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 University Police are responsible to patrol campus either on foot or in a marked vehicle, under limited supervision. PSAs perform personal safety escorts and limited building admissions. PSAs are responsible for the opening and closing of academic buildings, as well as for their security. PSAs report maintenance problems, security violations, and safety hazards. PSAs seek out and report violations of university policy, parking regulations, and state/municipal laws. PSAs respond to requests for public service and they provide limited assistance to university police officers.

**Essential Job Elements:** Ability to obtain full knowledge of campus geography. Ability to use a radio. 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 public safety 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 preferred.

**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 may require working late or unusual hours, and/or under varying degrees of stress. Student employees may also be required to work some holidays.

If you have any questions, call Sergeant Joe Bailey at (360) 650-3555.
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/infrctions received within the last three years:

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<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 at (360)650-3555 for further information on the status of your application.

Revised 5/20/2014