

City of Newport Job Description

Job Title: Lateral Police Officer
Department: Law Enforcement
Reports To: Chief of Police
FLSA Status: Non-Exempt
Prepared By: City Clerk/Treasurer
Approved: April 04, 2022

SUMMARY:

Performs general duty police work in the enforcement of laws and ordinances. Duties are routine within prescribed limits but do require exercising independent judgment in emergencies. Employee has regular outside public contacts of a law enforcement or assistance nature. Duties require considerable walking or driving, are performed under occasional hazardous conditions, and require normal attention to prevent errors. Employee may be assigned to rotating shifts and may work other than a normal work week.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following and any other duties that may be assigned.

Exercise powers of arrest and control, defends self and uses force and deadly force, enforces motor vehicle laws; operates vehicle under emergency conditions and provides emergency assistance; responds to crime scenes and performs criminal investigations; participates in special operations.

Patrols a designated area on foot or in a radio-equipped vehicle as assigned to preserve law and order, to prevent and discover the commission of crime, to direct traffic and to enforce traffic and parking regulations.

Answers calls and investigates complaints involving accidents on public streets or roadways, misdemeanors and felonies, and investigates suspicious activities.

Administers first aid, interviews witnesses, gathers information and evidence, makes arrests, prepares reports, and testifies as a witness in court.

Advises public on laws and ordinances. Provides general information and otherwise assists the public.

May be assigned, on a permanent or shift basis, to such specialized technical or administrative duties as: working police desk, maintenance of criminal records, license inspection, photographic and identification work, traffic safety training, field training, radio operation, etc.

Performs related duties as required.

SUPERVISORY RESPONSIBILITIES:

This job may require supervision or training of recruits.

QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Must have a current valid driver's license. Must be able to keep sensitive police investigation matters confidential. A thorough background investigation will be conducted which requires a satisfactory background investigation, polygraph examination, psychological examination, and a physician's examination with drug testing.

The applicant must be a citizen of the United States. Must not have been convicted under the laws of the state, another state or the U.S. of a felony. Must not have been convicted of a gross misdemeanor or any crime involving moral turpitude within five (5) years of the date of application.

Must meet a sixty (60) minute response time to Newport city limits from their residence.

EDUCATION and/or EXPERIENCE:

Must possess a high school diploma or GED. Must possess a Basic Law Enforcement certificate from a State or Federal academy which is recognized by the Washington Criminal Justice Training Commission. If out of State or Federal certified, must complete the Washington State Criminal Justice Equivalency Academy within 6 months of hire. Ability to develop skill in the use of firearms, baton, and use of force techniques. An Associate's Degree (A.A.) or Bachelor's Degree (B.A.) is preferred but not mandatory.

LANGUAGE SKILLS:

Ability to read, analyze, and interpret common scientific and technical journals, financial reports, and legal documents. Ability to respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community. Ability to write speeches and articles for publication that conform to prescribed style and format. Ability to effectively present information to top management, public groups, and/or boards of directors. Ability to obtain information through interrogation and observation and ability to remember names, faces, and details of incidents.

MATHEMATICAL SKILLS:

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

REASONING ABILITY:

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form. Ability to understand and carry out oral and written instructions and to prepare clear, accurate, and comprehensive reports. Ability to deal courteously, but firmly, with the public.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee frequently is required to stand and walk. The employee is occasionally required to climb or balance; stoop, kneel, crouch, or crawl; and taste or smell. The employee must have enough body movement to move quickly with force such as to physically restrain or subdue suspects. Enough tolerance to work under adverse weather conditions. Enough manual strength and dexterity to load, operate, and fire a variety of firearms. The employee must occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, and distance vision.

WORK ENVIRONMENT:

While performing the duties of this job, the employee is frequently exposed to wet and/or humid conditions, outside weather conditions, extreme cold, and extreme heat. The employee is occasionally exposed to moving mechanical parts; high, precarious places; and fumes or airborne particles. The noise level in the work environment is usually moderate.

