TOLEDO POLICE DEPARTMENT

• Application must be filled out completely. Incomplete applications will be returned to you for further information

• If a question is not applicable to you, enter N/A in the space provided

• If there is insufficient space on the form for you to include all the information required, attach extra sheets to the application. Be sure to reference the relevant section before continuing your answer

• Application must be accompanied by the following:
  o Resume and cover letter
  o Copy of law enforcement certificate
  o Copy of birth certificate
  o Proof of high school education or equivalent
  o Any other training you may have that may assist us in considering your application
  o If you would like, submit any documentation which would assist you in explaining any past unusual situations or problems. For example: civil suits, criminal convictions, etc.

• Any negative factors in your past will be evaluated in terms of frequency, recency, relevancy, circumstances surrounding its occurrence, and significance to the position for which you are applying for. For example; being fired from a job, having an arrest, or poor traffic record may not be, in and of itself, grounds for disqualification

In compliance with federal and state laws equal employment opportunity guidelines, applicants are considered for employment on the basis of qualifications and demonstrated abilities without regard to race, religion, age, color, national origin, sex, disability, sexual orientation, marital status, genetic information, veterans status, or any other basis prohibited by federal, state, or local law

Reasonable accommodations with the application and examination process is available, upon request, for persons with disabilities

Please return application to:
Toledo Police Department
PO Box 517
130 N. Second Street
Toledo, WA 98591-0517

Email: toledopd@toledotel.com
TOLEDO POLICE DEPARTMENT
APPLICATION FOR EMPLOYMENT

POSITION APPLYING FOR (Please select)
- Entry Level Police Officer
- Lateral Police Officer
- Reserve Police Officer
- Police Chief

PERSONAL (print clearly or type)

Name ____________________________
Last Name ____________________________
First Name ____________________________
Middle Name ____________________________
Other Names/Aliases (including nicknames) you have used or been known by ___
Address ____________________________
Street/PO Box ____________________________
City ____________________________
State ____________________________
Zip ____________________________
Contact # (s) ____________________________
Telephone # ____________________________
Cell Phone # ____________________________
Email ____________________________

Date of Birth ____________________________
THE AGE DISCRIMINATION IN EMPLOYMENT ACT OF 1967 PROHIBITS DISCRIMINATION ON THE BASIS OF
AGE WITH RESPECT TO PERSONS WHO ARE AT LEAST 40 BUT LESS THAN 70 YEARS OF AGE

Social Security # ____________________________
THE SSN WILL BE USED FOR IDENTIFICATION PURPOSES ONLY TO ENSURE THAT PROPER RECORDS ARE
OBTAINED

Dates available for work ____________________________

RESIDENCE (print clearly or type)
List all of your residence during the last 5 years. Begin with your most current residence

Address ____________________________
Street ____________________________
City ____________________________
State ____________________________
Zip ____________________________
From __/__/____ To __/__/____

Address ____________________________
Street ____________________________
City ____________________________
State ____________________________
Zip ____________________________
From __/__/____ To __/__/____

Address ____________________________
Street ____________________________
City ____________________________
State ____________________________
Zip ____________________________
From __/__/____ To __/__/____

Address ____________________________
Street ____________________________
City ____________________________
State ____________________________
Zip ____________________________
From __/__/____ To __/__/____

Address ____________________________
Street ____________________________
City ____________________________
State ____________________________
Zip ____________________________
From __/__/____ To __/__/____

EDUCATION (print clearly or type)

Do you have law enforcement certification? Yes ☐ No ☐
List all law enforcement academies attended

<table>
<thead>
<tr>
<th>NAME</th>
<th>LOCATION</th>
<th>DATES ATTENDED</th>
<th>MAJOR/COURSE OF STUDY</th>
<th>DEGREE OR DIPLOMA</th>
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</tbody>
</table>

Have you graduated from high school? Yes ☐ No ☐ Date ____________________________
If not, do you have GED Certificate? Yes ☐ No ☐ Date ____________________________

List all high schools attended

<table>
<thead>
<tr>
<th>NAME</th>
<th>LOCATION</th>
<th>DATES ATTENDED</th>
<th>MAJOR/COURSE OF STUDY</th>
<th>DEGREE OR DIPLOMA</th>
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</table>
TOLEDO POLICE DEPARTMENT
APPLICATION FOR EMPLOYMENT

