The Western Washington University Police Department is currently recruiting qualified applicants for the position of Public Safety Assistant (also known as Greencoats). Applicants for this position must demonstrate an elevated level of professionalism, maturity, integrity, and reliability. They must also bring a positive and encouraging attitude with a dedicated team mentality. Applicants must also meet the below listed requirements:

- Must be a current WWU student enrolled for 10 or more credits (Graduate students enrolled for 8 or more).
- Must be in good physical condition and able to walk long distances.
- Must present a neat and professional appearance and wear provided Public Safety uniform shirt/jacket.
- Must have a valid driver’s license and safe driving record.
- Must successfully pass a background investigation to include being fingerprinted.

**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. PSAs report maintenance problems, security violations, and safety hazards for academic and residential buildings. 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 deal with stressful situations and have confidence to work alone in the evening hours. Ability to work well with co-workers as well as work independently within the public safety guidelines, policies, and procedures.

**Educational Benefits:** Employee will learn how to work in an environment of changing situations and be interacting with a diverse University community while learning to multi-task and organize time.

**Skills and Experience:** An interest in a career in law enforcement is preferred, but not 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 may require working late or unusual hours, and/or under varying degrees of stress.

If you have any questions, contact the Public Safety Assistant Program Manager 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: ___________
Email: ______________________________________              DOB: ________________

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: _____________________________________________________________________________
Reason for leaving:_________________________________________________________________
WORK EXPERIENCE (Cont.)

Employer: _______________________________________ Position: ______________________

Address
(Number & Street)                                    (City)                              (Zip Code)
Phone #_____-_____-_________   Dates of Employment: _______________________________

Supervisor: _____________________________________________ May we contact? Yes No

Duties: _____________________________________________________________________________

Reason for leaving: ___________________________________________________________________

MILITARY RECORD

Branch of Service: ______________________          Date Enlisted: __________________________
Date of Separation: ______________________

REFERENCES

Please list four references who are not relatives

Name: ___________________ Address: ________________ Phone Number: _______________
Name: ___________________ Address: ________________ Phone Number: _______________

ACTIVITIES – TRAINING – SKILLS

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

_____ Peer Counseling          _____ Crisis Intervention or related training
_____ Scouts/Other Youth Organization            _____ CPR/First Aid
_____ Camp/Youth Counselor/Leader                  _____ Foreign Language
_____ Police/Sheriff Explorer/Cadet/Reserve, Search and Rescue

Additional/Other Training or Skills:

Training/skill

Hours received_________ Date completed___________ Certificate issued? Yes No
# TRAFFIC HISTORY

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

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<th>ISSUING AGENCY</th>
<th>DISPOSITION</th>
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# ARREST HISTORY

*List any criminal arrests:*

Offense: ______________________________________  Date of arrest: __________________
Location: __________________  Arresting agency: __________________
Disposition: __________________________________________________________________

Offense: ______________________________________  Date of arrest: __________________
Location: __________________  Arresting agency: __________________
Disposition: __________________________________________________________________

I hereby certify that all statements made in this application are true and I understand and agree that any false statements on this form shall be considered sufficient cause for rejection of my application or removal from the Public Safety Assistant Program if I am accepted.

I understand that it is my responsibility to keep the Public Safety Assistant Program Manager informed of any change of address or phone number and that failure to do so may result in removal from the application process or Public Safety Assistant Program if I am accepted.

I further understand that completion of this application does not guarantee acceptance into the program.

I authorize contact with my past and present employers and references to verify statements made in this application.

_________________________________________           __________________
APPLICANT’S SIGNATURE                                                            DATE
The following written examination questions will be scored based on legibility, spelling, punctuation, and content. Your answers must be in ink or typed and stapled to the back of this application.

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 University Police Department. Your application will be scored, and your name may be placed on an eligibility list. You may contact the WWU Public Safety Assistant program manager at (360)650-3555 for information on the status of your application.

Revised 07/25/22