**CITY OF NEWPORT
POLICE DEPARTMENT**
200 S. Washington Avenue
Newport, WA 99156
509-447-5611 Fax: 509-550-7552

Application Form

INSTRUCTIONS: You must furnish documentation of high school diploma/equivalency and citizenship, along with any training, degrees or awards claimed on your application and DD214-Member 4 copy, if you were in the military service.

The following instructions are furnished as a guide to assist you in filling out the personal history form. These forms, which you are required to fill out, must be complete and detailed in all respects. It is the basis for your background investigation that will be conducted to determine your qualifications for the position you have applied for with the Newport Police Department.

Answer all questions completely and accurately. If they do not apply to you, indicate with N/A. Falsification or failure to include information as directed may be considered just grounds for non-acceptance, or termination if already employed. Avoid errors by reading the directions carefully before making any entries on the form. Make sure your information is correct and in proper sequence before you begin.

You are responsible for obtaining correct and complete addresses. If you are not sure of an address, check it either by personal verification or by correspondence. Your local library may have a directory service or copies of all local telephone directories.

Whenever a report of an incident is required, be sure that you give all the facts pertaining to it. Present information in such a manner that any person unfamiliar with the situation will be provided with all the details and facts in the order in which they occur, the dates or times the events took place, and the names of persons or organizations involved.

This form has been designed to encourage rather than discourage applicants for the Newport Police Department. It has been designed to allow you to present your qualifications in the most positive manner. Any information that might be detrimental can and should be explained so that the persons reviewing your application can more adequately understand your position.

Remember that every item will be checked and verified. A careful, accurate and complete personal history form will help to expedite the processing of your application.

This inquiry is not an offer of employment. All requirements for appointment include satisfactory background investigation, polygraph examination, psychological examination and a physician's examination.

If there is not sufficient space on this form for you to include all of your information, it should be placed on a signed 8 ½ x 11 white standard weight typing paper and attached in sequence.

The information you provide on these pages is to be either printed or handwritten legibly with ink by the applicant.

**PLEASE NOTE: This application MUST be completed in full detail.
Answer all questions or N/A if not applicable. We will not accept see resume.**

PERSONAL HISTORY FORM

Read Instructions Carefully: This information must be accurately reported because it will be used as a basis for a detailed investigation of your background. Answer all questions which apply to you (if additional space is required, use supplemental sheet.) All information shall be handwritten or printed legibly by applicant.

LEGAL NAME			
Last	First	Middle	Date Application Filed _____
By what other names have you been known? (Maiden, Nickname, Alias)			Position: _____
Date of Birth	Place of Birth (City, State, County)		
If Naturalized Citizen, List City, State & Certificate No.		Date Naturalized	
Driver's License No.	State	Expiration Date	
Residence Address (Number, Street, City, Zip)		Residence Phone	Cellular Phone
Current Employer Name			
Employment Address (Number, Street, City, Zip)		Business phone-ext.	Work hours

REFERENCES: Carefully complete the following on three persons other than relatives or past employers who know you well enough to give current or past information about you.

Name	Known how long
_____	_____
Address (Number, Street, City, State, Zip)	Phone Number
_____	_____
Employer's Name and Address	Business Number Work Hrs
_____	_____
_____	_____
Name	Known how long
_____	_____
Address (Number, Street, City, State, Zip)	Phone Number
_____	_____
Employer's Name and Address	Business Number Work Hrs
_____	_____
_____	_____
Name	Known how long
_____	_____
Address (Number, Street, City, State, Zip)	Phone Number
_____	_____
Employer's Name and Address	Business Number Work Hrs
_____	_____
_____	_____

FINANCIAL INFORMATION

Financial Responsibility: List all financial obligations for which you are responsible. If you have no current debts, list paid-up accounts which may be used for credit reference. List credit cards, past and present.