EDUCATION cont..... (print clearly or type)
List all Colleges/Universities attended

<table>
<thead>
<tr>
<th>NAME</th>
<th>LOCATION</th>
<th>DATES ATTENDED</th>
<th>MAJOR/COURSE OF STUDY</th>
<th>DEGREE OR DIPLOMA</th>
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</table>

List all Business/Trade schools attended

<table>
<thead>
<tr>
<th>NAME</th>
<th>LOCATION</th>
<th>DATES ATTENDED</th>
<th>MAJOR/COURSE OF STUDY</th>
<th>DEGREE OR DIPLOMA</th>
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</table>

List all other courses/training

<table>
<thead>
<tr>
<th>NAME</th>
<th>LOCATION</th>
<th>DATES ATTENDED</th>
<th>MAJOR/COURSE OF STUDY</th>
<th>DEGREE OR DIPLOMA</th>
</tr>
</thead>
<tbody>
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</tbody>
</table>

Have you ever been suspended or expelled from any school?  No ☐ Yes ☐
If YES please explain (include school, date, and circumstances)
_________________________________________ ____________ __________

Do you have any plans for furthering your education or developing existing skills?  If so please explain
_________________________________________ ____________ __________

EMPLOYMENT (print clearly or type)
Beginning with your most current employment, please list all jobs (including part-time, temporary and voluntary positions) you have held in the past 10 years.  Do not include military service.

☐ Not Employed From ____/______ To ____/______

<table>
<thead>
<tr>
<th>Dates of Employment</th>
<th>Name &amp; Address of Employer</th>
<th>Reason for Leaving</th>
</tr>
</thead>
<tbody>
<tr>
<td>From / To</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Full-Time ☐          | Supervisor __________________ |
Part-Time ☐          | Telephone # __________________ |
Voluntary ☐          | Email __________________    |

Title and/or Duties

☐ Not Employed From ____/______ To ____/______

<table>
<thead>
<tr>
<th>Dates of Employment</th>
<th>Name &amp; Address of Employer</th>
<th>Reason for Leaving</th>
</tr>
</thead>
<tbody>
<tr>
<td>From / To</td>
<td></td>
<td></td>
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<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Full-Time ☐          | Supervisor __________________ |
Part-Time ☐          | Telephone # __________________ |
Voluntary ☐          | Email __________________    |

Title and/or Duties

Toledo Police Department Employment Application
### Employment Cont...

<table>
<thead>
<tr>
<th>Dates of Employment</th>
<th>Name &amp; Address of Employer</th>
<th>Reason for Leaving</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>From</strong></td>
<td><strong>To</strong></td>
<td></td>
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<tr>
<td><strong>Month</strong></td>
<td><strong>Year</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Month</strong></td>
<td><strong>Year</strong></td>
<td></td>
</tr>
</tbody>
</table>

**Full-Time**  
**Part-Time**  
**Voluntary**

**Title and/or Duties**

---

- **Not Employed**  
- **From**  
- **To**  

---

- **Not Employed**  
- **From**  
- **To**  

---

- **Not Employed**  
- **From**  
- **To**  

---

Would any problems result if your present employer was contacted during the course of the background investigation?  
- **No**  
- **Yes**

If YES, when should contact be made?  

---

Have you ever received any disciplinary action, suspension, been fired, or been asked to resign from any place of employment?  
- **No**  
- **Yes**

If YES, please explain (include employer, when, where and circumstances)

---

Have you ever been a successful or unsuccessful candidate for another position requiring peace officer powers?  
- **No**  
- **Yes**

If YES, please explain (include agency, when, where and circumstances)

---

Toledo Police Department Employment Application
TOLEDO POLICE DEPARTMENT
APPLICATION FOR EMPLOYMENT

MILITARY SERVICE (print clearly or type)

Have you ever served in the military? Yes ☐ No ☐

<table>
<thead>
<tr>
<th>Dates of Service</th>
<th>Branch of Service</th>
<th>Draft Classification</th>
</tr>
</thead>
<tbody>
<tr>
<td>From  / Year</td>
<td>To  / Year</td>
<td></td>
</tr>
<tr>
<td>Month</td>
<td>Month</td>
<td></td>
</tr>
</tbody>
</table>

