Dear Applicant,

Thank you for expressing interest in the Washington State University Cougar Security Program. The following outline should help you understand the program, what can be expected from the program and yourself, and how you can apply for a position in the program.

The WSU Cougar Security Program is a supplementary group, which works in coordination with the WSU Police Department. The Program allows individuals to develop a basic knowledge of a working police department. The Cougar Security program currently consists of three segments; Night Patrol, Vetmed Security, and Auxiliary/ Special Events Units.

The Cougar Security Night Patrol division provides a walking/bike patrol of campus, including buildings and parking lots during the night hours. Night Patrol’s main responsibility is the safety of people and property through observing and reporting crime. Additional duties include checking and recording security deficiencies, and safety hazards. Night Patrol also provides escorts on campus.

The Cougar Security Vetmed Security division provides a walking patrol of all Washington State University College of Veterinary Medicine facilities. Duties include observing safety concerns and ensuring only authorized personnel are within the College's grounds.

The Cougar Security Auxiliary/ Events Unit assists in security at special events, and football games. Special events include dances and concerts held on the campus. * It is very important the Auxiliary are available and willing to work home football games. The Cougar Security Auxiliary is a resource from which future Night Patrol and VetMed personnel can be hired. This depends on the motivation and participation shown by the applicant in question.

Individuals accepted into the Cougar Security program will be expected to wear the appropriate uniform when on duty. The uniform consists of a shirt provided by the department. Uniform jackets will be checked out when needed. Other appropriate clothing articles including shoes, shorts, and pants are provided by the individual.

The rate of pay starts at minimum wage. Night Patrol, Vetmed Security, and supervisory positions pay at a higher rate. As a student, it is possible to receive State or Federal work-study through financial aid with a maximum of 20 hours a week.

If you are interested in becoming a member of Cougar Security, please follow these instructions carefully. **Failure to follow the instructions could result in you not being hired.**

* Fill out the attached application, being sure to fill in every space, and respond to each question.
* Sign the back-page in front of a Notary Public. One can be found at a local bank, or the French Administration Building.
* Return the Application and notarized waiver to the Washington State University Police Department.

If you have any questions regarding the application process, feel free to contact the Cougar Security Office at (509)335-4099.

Sincerely,

Bill Gardner
WSU Police Chief

Erik Welter
Police Officer
Cougar Security Coordinator
In compliance with Federal and State equal employment opportunity guidelines, qualified applicants are considered for employment without regard to race, creed, color, sex, national origin, age, marital status, or presence of a non-job related medical condition or handicap.

Name: _____________________________________________                 WSU ID:____________________
(Last, First, Middle)

Local Address: __________________________________________________________

Permanent Address: _____________________________________________________________

Local Phone: ___________________________________   Permanent Phone: _________________

E-mail:________________________________  Driver’s Licence (Number and State):__________________

Date of Birth:________________________  Social Security #:________________________

DO NOT FILL OUT BELOW LINE

Application: ____   Background check:____
Notary: _____   DOL: Clear or __________________________

WACIC: Clear or __________________________

NCIC: Clear or __________________________

III: Clear or _______________________________

Spillman Name# :______________________________________________________________________

Comments____________________________________________________________________________

Background (Other): __________________________________________________________________

Comments: ______________________________________________________________

________________________________________________________________________

________________________________________________________________________

Accepted: ____ Denied (Reason): _______________________________________


**General Instructions**—Please fill in all the information on this application.

<table>
<thead>
<tr>
<th>Last Name:</th>
<th>First Name:</th>
<th>MI:</th>
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Other names you have used while employed:

<table>
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<tr>
<th>Address:</th>
<th>Primary Phone:</th>
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<table>
<thead>
<tr>
<th>City, State, Zip:</th>
<th>Other Phone:</th>
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<th>Email:</th>
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<tr>
<th>Social Security Number:</th>
<th>Date of Birth:</th>
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WSU Student [ ] Yes [ ] No

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<thead>
<tr>
<th>Major:</th>
<th>Anticipated Graduation</th>
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<tr>
<th>Student Identification Number:</th>
<th>Position Applying for:</th>
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**Emergency Contact Information**

<table>
<thead>
<tr>
<th>Name:</th>
<th>Relationship</th>
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<table>
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<tr>
<th>Address:</th>
<th>Home Phone:</th>
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<table>
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<tr>
<th>City, State, Zip:</th>
<th>Other Phone:</th>
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**Section 1: Employment History**—List your present or most recent employer first. Account for all times during the past ten years, including periods of unemployment. Include your military experience and major volunteer experience. If you held significantly different positions with the same employer, list them separately. Attach additional sheets if necessary.