TO WHOM OWED	Date incurred	Original Amount	Balance	Mo. Payment
Address (Number, Street, City, State, Zip) _____				
Purpose of Loan or Debt _____				
<hr/>				
TO WHOM OWED	Date incurred	Original Amount	Balance	Mo. Payment
Address (Number, Street, City, State, Zip) _____				
Purpose of Loan or Debt _____				
<hr/>				
TO WHOM OWED	Date incurred	Original Amount	Balance	Mo. Payment
Address (Number, Street, City, State, Zip) _____				
Purpose of Loan or Debt _____				
<hr/>				
TO WHOM OWED	Date incurred	Original Amount	Balance	Mo. Payment
Address (Number, Street, City, State, Zip) _____				
Purpose of Loan or Debt _____				

VEHICLES AND VEHICLE INSURANCE

Year, make, body style and license number of vehicle owned and/or driven by you. _____ _____ Name of insured _____ Name & Address of Insurance Co. or Local Agency _____ _____
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FINANCIAL HISTORY: (When the answer to any question is "yes", explain in full detail on last page of this application.)

Yes ___ No ___ 1. Have you ever had your wages attached? _____ Yes ___ No ___ 2. Have you ever been a party to a small claims or other court action? _____ Yes ___ No ___ 3. Do you have an immediate civil action pending against you? _____ Yes ___ No ___ 4. Have you ever had a judgment or collection rendered against you? _____ Yes ___ No ___ 5. Have you ever filed for bankruptcy or been declared bankrupt? _____ Yes ___ No ___ 6. Have you ever been declared delinquent in child support payments ordered by the courts? _____ Yes ___ No ___ 7. Have you ever been refused credit? _____ Yes ___ No ___ 8. Have you ever had any property repossessed? _____ Yes ___ No ___ 9. Have you ever been bonded and had a bond refused? _____ Yes ___ No ___ 10. If employed by the Police Department, do you anticipate any income other than Police salary? _____

RESIDENCE HISTORY

List all addresses at which you have lived for the past 10 years or since age 15. DO NOT include your present address. Account for all of the time with your most recent prior address first. If a military veteran, include the names of all bases at which you were stationed as well as any off-base residences.

	Month & Year	Address (No, Street – Specify N.S.E.W., Drive, Place) City, State, Zip	
1.	From:		
	To:		
2.	From:		
	To:		
3.	From:		
	To:		
4.	From:		
	To:		
5.	From:		
	To:		
6.	From:		
	To:		
7.	From:		
	To:		
8.	From:		
	To:		
9.	From:		
	To:		
10.	From:		
	To:		
11.	From:		
	To:		
12.	From:		
	To:		

EMPLOYMENT HISTORY

List your complete work history in reverse order, beginning with your present status. Include all part time jobs, periods of unemployment and military service.

Do you object to our contacting your present employer prior to your being accepted? Yes No

Have you ever received unemployment compensation? Yes No

Month & Year From: _____ To: _____ Total time employed _____	Employer Name & Address (Name of company or business) _____ _____ Telephone number and supervisor: _____ Description of Duties: _____	Job Title _____ Salary: _____ Reason for leaving: _____
Month & Year From: _____ To: _____ Total time employed _____	Employer Name & Address (Name of company or business) _____ _____ Telephone number and supervisor: _____ Description of Duties: _____	Job Title _____ Salary: _____ Reason for leaving: _____
Month & Year From: _____ To: _____ Total time employed _____	Employer Name & Address (Name of company or business) _____ _____ Telephone number and supervisor: _____ Description of Duties: _____	Job Title _____ Salary: _____ Reason for leaving: _____
Month & Year From: _____ To: _____ Total time employed _____	Employer Name & Address (Name of company or business) _____ _____ Telephone number and supervisor: _____ Description of Duties: _____	Job Title _____ Salary: _____ Reason for leaving: _____
Month & Year From: _____ To: _____ Total time employed _____	Employer Name & Address (Name of company or business) _____ _____ Telephone number and supervisor: _____ Description of Duties: _____	Job Title _____ Salary: _____ Reason for leaving: _____
Month & Year From: _____ To: _____ Total time employed _____	Employer Name & Address (Name of company or business) _____ _____ Telephone number and supervisor: _____ Description of Duties: _____	Job Title _____ Salary: _____ Reason for leaving: _____
Month & Year From: _____ To: _____ Total time employed _____	Employer Name & Address (Name of company or business) _____ _____ Telephone number and supervisor: _____ Description of Duties: _____	Job Title _____ Salary: _____ Reason for leaving: _____