Related skills/experience applicable to civilian employment

Are you currently participating in any military reserve or National Guard Program? Yes ☐ No ☐

Have you ever been the subject of any judicial or non-judicial disciplinary action while in the military, National Guard or military reserves? No ☐ Yes ☐ If YES, please explain (include branch of service, when, where and circumstances)

MISCELLANEOUS INFORMATION (print clearly or type)

Have you ever been employed by the Toledo Police Department/City of Toledo before? No ☐ Yes ☐

If YES, under what name and in what position?

List all relatives employed by the City of Toledo

Do you know of any time in the next year during which you will need to be absent from work? No ☐ Yes ☐

If YES, please explain

Do you have any activities, commitments or responsibilities that may prevent you from meeting work attendance, travel, overtime or training requirements? No ☐ Yes ☐

If YES, please explain

Have you ever applied for a permit to carry a concealed weapon? No ☐ Yes ☐

If YES, please provide the following information

<table>
<thead>
<tr>
<th>Date</th>
<th>Purpose</th>
<th>Permit granted?</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Yes ☐ No ☐</td>
</tr>
</tbody>
</table>

Name of Law Enforcement Agency

List all law enforcement agencies for which you have applied for a position and the agency's reason for not hiring you

<table>
<thead>
<tr>
<th>Agency</th>
<th>Reason</th>
</tr>
</thead>
<tbody>
<tr>
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</table>

List every law enforcement agency for which you have taken a polygraph and/or psychological test and list the results

<table>
<thead>
<tr>
<th>Agency</th>
<th>Results</th>
</tr>
</thead>
<tbody>
<tr>
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</tbody>
</table>

Toledo Police Department Employment Application
TOLEDO POLICE DEPARTMENT
APPLICATION FOR EMPLOYMENT

SPECIAL QUALIFICATIONS (print clearly or type)
List any professional memberships, certificates, licenses (such as pilot’s license, radio operator etc.)

List any other special skills or qualifications that you may possess (include hobbies/sports and other special interest groups or organizations that you are involved in)

Can you speak any foreign language? No ☐ Yes ☐
Indicate degree of fluency (excellent, fair, good, poor)

<table>
<thead>
<tr>
<th>Language</th>
<th>Reading</th>
<th>Speaking</th>
<th>Comprehension</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</table>

OFFICE OR ADMINISTRATIVE (print clearly or type)
Typing Speed ______________ wpm
Office Machines __________________________

LEGAL (print clearly or type)
Proof is required that you are a legal resident in this country. If employed can you provide such documentation? Yes ☐ No ☐

If you have ever been arrested or convicted for any crime (excluding traffic citations) please provide the following information

<table>
<thead>
<tr>
<th>Arrest/Conviction</th>
<th>Approximate Date(s)</th>
<th>Police Agency</th>
</tr>
</thead>
<tbody>
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</table>

Were you ever required to appear before a juvenile court for an act which would have been a crime if committed by an adult? No ☐ Yes ☐ If YES, please explain (when, where, circumstances) ______________________________________________________________

MOTOR VEHICLE OPERATION (print clearly or type)
Operation of a motor vehicle is an integral part of law enforcement. An investigation of your driving history will be made through records check. To expedite this procedure, please supply the following information.

Do you possess a Washington State driver’s license? Yes ☐ No ☐
Driver’s License # ____________________________ State ________ Exp. Date __________

Have you ever been licensed to operate a motor vehicle in any other state than Washington? No ☐ Yes ☐
State ____________________________ State ____________________________ State ____________________________

Have you ever been refused a driver’s license by any state? No ☐ Yes ☐ If YES, please explain ____________________________

Has your license ever been suspended or revoked? No ☐ Yes ☐ If YES, please explain ____________________________

Effective January 1, 1989, Washington State Law requires all drivers to have auto insurance with liability minimums of $25,000 for the injury or death of one person, $50,000 for two and $10,000 property damage or show financial responsibility in one of two ways – a liability bond that meets requirements or by a $60,000 certificate deposit.