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<tr>
<th>Employment Dates:</th>
<th>Job/Title</th>
<th>Company:</th>
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<tr>
<th>Job Duties:</th>
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<tr>
<th>Last monthly salary:</th>
<th>Hours per week:</th>
<th>Reason for leaving:</th>
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</table>

<table>
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<tr>
<th>Supervisor's name and phone number:</th>
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May we contact your current/most recent employer?

<table>
<thead>
<tr>
<th>Employment Dates:</th>
<th>Job/Title</th>
<th>Company:</th>
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</table>

<table>
<thead>
<tr>
<th>Supervisor's name and phone number:</th>
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</table>

May we contact this employer?

**Section 2: Education**—List the schools you have attended beyond high school. Include business, technical, military, professional, college, and university.

<table>
<thead>
<tr>
<th>School Name</th>
<th>Major</th>
<th>Units</th>
<th>GPA</th>
<th>Degree</th>
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<tbody>
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</table>
Section 3: Licenses, Certificates—List your professional licenses and certificates with the number, state where issued and expiration date.

Licenses, Certificates:

Section 4: Other Skills—List other job-related skills you have such as knowledge of computer hardware, software applications and typing speed, machinery and/or other office, lab or scientific equipment you operate, foreign languages and/or medical terminology.

Other Skills:

Section 5: Required Information—Please check the appropriate box for each question.

1. Have you ever been convicted of a felony or misdemeanor offense by any court?  
   ☐ Yes  ☐ No  
   (A conviction will not necessarily disqualify you from consideration for employment. WSU, however, may consider the nature, date and circumstances of the offense as well as whether the offense is relevant to the duties of the position applied for.)
   You may omit:
   a. Any conviction that has been sealed, expunged or legally eradicated;
   b. Any offense which was finally settled in juvenile court or referred to the youth authority;
   c. Any misdemeanor conviction which probation has been successfully completed or otherwise discharged and the case has been judicially dismissed.
   d. If yes, please provide date(s), location(s) of offense, police agency, nature of offense(s) and disposition(s)

_________________________________________________________________________________________________
_________________________________________________________________________________________________
_________________________________________________________________________________________________
_________________________________________________________________________________________________

2. Have you ever been cited for any traffic violations in the past five years?  
   ☐ Yes  ☐ No  
   a. If yes, please provide date(s), location(s), charge(s)/disposition(s)

________________________________________________________________________________________________________
________________________________________________________________________________________________________
________________________________________________________________________________________________________
________________________________________________________________________________________________________

3. Are you out on bail or on your own recognizance still awaiting trial?  
   ☐ Yes  ☐ No

4. You must be at least 18 years of age, or if under 18, you must have graduated from high school or have a valid work permit, in order to be employed by the University. Do you meet this requirement?  
   ☐ Yes  ☐ No

5. Upon hire, will you be able to provide proof of eligibility to work in the U.S.?  
   ☐ Yes  ☐ No

6. Do you have a valid Washington State Driver's License?  
   ☐ Yes  ☐ No  
   a. If yes Number ____________________
   b. Do you have a valid out of State Driver's License ☐Yes ☐ No
   c. If yes Number ____________________ State ______

7. Has your driver’s license ever been suspended or revoked in any state?  
   ☐ Yes  ☐ No  
   If yes, give state, dates of occurrence, and reason for suspension.

________________________________________________________________________________________________________
________________________________________________________________________________________________________

8. Have you ever been employed at the Washington State University?  
   ☐ Yes  ☐ No

9. Do you have any relatives currently employed at Washington State University?  
   ☐ Yes  ☐ No
   Name: ___________________ Department: ___________________

10. Have you ever been released or discharged from employment or resigned to avoid such release or discharge?  ☐ Yes  ☐ No
Section 6: Cougar Security Patrol (CSP) Questionnaire

1. Are you currently employed? ____________________________________________________________________________ If so, where? ____________________________
   Do you plan to continue with your present job if hired by Cougar Security Patrol (CSP)?
   □ Yes □ No

2. When are you available to start? ___________________ How many hours a week are you hoping to work? _________________
   a. Are you willing to work odd hours, holidays and weekends? □ Yes □ No
   b. Are you willing to work all home football games? □ Yes □ No
   c. Are you willing to attend training sessions? □ Yes □ No
   d. Are you willing to provide assistance at crime scenes and special events as the need arises? □ Yes □ No
   e. If no, to any part of question 3 please explain __________________________________________________________