Employment History continued

___ Yes ___ No Have you ever been terminated or asked to resign from a job? (If "yes", please explain.)

If you have ever applied for a position with another law enforcement or government agency complete the following:

Name of Department of Agency _____ _____	Date Applied _____	Accepted ___ Yes ___ No	If "No" give reason for rejection/declining appointment _____ _____
Name of Department of Agency _____ _____	Date Applied _____	Accepted ___ Yes ___ No	If "No" give reason for rejection/declining appointment _____ _____
Name of Department of Agency _____ _____	Date Applied _____	Accepted ___ Yes ___ No	If "No" give reason for rejection/declining appointment _____ _____
Name of Department of Agency _____ _____	Date Applied _____	Accepted ___ Yes ___ No	If "No" give reason for rejection/declining appointment _____ _____

MILITARY and EDUCATION BACKGROUND

Military Duty:

Branch of Service (Army, Navy, etc.)	Type (Inf, Medic, etc)	Date of Separation	Type of Separation
Active Duty Dates except Residence tours 90 days or less		Rank/Rate or E Grade	
Present Military Status ___ Active ___ Inactive ___ Discharged ___ Other		From: _____ To: _____	Present Reserve Rank
Did you serve during a period of war? "Period of War - As defined in RCW 41.04.005"		Yes ___	No ___

EDUCATION

Have you ever taken a general education development (GED) test? ___ Yes ___ No ___ USAF ___ Bd of Education
 _____ Date that GED was completed

Starting with the most recent, list each high school, trade school, part-time school, night school, service school, business college and university that you have attended.				
Name of School	Location (City & State)	Attendance Dates	Graduated	Degree or No. of Units

ARREST and MILITARY DISCIPLINE RECORD

Arrests, Traffic Citations and Accidents

1. List all arrests, traffic citations, and/or infractions			
Year	Charge or Type of Violation	Issuing Agency	Penalty or Fine
2. Have you ever been involved in a traffic accident as a driver? <input type="checkbox"/> Yes <input type="checkbox"/> No If "yes" please explain.			

3. <input type="checkbox"/> Yes <input type="checkbox"/> No Outside of your law enforcement duties, have you ever had any contact with a law enforcement agency? List all contacts, either self-initiated or initiated by the agency. Please explain. (No exceptions)			

4. <input type="checkbox"/> Yes <input type="checkbox"/> No Were you ever involved in a disciplinary action in the military service? (Article 15, office hours, captain's mast, court martial.) Please explain.			

GENERAL INFORMATION

1. If employed by the police department, will you be able to obtain a valid Washington/Idaho driver's license? Yes No Already have one

2. The nature of the work in law enforcement requires assignment to various shifts or hours for extended periods of time, overtime work, and testifying in court during off-duty hours and days: It may require wearing of uniforms. It requires high standards of personal appearance. It may require training with and carrying of firearms. Do you have any personal responsibilities, reservations, or convictions, which would affect your ability to perform these duties as an employee of the Police Department? Yes No If "yes", describe and explain any problems you feel might exist.

3. Requirements for employment include taking a polygraph concerning your background, a psychology examination, and a physical examination that includes a urine drug test Are you willing to undergo these test? Yes No If "yes", please explain.

4. Is there anything a background investigation might uncover that has not been addressed that you would like to explain at this time? Yes No If "yes", please explain.

OTHER INFORMATION: List any organizations, clubs and social groups that you feel are relevant to this position.

I understand that it is my responsibility to keep the Civil Service Commission informed of any change of address and/or telephone number, and that failure to do so may result in my name being removed from the eligibility list. I have read and understand all questions and statements contained in this application; further, I certify that all the information given in this application has been carefully completed and is correct to the best of my knowledge and belief. I consent and authorize the City of Newport and its personnel to request any information concerning my previous employment, education, military service, or other pertinent material. I hereby release all parties connected with any request of information from all claims, liabilities, and damages for whatever reason arising out of furnishing such job related information. I UNDERSTAND THAT MISREPRESENTATION OR OMISSION OF FACTS CALLED FOR HEREIN WILL BE SUFFICIENT CAUSE FOR CANCELLATION OF CONSIDERATION FOR EMPLOYMENT OR TERMINATION OF CONTINUED EMPLOYMENT WHEREVER SUCH FACTS ARE DISCOVERED.