Do you have current auto insurance? Yes ☐ No ☐
Have you ever had your auto insurance cancelled or refused? No ☐ Yes ☐
If YES, please explain ____________________________

Have you ever had high risk auto insurance? No ☐ Yes ☐

Toledo Police Department Employment Application
**MOTOR VEHICLE OPERATION cont.**  
(print clearly or type)

List all traffic citations (excluding parking citations) you have received within the last 7 years

<table>
<thead>
<tr>
<th>Violation</th>
<th>Location (city)</th>
<th>Approximate Date</th>
<th>Fined or action taken on driver’s license</th>
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<tbody>
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</table>

Have you ever been involved as a driver in a motor vehicle accident? No [ ] Yes [ ]
If YES, please provide the following information for each accident

<table>
<thead>
<tr>
<th>Date</th>
<th>Location</th>
<th>Police Investigation?</th>
<th>Police Agency</th>
<th>Injury</th>
<th>Non-Injury</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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<td>Yes [ ] No [ ]</td>
<td></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Date</th>
<th>Location</th>
<th>Police Investigation?</th>
<th>Police Agency</th>
<th>Injury</th>
<th>Non-Injury</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Yes [ ] No [ ]</td>
<td></td>
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**PERSONAL HABITS**  
(print clearly or type)

Have you ever used or experimented with:  
Yes [ ] No [ ] How Many Times | Last Time (month/year)
Marijuana |  |  
Amphetamines |  |  
Cocaine |  |  
Heroin |  |  
Pain Killers (other than prescribed) |  |  
LSD |  |  
PCP |  |  
Barbiturates (downers) |  |  
Valium |  |  
Hallucinogens |  |  
Alcohol |  |  
Any other drugs (list/describe) |  |  |

Have you ever been involved in the sale or delivery of any controlled substance? No [ ] Yes [ ]

If it becomes necessary to take a human life in the course of your duties as a peace officer would you have any beliefs that would prevent you from doing so? No [ ] Yes [ ] If YES, please explain __________________________  
________________________________________________________________________________________

Are there any incidents in your life or details not mentioned here in which may influence this department’s evaluation of your suitability to be an employee? No [ ] Yes [ ] If YES, please explain ____________________________________________________  
________________________________________________________________________________________

**REFERENCES – list people not related to you**  
(print clearly or type)

Name ____________________________ Relationship __________________________
Address ________________________________ Street/PO Box ________ City ________ State ________ Zip ________
Phone # ____________________________ Email ______________________________________
TOLEDO POLICE DEPARTMENT
APPLICATION FOR EMPLOYMENT

REFERENCES – list people not related to you (print clearly or type)

Name _______________________________________ Relationship ________________________________
Address __________________________________________ Street/PO Box ____________________________
City ___________________________________________ State ___________ Zip ____________
Phone # __________________________ Email ______________________

Name _______________________________________ Relationship ________________________________
Address __________________________________________ Street/PO Box ____________________________
City ___________________________________________ State ___________ Zip ____________
Phone # __________________________ Email ______________________

Name _______________________________________ Relationship ________________________________
Address __________________________________________ Street/PO Box ____________________________
City ___________________________________________ State ___________ Zip ____________
Phone # __________________________ Email ______________________

PLEASE READ CAREFULLY BEFORE SIGNING THIS APPLICATION

AGREEMENT
To the best of my knowledge, I certify that all statements made by me on this application are true and complete and that I
can perform the essential functions of the position for which I am applying for with or without reasonable
accommodations. I understand that if I receive a Conditional Offer of Employment for a position where I may have
unsupervised access to children, developmentally disabled persons, or vulnerable adults, the City of Toledo is required to
complete a thorough background check as required by the Child/Adult Abuse Information act. I understand that if I receive
a Conditional Offer of Employment for a position which requires a Commercial Driver’s License, I will be tested for the
presence of drugs as part of the pre-employment screening.
I understand that misrepresentation or falsification of statements made in this application constitutes grounds for
immediate dismissal and I authorize investigation of all statements in this application. If I am applying for an exempt
position, I understand that nothing in this application or my communications with any City of Toledo official is intended to
create an employee contract with the Toledo Police Department and/or City of Toledo. In the event of my employment
with the Toledo Police Department, I will comply with all rules, regulations, and policies set forth in the Toledo Police
Department’s and/or City of Toledo’s policy manual or in communications distributed by the City.

