The Western Washington University Department of Public Safety is currently recruiting qualified applicants for the position of Public Safety Assistant. Applicants for this position must demonstrate a high level of professionalism and self-discipline. Applicants must meet the below listed requirements:

- Must be a WWU student.
- Undergraduate students must be enrolled for 10 or more credits per academic quarter.
- Graduate students must be enrolled for 8 or more credits per academic quarter.
- May not have been convicted of a felony.
- Must be in good physical condition and able to walk long distances.
- Must present a neat and conservative appearance and wear provided Public Safety uniform shirt/jacket.
- Must have a valid driver’s license and good driving record.
- Must be willing to be fingerprinted prior to being hired.

Job Description and Duties: Public Safety Assistants (PSAs) employed by Parking Services are responsible primarily to set up signs, work special events, and provide administrative support to Parking Enforcement. They will also provide customer service by answering parking related questions in the field. Upon completion of initial training and time in the field, they will be considered for further training to assist Parking Enforcement Officers with parking lot enforcement and writing citations to those vehicles in violation of regulations. PSA’s may also be asked to provide services included in the MAPS (motorist assist program), assist with meter and pay box collection, boot and impounding of vehicles.

Essential Job Elements: Ability to obtain full knowledge of parking rules and regulations. Ability to lift 30 pounds. Work outside in various weather conditions. Must be able to adapt to negative work environment, deal with stressful situations and confidence to work alone evening hours. Ability to operate a Windows based software system, take direction and work well with co-workers. Ability to work independently within the parking guidelines, policies, and procedures.

Educational Benefits: Employee will learn how to work in a multiple of changing situations and interact with a diverse University community. Employee will learn to multi-task, organize time and use a variety of specialized equipment.

Skills and Experience: Customer Service experience required.

Application Process: Applicants interested in working the above position should submit a completed application and written examination to University Police Dispatch located at WWU Campus Services, 2001 Bill McDonald Pkwy, Bellingham, WA. Qualified applicants who score at least 35 out of a possible 45 points on the application/written examination will be placed on an eligibility list based on their written score. As vacancies occur, applicants will be contacted and invited to an oral board interview, worth 50 points. Applicants will be considered for employment based on their combined score. Once hired, employees must continue to meet the above requirements and all other eligibility criteria for on campus student employment.

NOTE: This position requires flexibility and may require working late or unusual hours, and/or under varying degrees of stress. Student employees may also be required to work some holidays or be called in for last minute special event lot security.

If you have any questions, call Sgt. David Garcia at (360) 650-4141.
PERSONAL INFORMATION

Last Name_____________________________ First Name________________ Middle_________

Are you 18 years or older?    Yes    No    Number of Academic Quarters at WWU?__________

Local address___________________________________________________________________
(Number & Street)                              (City)                              (Zip Code)

Permanent address_______________________________________________________________
(Number & Street)                            (City)                         (Zip Code)

Local/School Phone #______-______-_________   Cell Phone #______-______-_________

WWU Student ID #________________________     Permanent Phone #______-______-______

Driver’s License #_________________________  State_______  Expiration Date____________

WORK EXPERIENCE

List your employers starting with the most recent:

Employer________________________________________  Position_______________________

Address_______________________________________________________________________
(Number & Street)                                      (City)                              (Zip Code)

Phone #______-______-______   Dates of Employment________________________________

Supervisor______________________________________________  May we contact?  Yes  No

Duties_________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________
Employer________________________________________  Position_______________________

Address_______________________________________________________________________
(Number & Street)                                      (City)                              (Zip Code)

Phone #____-____-_______ Dates of Employment________________________________

Supervisor______________________________________________  May we contact?  Yes  No

Duties_________________________________________________________________________
______________________________________________________________________________

Employer________________________________________ Position_______________________

Address_____________________________________ (Number & Street) (City) (Zip Code)

Phone #____-____-_______ Dates of Employment________________________________

Supervisor__________________________  May we contact?  Yes  No

Duties__________________________________________
______________________________________________________________________________
______________________________________________________________________________

MILITARY RECORD

Branch of Service________________________ Date entered________________________

Occupation/job/s______________________________________________________________

Last rank__________________________ Current Status__________________________
**ACTIVITIES – TRAINING - SKILLS**

Check the line next to any and all of the below listed items that pertain to you. You may attach a resume to provide more details regarding your activities, training, and/or skills.

- [ ] Peer Counseling
- [ ] Crises Intervention or related training
- [ ] Scouts/Other Youth Organization
- [ ] CPR/First Aid (expiration_________)
- [ ] Camp/Youth Counselor/Leader
- [ ] Foreign Language______________
- [ ] Public Speaking
- [ ] Athletics/Martial Arts__________
- [ ] Computer Skills_______________
- [ ] Police/Sheriff Explorer/Cadet/Reserve, Search and Rescue

**Additional/Other Training or Skills:**

Training/skill___________________________________________________________________

Hours received__________ Date completed_____________ Certificate issued?  Yes  No

Other?_________________________________________________________________________

**TRAFFIC HISTORY**

*List all traffic citations/infractions received within the last three years:*

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<thead>
<tr>
<th>CHARGE</th>
<th>DATE</th>
<th>DISPOSITION</th>
<th>ACCIDENT</th>
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**ARREST RECORD**

*List all misdemeanor arrests (more than one is disqualifying):*

Charge____________________________________ Date of arrest___________________

Location____________________________________  Arresting agency____________________

Disposition_____________________________________________________________________
The following written examination questions will be scored based on legibility, spelling, punctuation, and content. Your answers must be in ink and in block printed in capital letters.

**What are your educational and career goals?**
______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________

Please describe any volunteer activities you have been involved with.
______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________

**What skills would you bring with you to our department?**
______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________

**What skills do you hope to gain through employment with our department?**
______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________

**What do you perceive would be your job duties as a Public Safety Assistant?**
______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________

This completes the application/written examination portion of the testing process. Submit this application in its entirety to the Department of Public Safety. Your application will be scored and your name may be placed on an eligibility list. You may contact the WWU Police Patrol Sergeant in charge of Parking Enforcement at (360)650-3555 for further information on the status of your application.

*Revised 5/20/2014*