Signature of Applicant

Date

Newport Police Department

Personal Background Evaluation

This questionnaire is part of the examination process. A complete background investigation, which includes a polygraph test, will be conducted on a candidate prior to appointment. Your answers to the questions that follow will be verified by the background investigation. Falsification of information on this form will be grounds for removal from employment consideration or dismissal if hired.

Please mark either "Yes" or "No" after each question. Answering "Yes" to any of these questions does not necessarily preclude you from further consideration. Read and sign the statement on the back page. If you have questions or need clarification on any of the following, please call the Newport Civil Service at (509) 447-5611.

"Use" is defined as: including any intentional or unintentional trying, testing, or experimenting which includes, but is not limited to, tasting, smoking, injecting, absorbing, sniffing or inhaling.

1. Have you ever been convicted of a felony? Yes No
2. Have you been convicted within the past ten (10) years of a misdemeanor involving theft? Yes No
3. Have you ever been convicted of a misdemeanor involving sex offenses or moral turpitude? Yes No
4. Have you, within the past one (1) year or since applying to a law enforcement agency, knowingly used any drug(s), not prescribed for you by a physician, including, but not limited to: marijuana, hashish, speed, amphetamines, methamphetamines, cocaine, heroin, barbiturates, valium, PCP, LSD, ice, crank, crystal, morphine, etc.? Yes No
5. Have you used marijuana or hashish in the last three (3) years? Yes No
6. Have you ever injected or free-based amphetamines, methamphetamines, cocaine, heroin, barbiturates, or valium? Yes No
7. Have you ever used non-prescribed pharmaceutical amphetamines? Yes No
8. Have you ever used clandestine amphetamine or methamphetamine—crank, ice, speed, etc. Yes No
9. Have you used any hallucinogenic drug (mushrooms, LSD, PCP, etc.)? Yes No
10. Have you ever used non-prescribed opiates or narcotics—heroin, morphine, oxycontin, etc.? Yes No
11. Have you ever used cocaine? Yes No
12. Have you used crack cocaine? Yes No
13. Have you ever sold, offered to sell, or transported for sale any illegal drugs or narcotics? Yes No
14. Have you used drugs since accepting employment with a law enforcement agency? Yes No
15. Have you been convicted of Driving Under the Influence of alcohol or drugs, reckless driving, or hit-and-run within the last five (5) years? Yes No
16. Have you used anabolic steroids within the last three (3) years? Yes No

PLEASE CONTINUE TO THE BACK OF THIS SHEET...

OTHER CRIMINAL ACTIVITY OR CONVICTIONS WILL BE CONSIDERED ON A CASE-BY CASE BASIS AND MAY BE DISQUALIFYING.

Sign below and attach to application. If this form is not attached to your application, your application will be rejected.

All the information on this questionnaire is true and accurate to the best of my knowledge. I understand that information I am providing here will be verified. I understand that a deliberate misstatement will be grounds for my removal from consideration of employment, and for being removed from the job if hired. This form is the property of the Newport Civil Service.

Signature

Date

Print or Type Name

SSN

CITY OF NEWPORT
WAIVER/AUTHORIZATION TO RELEASE INFORMATION

This document affects your legal rights.
Read carefully before signing.

To Whom It May Concern:

I the undersigned request and authorize you to furnish to the City of Newport any and all information that you have concerning me. To include, however not limited to work record, reputation, physical/mental medical records, financial/credit status, criminal/traffic violation history, educational background and records, military service records 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 City of Newport. Your reply will be used to assist the City of Newport in determining my qualifications and fitness for a position with the Newport Police Department.

I understand my right to request access to public records relating to me pursuant to Title 5 of the United States Codes, Section 522. et seq., the privacy Act of 1974, the Freedom of Information Act, and the Revised Code of Washington (RCW) 42.17 et seq., and specifically waive those rights understanding that the information furnished will be used by the Newport Police Department in conjunction with this employment procedure. I will make NO attempt to gain access to the information provided to City of Newport in conjunction with employment procedures.