AUTHORIZATION TO RELEASE EMPLOYMENT RECORDS
I authorize the release of all high school, college, and other educational records pertaining to my attendance, course work
and other school activities. The disclosure of any and all information about me contained in private and governmental files
and any medical information relevant to this application for employment or relating to my present or former employment
history. The Toledo Police Department and/or City of Toledo is authorized to solicit information regarding my character,
general reputation, previous employment and similar background information, and to contact any and all references I have
given on my application. The Toledo Police Department and/or City of Toledo is also authorized to make any investigation
of my personal history and financial and credit record through any investigations or credit/bureaus of the City’s choice.
To my former employers named in this application, please furnish the Toledo Police Department and/or City of Toledo with
personnel information as requested by the City. I hereby release all parties and persons connected with any such request
for information from all claims, liabilities, and damages for any reason arising out of the furnishing of such information. If I
become employed by the Toledo Police Department, I release the Toledo Police Department and/or City of Toledo from any
liability for future references it may provide regarding my work history and performance at the Toledo Police Department.

I further agree to the following terms and conditions of employment:
1. A pre-employment health evaluation (psychological evaluation, polygraph and physical).
2. Meeting minimum or maximum age requirements of applicable law, rules and regulations.
3. Submitting proof of citizenship or U.S. work permit, upon employment, if required.
4. Meeting job attendance and performance requirements.

Signature of Applicant _______________________________ Date ____________________________

Toledo Police Department Employment Application
TOLEDO POLICE DEPARTMENT
APPLICATION FOR EMPLOYMENT

WAIVER AND AUTHORIZATION TO RELEASE INFORMATION

This document affects your legal rights. Read carefully before signing.
You may wish to consult an attorney before you sign this document.

To whom it may concern:

I, the undersigned, authorize you to furnish the Toledo Police Department and/or City of Toledo or its representatives any and all information that you have concerning me, my work record, my reputation, my medical records, my psychological testing and analysis plus recommendation, my financial status, and such other information and records you may have in your possession relating to me. Information of a confidential or privileged nature may be included in the materials you provide to the Toledo Police Department and/or City of Toledo or its representatives. Your reply will be used to assist the Toledo Police Department in determining my qualifications and fitness for a position I am seeking with the Toledo Police Department. A photocopy or digital image of this release may be honored as if it is a signed original.

I understand my right to request access to any public records relating to me pursuant to Title 5 of the United States Code, Section 5 et seq., the Privacy Act of 1974, the Freedom of Information Act, and Revised Code of Washington (RCW) 42.17 et seq., and specifically waive those rights understanding that the information furnished will be used by the Toledo Police Department and/or City of Toledo or its representatives in conjunction with employment procedures. I will make no attempt to gain access to the information provided by you to the Toledo Police Department and/or City of Toledo or its representatives in conjunction with this employment process and hereby expressly waive any rights I may have to request the disclosure or information provided by you to the Toledo Police Department and/or City of Toledo or its representatives in conjunction with employment procedures.

Further, I do hereby release you, your organization, your agents, and others from any liability or damage which may result from furnishing information to the Toledo Police Department and/or City of Toledo pursuant to this waiver and authorization to release information.

__________________________________________
Job applicant’s printed name

X

__________________________________________
Job applicant’s signature today’s date

Notaral Acknowledgement:

State of ______________________
County of ______________________
On __________, before me, ______________________, personally appeared, ______________________

(Date) (Name of notary) (Name of job applicant)

Notary: Please check either № 1 or № 2 below (but not both):

☐ 1. Who is personally known to me

-- OR --

☐ 2. Who proved to me on the basis of satisfactory evidence to be the person whose name is subscribed on this Release, and acknowledged to me that he executed the same as his free act and deed?

WITNESS my hand and official seal

__________________________________________
(Notary signature)

My Commission Expires: ______________________
ID number: ______________________
Expires: ______________________

Notary: Please affix your notarial seal to the right.