3. Do you have any special training (CPR, EMT, Guard Card, etc.)? If so, please include expiration dates.
   ______________________________________________________________________________________________________

4. Have you ever worked in a security-related position? If yes, give dates of employment and description of duties.
   ______________________________________________________________________________________________________

5. Have you ever been fired from a place of employment? ______________________________________________________________________________________________________
   If Yes, Explain: __________________________________________________________________________________________

6. Have you ever held a supervisory, promoted, or leadership position at work, volunteer, or other related areas?
   Explain: __________________________________________________________________________________________________

7. Please list any foreign languages you are fluent in:
   Speak: _____________________________        Read: _________________________        Write:_____________________

8. Do you know anyone in the CSP Programs who would give you a reference? If so, who?
   ______________________________________________________________________________________________________

9. How did you hear/learn that the CSP Programs were hiring? Check One:
   □ Through a friend    □ From a flyer    □ Through a recruiting table
   □ Through a presentation    □ Through the Career Placement Ctr.    □ From a website
   □ Through an Advertisement (which paper?) _________________________ □ Other _________________________

10. In the space provided please give a detailed description of your career goals, and what you hope to achieve by becoming a Cougar Security Patrol member.
    ______________________________________________________________________________________________________
    ______________________________________________________________________________________________________
    ______________________________________________________________________________________________________
    ______________________________________________________________________________________________________
    ______________________________________________________________________________________________________
    ______________________________________________________________________________________________________
    ______________________________________________________________________________________________________
    ______________________________________________________________________________________________________
Please Attach a Copy of your Resume to this Application
Provide THREE References

<table>
<thead>
<tr>
<th>Name</th>
<th>Relationship</th>
<th>Address</th>
<th>Contact Phone Number</th>
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And lastly, please fill out the attached Waiver and Authorization to Release Information form and have it notarized.

Return Waiver and Authorization to Release Information form, this completed application, and a copy of your resume to the Washington State University Police Station. If you have any questions regarding this process please contact the Cougar Security Office at (509)335-4099 or visit http://www.cougarsecurity.wsu.edu

Washington State University prohibits discrimination against or harassment of any person employed by or seeking employment with the University on the basis of race, color, national origin, religion, sex, physical or mental disability, medical condition (cancer-related or genetic characteristics), ancestry, marital status, age, sexual orientation, citizenship, or status as a covered veteran (special disabled veteran, Vietnam era veteran, or any other veteran who served on active duty during a war or in a campaign or expedition for which a campaign badge has been authorized).

Washington State University is an affirmative action/equal opportunity employer. The University undertakes affirmative action to assure equal employment opportunity for minorities and women, for persons with disabilities, and for special disabled veterans, Vietnam era veterans, and any other veterans who served on active duty during a war or in a campaign or expedition for which a campaign badge has been authorized. Inquiries regarding the University's equal employment opportunity policies may be directed to the WSU Center for Human Rights (509) 335-8288.

University policy is intended to be consistent with the provisions of applicable State and Federal laws. Under Federal law, Washington State University may employ only individuals who are legally able to work in the United States as established by providing documents specified in the Immigration Reform and Control Act of 1986. Employment may be subject to appropriate medical clearance when required by law.

Once you have completed the application sign your name at the bottom and indicate the date it was completed.

I certify that all statements on this form are true and complete to the best of my knowledge and belief. If employed, I understand that any false or incomplete information I have given may be considered cause for termination.
WAIVER AND AUTHORIZATION TO RELEASE INFORMATION

I, _________________________________, authorize you to furnish the Washington State University Police Department with any and all information that you have concerning me, including but not limited to: employment records and performance evaluation(s), personal habits, reputation, financial status, medical records, and my military service records.

Your Reply will be used to assist the Washington State University Police Department in determining my qualifications and fitness to perform the duties of the position I am seeking with Washington State University.

Furthermore, I specifically authorize you to furnish the inquiring party with any and all pre-employment information used to determine my character and suitability for the job I now hold or applied for with your agency.

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

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

___________________________________           ___________________________________
Applicant's Signature                                                 Date

___________________________________
Applicant's Printed Name

___________________________________
State of _______________________________
County of _____________________________

Subscribed and sworn to before me on this _____ day of _____________________. 20___

_____________________________________________
Notary Public in and for the
State of  _____________________________________

My Commission Expires   ______________________

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.