I hereby do release you, your organization, your agents and others from any liability or damages which may result from furnishing information to the City of Newport pursuant to this waiver and authorization to release information. Should there be any questions as to the validity of this waiver and authorization to release information form, you may contact me as indicated below.

Date

Applicant's Signature

Social Security Number

Applicant's Printed Full Legal Name

Date of Birth

Current Address

Driver's License No.# and State of Issuance

Telephone Number



Exhibit A-4

Notice for Applicant/Employee
'Notice of Intent' and 'Authorization'

To Obtain an Investigative Consumer Report for Employment Purposes

The undersigned applicant/employee is hereby notified that City of Newport (Employer) may obtain an investigative consumer report for employment purposes through ACRANet-CBS Branch. Such report may include information as to character, general reputation, history of criminal convictions, employment, education, professional license, credit and/or driver's record history.

This form not valid without applicants' valid signature and notary stamp and signature.

Order form and payment information is also required for processing.

I authorize City of Newport to obtain an employment screening report (as defined and outlined in the above paragraph), which may contain information including my credit history and criminal background information.

Print Full Name:

Former Name/Maiden Name (list all):

Address:

Prev. Address:

*Social Security Number: *Date of Birth: / /

*In order for factual information to be obtained & reported, your date of birth and social security number are requested. This information is used solely for verification purposes in compliance with the Fair Credit Reporting Act.

Driver's License # (if applicable) State of Issue

Signature: Date:

I (Applicant/employee) am currently a resident of the state of Oklahoma OR the state of Minnesota:

Yes No

If yes, by state statute, I may receive a free copy of the report being prepared in association with this employment screening investigation and a copy of my corresponding rights as a consumer. These documents will be mailed to me at the address indicated on this authorization form within 24 hours of completion.

Please provide me a copy of my credit report as indicated above

NOTE:

The above information and attached exhibits are presented to assist you in compliance with the revised Federal Fair Credit Reporting Act. They represent our understanding and interpretation of the amendments that became effective September 30, 1997 and November 2, 1998. ACRANet CBS Branch, Incorporated does not intend for this information and the related attachments to be construed as legal advice. We urge all subscribers to review their procedures and documents with their respective legal counsel.

SIGNED AND SWORN to before me on

By

NOTARY PUBLIC in and for the state of , residing in

City: My commission expires:

521 W. MAXWELL AVE. · SPOKANE, WA · 99201

DIRECT: 509 324-1249 · 1-800-304-1249

FAX: 509 324-1240 · 1 800 845-7435

"It's What You Know"

WWW.ACRANET.COM

EMPLOYEE OR PROSPECTIVE EMPLOYEE REQUEST

That I, _____, am an employee or prospective employee of the company named below and that I request a copy of my official Driving Record in the State of Washington be released to my employer or prospective employer or their agent.

Authorization of employee or prospective employee for release of abstract of driving record

Signature	Date	WA License Number

EMPLOYER ATTESTATION

- (A) That the company named below is an employer or prospective employer of the above named individual and that I am a representative authorized to bind said company.
- (B) That **AMERICAN DRIVING RECORDS** is acting as agent on behalf of **ACRAnet** who is acting as agent on our behalf to obtain the abstract of driver records of the above named individual.
- (C) That abstracts of driver record shall be used exclusively to determine whether the above named individual should be employed to operate a school bus or commercial vehicle upon the public highways, and that no information contained therein shall be divulged, sold, assigned, or otherwise transferred to any third person or party. A commercial vehicle is defined as any vehicle the principal use of which is the transportation of commodities, merchandise, produce, freight, animals, or passengers for hire.
- (D) That the information contained in the abstracts of driver records obtained from the Washington State Department of Licensing shall be used in accordance with the requirements and in no way violate the provisions of RCW 46.52.130, attached in part for easy reference.

City of Newport
 Company Name

200 S. Washington Ave., Newport, WA 99156
 Address

Nickole North	City Clerk
Name (print)	Title
<i>Nickole North</i>	1/18/2018
Signature	Date

This record must be maintained by the employer or prospective employer for a period of not less than two (2) years from the last date above. Failure to obtain all signatures or misuse of records obtained from the State of Washington may result in prosecution under RCW 46.52.130.