job. Include military experience as well as volunteer jobs that you wish to have considered as part of your qualifications for the position you are seeking. Explain all breaks in continuous employment.

Employer: _____ Phone: _____

Your Title: _____

Address: _____

Describe Duties: _____

Supervisor: _____ Supervisor Email: _____

Dates: _____ Full-time Part-Time

Reason for Leaving: _____

May we contact this employer? Yes No

Employer: _____ Phone: _____

Your Title: _____

Address: _____

Describe Duties: _____

Supervisor: _____ Supervisor Email: _____

Dates: _____ Full-time Part-Time

Reason for Leaving: _____

May we contact this employer? Yes No

Employer: _____ Phone: _____

Your Title: _____

Address: _____

Describe Duties: _____

Supervisor: _____ Supervisor Email: _____

Dates: _____ Full-time Part-Time

Reason for Leaving: _____

May we contact this employer? Yes No

PLEASE READ THE FOLLOWING CAREFULLY BEFORE SIGNING THIS APPLICATION

Whitman County is an equal opportunity employer and does not discriminate on the basis of sex, age, race and color, religion, marital status, national origin, disability or veteran status. Interviews are given on a competitive basis, using job-related factors, after a written application has been received and reviewed. Because of the large number of applications received, not everyone who applies for a vacant position will be interviewed.

I hereby certify that all statements made in this application are true. I understand and agree that any false statements on this form shall be considered sufficient cause for rejection of my application, removal from the eligibility list, or dismissal if I am employed. I understand that it is my responsibility to keep the Civil Service Commission informed of any change of address or phone number and that failure to do so may result in my name being removed from the eligibility list. I understand that completion of this application does not guarantee me employment. I authorize contact with my past and present employers to verify job descriptions, work performance, and other statements made in this application as may be necessary in arriving at an employment decision

Applicant Signature _____

Date _____

NOTICE TO APPLICANTS: Applicants, who provide proper documentation, will receive the following bonus points in addition to oral and written scores.

VETERANS PREFERENCE: Points for military service will be awarded in compliance with Washington State Law, RCW 41.04.005 and 41.04.010.

RESERVE OFFICER LOYALTY POINTS: Points of 5% will be awarded to reserve officers with 2 years of reserve officer experience and are certified through the Washington State Training Commission.

EDUCATION POINTS: To be awarded education points you must have been awarded your degree by the date of the examination.

- 4 points for a Master's Degree, or
- 3 points for a Bachelor's Degree, or
- 2 points for an Associate's Degree from a 2 year institution, and
- 1 point if the degree is in Police Science or Criminal Justice.

EXPERIENCE OR EDUCATIONAL QUALIFICATIONS. Briefly relate what experience or educational qualifications you have that would assist you in the performance of duty in this classification and that, in your opinion, would contribute to the successful and efficient operation of the Sheriff's Office.

SIGNED: _____ The Washington State Human Rights commission requests that we compile statistics on our applicants. This information will be maintained separately from your application and will not be used in a discriminatory manner. We would appreciate your assisting us by voluntarily providing the following information: NAME DATE

The Washington State Human Rights Commission requests that we compile statistics on our applicants. This information will be maintained separately from your application and will not be used in a discriminatory manner. We would appreciate your assisting us by voluntarily providing the following information:

Name: _____ Position: _____ Date: _____

What gender are you? Male Female

With which race/ethnic group do you identify (Mark all that apply)

- White Black or African American Asian American Indian/Alaska
 Native Hawaiian or Other Pacific Islander Hispanic or Latino Two or More Races Other: _____