



## CITY OF MOUNTLAKE TERRACE POLICE DEPARTMENT EMPLOYMENT APPLICATION

6100 219<sup>th</sup> St SW Suite 200 • Mountlake Terrace, WA 98043  
Human Resources: (425) 744-6265 •  
HRCity@ci.mlt.wa.us



**The City of Mountlake Terrace is an Equal Opportunity Employer**

*It is policy of the City of Mountlake Terrace to fully comply with the Civil Rights Act of 1964, the Civil Rights Restoration Act of 1987, and related statutes and regulations in all its programs and activities.*

*The City of Mountlake Terrace is an equal opportunity employer and encourages applications from all persons regardless of race, creed, color, sex, national origin, marital status, age or physical, sensory or mental disability unless based upon a bona fide occupational qualification. (State Law: Chapter 49.60 RCW and WAC 126)*

**READ ALL INSTRUCTIONS BEFORE COMPLETING APPLICATION**

1. USE DARK INK OR TYPED ONLY.
2. YOU MUST SHOW THAT YOU MEET THE ANNOUNCED ELIGIBILITY REQUIREMENTS AS OUTLINED IN THE JOB POSTING PRIOR TO HIRE.
3. YOU MUST SUBMIT AN ORIGINAL SIGNED APPLICATION FOR EACH POSITION.
4. A RÉSUMÉ MAY BE ATTACHED BUT WILL NOT BE ACCEPTED AS A SUBSTITUTE FOR THE APPLICATION AND ANY OTHER REQUIRED INFORMATION.
5. **LATERAL AND ENTRY LEVEL APPLICANTS PLEASE CONTACT PUBLIC SAFETY TESTING**

**IMPROPERLY COMPLETED OR UNSIGNED APPLICATIONS WILL NOT BE ACCEPTED.**

<b>POSITION/EXAMINATION APPLYING FOR:</b>	
<b>NAME:</b>	
<b>MAILING ADDRESS:</b>	
<b>CONTACT PHONE No. (Area Code):</b>	
<b>EMAIL ADDRESS:</b>	
<b>DO YOU HAVE A VALID DRIVERS LICENSE?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No

**WORK EXPERIENCE**

- Describe in detail your work experience.
- Be sure to include your present job. Attach additional sheets if necessary.

EMPLOYER #1	DATE STARTED	DATE LEFT	PAY
<b>ADDRESS</b>	<b>SUPERVISOR/PHONE</b>		<b>MAY WE CONTACT?</b>
			<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>REASON FOR LEAVING</b>			
<b>LIST YOUR JOB TITLE AND SPECIFIC DUTIES</b>			

<b>EMPLOYER #2</b>	<b>DATE STARTED</b>	<b>DATE LEFT</b>	<b>PAY</b>
<b>ADDRESS</b>	<b>SUPERVISOR/PHONE</b>		<b>MAY WE CONTACT?</b>
			<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>REASON FOR LEAVING</b>			
<b>LIST YOUR JOB TITLE AND SPECIFIC DUTIES</b>			
<b>EMPLOYER #3</b>	<b>DATE STARTED</b>	<b>DATE LEFT</b>	<b>PAY</b>
<b>ADDRESS</b>	<b>SUPERVISOR / PHONE</b>		<b>MAY WE CONTACT</b>
			<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>REASON FOR LEAVING</b>			
<b>LIST YOUR JOB TITLE AND SPECIFIC DUTIES</b>			

	<b>LIST OTHER JOBS YOU HAVE HELD</b>	
<b>DATES</b>	<b>JOB TITLE</b>	<b>EMPLOYER</b>

<b>EDUCATION, TRAINING, AND CERTIFICATION</b>			
<b>HIGH SCHOOL DIPLOMA or G.E.D.:</b> <input type="checkbox"/> Yes <input type="checkbox"/> No			
<b>COLLEGE/UNIVERSITY</b>	<b>Major/Concentration</b>	<b>Credit Hours*</b>	<b>Degree</b>
PROOF OF PROGRAM ACCREDITATION AND DEGREE OBTAINED IS REQUIRED PRIOR TO HIRE. <i>*You may include credit hours that you will receive by the end of current quarter or semester.</i>			
<b>OTHER COURSES AND TRAINING</b>	<b>Name of Institute &amp; Location</b>	<b>Diploma/Hours Completed/Date</b>	
<b>PROFESSIONAL LICENSE, CERTIFICATE, OR REGISTRATION (if required)</b>	<b>LICENSE NO.</b>	<b>DATE ISSUED</b>	<b>EXP. DATE</b>

**A CONVICTION RECORD WILL NOT NECESSARILY DISQUALIFY YOU FOR EMPLOYMENT**

Have you been convicted of a felony within the last ten (10) years?     Yes     No

If yes, please describe:

**Military Service/Veteran's Preference**

Do you wish to claim Veteran's Preference?

Yes     No (check one)

If you wish to claim Veteran's Preference, **you must attach a copy of your Form DD 214 that includes status of discharge.**

**Public Employment Information**

Have you ever been employed by the City of Mountlake Terrace?

Yes     No (check one)

If yes, what was your position title?

Reason for leaving?

Resigned     Lay Off  
 Dismissal     Still Employed

**APPLICANTS MUST COMPLETE THIS SECTION**

Applicants are required to use this space to explain how they meet the **eligibility requirements** as outlined in the job posting. A résumé may be attached but will **NOT** be accepted as a substitute for completing this section.

**CERTIFICATE  
OF  
APPLICANT**

- A. I understand that failure to show how I meet the eligibility requirements for this position may make me ineligible to compete in this examination process.
- B. I understand that drug testing is required for Public Safety positions prior to hire.
- C. I understand that background inquiries will be made and should investigation at any time disclose any misrepresentation or falsification, my application may be rejected, my name may be removed from the register, or I may be dismissed from City of Mountlake Terrace employment.
- D. I understand that I will be required to provide documentation showing my age, identity and my authorization to work in the United States.
- E. I hereby certify that all statements made on or in connection with this application including those regarding my training and experience are true and complete to the best of my knowledge and belief.

\_\_\_\_\_  
**Signature of Applicant**

\_\_\_\_\_  
**(Date)**

**HUMAN RIGHTS DATA**

**THIS INFORMATION ASSISTS THE CITY OF MOUNTLAKE TERRACE TO IDENTIFY RECRUITMENT NEEDS. ALTHOUGH COMPLETION IS OPTIONAL, YOUR COOPERATION WOULD BE GREATLY APPRECIATED.**

The following information is being collected by the City of Mountlake Terrace Human Resources Department and Federal Equal Employment Opportunity requirements only. Your responses are strictly voluntary and will help in monitoring our affirmative action efforts. This page will be separated from your application prior to review by assessors.

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**A. POSITION APPLIED FOR:**

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**B. ETHNIC CATEGORY:** Check any that apply

- HISPANIC OR LATINO
- CAUCASIAN
- AFRICAN AMERICAN

- ASIAN
  - AMERICAN INDIAN OR ALASKA NATIVE
  - NATIVE HAWAIIAN OR OTHER PACIFIC ISLANDER
- 

**C. GENDER**

MALE

FEMALE

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**-- RECRUITMENT INFORMATION --**

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**How did you first learn about the position for which you are applying?**

Friend or Relative	<input type="checkbox"/>	
City Employee	<input type="checkbox"/>	Name:
City Web Site	<input type="checkbox"/>	If you were directed to the City website, please provide the source:
Job Fair	<input type="checkbox"/>	Name and/or date of Job Fair:
Newspaper Advertisement	<input type="checkbox"/>	Name of Newspaper:
Other	<input type="checkbox"/>	Please specify: