



# Spokane Police Department Internship Application

**General Instructions:** All questions on this form must be answered in complete detail. If a question does not apply to you, write "N/A" (Not Applicable).

**Application Deadlines:** Summer: March 1st | Fall: May 1st | Fall/Winter: November 1st. The Spokane Police Department (SPD) accepts internship applications for the Spring, Summer, and Fall academic quarters/semesters. Applications received after the deadline will be kept on file, but will not receive priority consideration.

Select the term you are applying for:  Summer  Spring  Fall  Winter Year: 20 \_\_\_\_

**Compensation/Course Credit:** Internships at SPD are unpaid. SPD encourages applicants to check with their college or university to determine whether the internship may qualify for course credit. If so, the SPD will submit any forms or evaluations required by the school. However, it remains the responsibility of the intern to verify whether course credit is available and to comply with all necessary college or university requirements.

**Eligibility:** Internships are open to college students currently enrolled in an undergraduate or graduate program at any college or University. A high school diploma or GED is required. A minimum of one year of experience in a professional working environment is strongly preferred. PLEASE NOTE: SPD accepts a limited number of interns based on the needs of the department. Applicants must be willing to commit at least 300 hours to an internship position.

## Applicant Information

Full Name: \_\_\_\_\_ Date: \_\_\_\_\_  
*Last First M.I.*

Address: \_\_\_\_\_  
*Street Address Apartment/Unit #*

\_\_\_\_\_

*City State ZIP Code*

Phone: \_\_\_\_\_ Email \_\_\_\_\_

Are you a citizen of the United States?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If no, are you authorized to work in the U.S.?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
Have you ever worked for the City of Spokane?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If yes, when?	_____	
Do you have a relative who works for the City of Spokane?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If yes, who?	_____	
Do you plan to apply for any position with SPD after you graduate?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If yes, what position?	_____	

Have you ever been discharged (fired) or resigned (quit) in lieu of discharge except for lay off because of lack of work?  YES  NO. If yes, please describe:

YES NO

Are you required to register for Selective Service?  
\*Males born after December 31, 1959 are required. For full list of requirements visit: <https://www.sss.gov/register/who-needs-to-register/>

Selective Service Number: \_\_\_\_\_

\*\*Obtain Selective Service number <https://www.sss.gov/verify/>

**Skills and Interests**

Please tell us what you wish to accomplish with an internship at SPD:

Please tell us what you can contribute to SPD if selected as an intern:

Office Skills: \_\_\_\_\_

Other Skills/Certifications/Training: \_\_\_\_\_

Choose all interests that apply:

<input type="checkbox"/> Station Operations	<input type="checkbox"/> Victim Assistance	<input type="checkbox"/> Criminal Intelligence Unit
<input type="checkbox"/> Records Management	<input type="checkbox"/> Training	<input type="checkbox"/> Community Policing/Patrol
<input type="checkbox"/> Media/Public Relations	<input type="checkbox"/> Technology Support	<input type="checkbox"/> Other

**Availability and Schedule**

Date available to start : \_\_\_\_\_

Number of hours you will contribute: \_\_\_\_\_ over \_\_\_\_\_ (period of time). NOTE: minimum of 300 hours is required.

Dates and times you are available to intern:

- Monday: \_\_\_\_ AM to \_\_\_\_ PM
- Tuesday: \_\_\_\_ AM to \_\_\_\_ PM
- Wednesday \_\_\_\_ AM to \_\_\_\_ PM
- Thursday: \_\_\_\_ AM to \_\_\_\_ PM
- Friday: \_\_\_\_ AM to \_\_\_\_ PM

# SPOKANE POLICE PERSONAL HISTORY STATEMENT

## PHS INSTRUCTIONS

1. Familiarize yourself with this form and carefully read all instructions. You may find it helpful to review this form multiple times.
2. **Your final draft may not be handwritten!**
3. Save this form on your computer. Be sure to save the final, completed version as well.
4. Carefully enter the information asked – you must answer every single inquiry to the best of your ability. If an item does not apply to you, enter “NA” (Not Applicable). **If you cannot remember or obtain with reasonable diligence, please indicate so in your response by referencing the question number and explanation in the “additional space”**
5. Be sure that you have completed the Certification section on Page 12.
6. Once completed fully to your satisfaction, save the file in a secure manner. You may save and submit this file **only** as a pdf. **Do not save as a .docx!** If you are using a Mac computer, you may need to download a Microsoft word compatible program to fill out this form or use a different computer.

The information you provide in this Personal History Statement (PHS) will be used in the investigation into your background to assist in determining your suitability for a public safety position (internship, volunteer, etc.) that you have applied for.

***Please fill out the ENTIRE questionnaire completely, accurately and truthfully.***

**Keep in mind that:**

1. The entire completion of this form is mandatory.
2. All statements are subject to verification.
3. Deliberate inaccuracies or omissions may bar or remove you from the application process.
4. All time periods in your background must be accounted for.
5. Deliberate untruthfulness, omissions or misrepresentation of information constitutes grounds for disqualification from further application, testing, volunteering, or internship. You are encouraged to be completely truthful, detailed and accurate completing this form and throughout all phases of the background investigation process.

It is to your advantage to respond fully and factually. Any perceived negative factor in your background will be evaluated in light of the circumstances and facts surrounding its occurrence, and its degree of relevance to the job you are applying for. For example, being fired from a job or having an arrest record is not in itself necessarily grounds for disqualification. During the investigation, the investigator will inquire into the facts surrounding such an occurrence. An evaluation will then be made of the relevance of these facts to the requirements of the position.

If a question does not apply to you, write “N/A” (not applicable) in the space provided for your answer. If you need more space to respond to a question, use the continuation sheet and identify the additional information with the question number. Follow carefully and completely subsection instructions. If you have any questions about completing this form, email [volunteer@spokanepolice.org](mailto:volunteer@spokanepolice.org).

### **Disclosure of Medically-Related Information**

In accordance with the U.S. Americans with Disabilities Act, at this stage of the hiring process applicants are not expected or required to reveal any medical or other disability-related information about themselves in response to questions on this form, or to any other inquiry made prior to receiving a conditional offer of volunteer position, internship, or employment.



HOME PHONE ( )	CELL PHONE ( )	EMAIL
NAME	HOME ADDRESS (NUMBER / STREET / APT)	CITY STATE ZIP
HOME PHONE ( )	CELL PHONE ( )	EMAIL
NAME	HOME ADDRESS (NUMBER / STREET / APT)	CITY STATE ZIP
HOME PHONE ( )	CELL PHONE ( )	EMAIL

**REFERENCES**  
 List 5 adults who know you well, such as social and family friends, teacher, youth leader, or co-workers. **Do not include** relatives, employers/supervisors or housemates/roommates, or other individuals listed elsewhere.

1) NAME		HOME ADDRESS (NUMBER / STREET / APT)		CITY	STATE	ZIP
HOME PHONE ( )	CELL PHONE ( )	EMAIL		OCCUPATION		
HOW DO YOU KNOW THIS PERSON? (FOR EXAMPLE: FRIEND, TEACHER, FAMILY FRIEND, CO- WORKER)					HOW LONG HAVE YOU KNOWN THIS PERSON?	
2) NAME		HOME ADDRESS (NUMBER / STREET / APT)		CITY	STATE	ZIP
HOME PHONE ( )	CELL PHONE ( )	EMAIL		OCCUPATION		
HOW DO YOU KNOW THIS PERSON? (FOR EXAMPLE: FRIEND, TEACHER, FAMILY FRIEND, CO- WORKER)					HOW LONG HAVE YOU KNOWN THIS PERSON?	
3) NAME		HOME ADDRESS (NUMBER / STREET / APT)		CITY	STATE	ZIP
HOME PHONE ( )	CELL PHONE ( )	EMAIL		OCCUPATION		
HOW DO YOU KNOW THIS PERSON? (FOR EXAMPLE: FRIEND, TEACHER, FAMILY FRIEND, CO- WORKER)					HOW LONG HAVE YOU KNOWN THIS PERSON?	
4) NAME		HOME ADDRESS (NUMBER / STREET / APT)		CITY	STATE	ZIP
HOME PHONE ( )	CELL PHONE ( )	EMAIL		OCCUPATION		
HOW DO YOU KNOW THIS PERSON? (FOR EXAMPLE: FRIEND, TEACHER, FAMILY FRIEND, CO- WORKER)					HOW LONG HAVE YOU KNOWN THIS PERSON?	
5) NAME		HOME ADDRESS (NUMBER / STREET / APT)		CITY	STATE	ZIP
HOME PHONE ( )	CELL PHONE ( )	EMAIL		OCCUPATION		
HOW DO YOU KNOW THIS PERSON? (FOR EXAMPLE: FRIEND, TEACHER, FAMILY FRIEND, CO- WORKER)					HOW LONG HAVE YOU KNOWN THIS PERSON?	

**SECTION 3: EDUCATION**

List schools attended (current first):

A) NAME		DATE FROM	DATE TO	DID YOU GRADUATE?
CITY			STATE	<input type="checkbox"/> Yes
B) NAME		FROM	TO	DID YOU GRADUATE?
CITY			STATE	Yes
C) NAME		FROM	TO	DID YOU GRADUATE?
CITY			STATE	Yes

Have you ever been placed on academic discipline, suspended, or expelled from any high school, college/university, academy, business or trade school? .....  Yes  No

If yes, describe in detail below. Starting with high school, list any and all disciplinary actions received in any school or educational institution. Include when the disciplinary action(s) occurred, name of school(s), and explanation of circumstances.

**SECTION 4: RESIDENCE**

LIST OF RESIDENCES

- List all residences during the last five years or since age 15. Provide *complete* addresses (include markers such as Street, Drive, Road, East, West, etc., and unit or apartment number). Do not use P.O. Boxes.
- If more space is needed continue on page 12.

FORMER ADDRESS (NUMBER / STREET / APT)			DATE FROM	DATE TO
CITY	STATE	ZIP		

Names of those with whom you lived:

**SECTION 5: EXPERIENCE AND EMPLOYMENT**

26. JOB EXPERIENCE

- List **ALL** jobs you have had, including part-time, temporary, self-employment and volunteer. (**Begin with your most current.** If more space is needed continue your response on the last page)
- If you have military experience, including reserve duty, enter your military base, assignments, or unit of assignment.
- List **ALL** periods of unemployment in excess of 30 days.
- List your current (or most recent) supervisor for each job.
- List a coworker that would best know you and your work habits, productivity, behavior, etc.

NAME OF EMPLOYER			DATE FROM	DATE TO
ADDRESS (NUMBER / STREET)		SUPERVISOR		
CITY	STATE	ZIP	SUPERVISOR CONTACT NUMBER ( )	
JOB TITLE		SUPERVISOR EMAIL		
DUTIES / ASSIGNMENTS			<input type="checkbox"/> F-T <input type="checkbox"/> P-T <input type="checkbox"/> Temp <input type="checkbox"/> Self-employed <input type="checkbox"/> Volunteer	
NAMES OF CO-WORKERS 1)		CONTACT NUMBER ( )	EMAIL	
Would there be a problem if we contact your current employer? <input type="checkbox"/> Yes <input type="checkbox"/> No	IF YES, EXPLAIN:		REASON FOR WANTING TO LEAVE	

1. Have you ever been disciplined at work? (This includes written warnings, formal letters of counseling, reprimands, suspensions, reductions in pay, reassignments or demotions) ..... <input type="checkbox"/> Yes <input type="checkbox"/> No
2. Have you ever been fired, released from probation, or asked to resign from any place of employment? ..... <input type="checkbox"/> Yes <input type="checkbox"/> No
3. Were you ever involved in a physical/verbal altercation with a supervisor, co-worker, or customer? ..... <input type="checkbox"/> Yes <input type="checkbox"/> No
4. Have you ever quit without giving proper notice? ..... <input type="checkbox"/> Yes <input type="checkbox"/> No
5. Have you ever resigned in lieu of termination? ..... <input type="checkbox"/> Yes <input type="checkbox"/> No
6. Have you ever been accused of discrimination (such as sexual harassment, racial bias, sexual orientation harassment, etc.) by a co-worker, superior, subordinate or customer? ..... <input type="checkbox"/> Yes <input type="checkbox"/> No
7. Were you ever the subject of a written complaint at work? ..... <input type="checkbox"/> Yes <input type="checkbox"/> No
8. Have you ever been counseled at work due to lateness or absences? ..... <input type="checkbox"/> Yes <input type="checkbox"/> No

9. Did you ever receive an unsatisfactory performance review? .....	<input type="checkbox"/> Yes	<input type="checkbox"/> No
10. Have you ever been named as a defendant in a previously adjudicated work-related civil lawsuit (regardless of outcome)? .....	<input type="checkbox"/> Yes	<input type="checkbox"/> No
11. Is there a work-related civil lawsuit pending in which you have been named as a defendant? .....	<input type="checkbox"/> Yes	<input type="checkbox"/> No
12. Do you have reason to believe a work-related lawsuit may be filed in the future in which you may be named as a defendant? .....	<input type="checkbox"/> Yes	<input type="checkbox"/> No
13. Have you ever sold, released, or given away legally confidential information? .....	<input type="checkbox"/> Yes	<input type="checkbox"/> No
14. Have you ever called in sick when you were neither sick nor caring for a sick family member? .....	<input type="checkbox"/> Yes	<input type="checkbox"/> No
If YES, how many sick days have you used in the past five years which were not due to illness?		
14a. Have you ever viewed pornographic material at your workplace? .....	<input type="checkbox"/> Yes	<input type="checkbox"/> No
14b. Have you ever engaged in sexual activity at work in violation of your employer's policy? .....	<input type="checkbox"/> Yes	<input type="checkbox"/> No

If you answered YES to any of **Questions 1-14b**, explain (include when, where & circumstances; indicate corresponding number):

15. In the past three years, have you missed days or been late to work due to drug or alcohol consumption? .....	<input type="checkbox"/> Yes	<input type="checkbox"/> No
If yes, how often?		
16. Has your work performance ever been affected by your use of alcohol or drugs? .....	<input type="checkbox"/> Yes	<input type="checkbox"/> No
WHEN?	NAME OF EMPLOYER	
17. In the past three years, have you been warned by an employer about your drinking or drug habits and their impact on your performance? .....	<input type="checkbox"/> Yes	<input type="checkbox"/> No
WHEN?	NAME OF EMPLOYER	

**SECTION 8: LEGAL**

**Disclosure of Arrests and Convictions**

Please disclose any of the following which occurred on or after your 15th birthday, *even if the records were sealed, expunged, dismissed or pardoned*:

- ALL detentions or arrests, whether they resulted in a conviction or not
- ALL convictions
- ALL diversion programs that were not successfully completed

18. **Have you EVER been detained for investigation, held on suspicion, questioned, fingerprinted, arrested, indicted, criminally charged, or convicted of any misdemeanor or felony offense in this state or in any other legal jurisdiction (including offenses punishable under the Uniform Code of Military Justice)?** .....

Yes  No

If yes, explain each incident. If more space is needed, continue on Page 12.

APPROXIMATE DATE	ARRESTING OR DETAINING AGENCY
CHARGE	
DISPOSITION OR PENALTY	

19. Were you ever required to appear before a juvenile court for an act which would have been a crime if committed as an adult?.....	<input type="checkbox"/> Yes	<input type="checkbox"/> No
20. Have you ever been a party in a non-work related civil lawsuit (e.g., small claims actions, dissolutions, port, etc.) as either a plaintiff or defendant?.....	<input type="checkbox"/> Yes	<input type="checkbox"/> No
21. Have the police ever been called to your home for any reason? .....	<input type="checkbox"/> Yes	<input type="checkbox"/> No

22. Have you ever been the subject of an emergency protective order/restraining order/stay-away order?.....  Yes  No

23. Other than those listed in Question #67 above, will your name appear in any police record system or police report as a VICTIM, WITNESS or SUSPECT? (Do not include when acting in the capacity of paid employment, such as an EMT or store loss prevention officer).  Yes  No

If you answered yes to any of **Questions 19-23**, explain (include court case or document, dates, and circumstances; indicate corresponding number):

24. UNDETECTED ACTS – PART 1

Within the past **seven (7) years OR** at any time after you were first employed in law enforcement or the fire service, have you **ever** committed any of the following misdemeanors? **NOTE:** You may not withhold any information regarding your involvement in any of the following acts, even if federal or state law relieved you from reporting the detention, arrest, or conviction that arose from it.

A) Annoying / obscene phone calls or text messages; cyber bullying .....  Yes  No

B) Battery (use of force or violence upon another).....  Yes  No

C) Brandishing a weapon (any type of weapon).....  Yes  No

G) Driving under the influence of alcohol and/or drugs.....  Yes  No

H) Drunk in public (being so intoxicated in a public place that you're not able to care for yourself).....  Yes  No

I) Hit & run collision (no injuries).....  Yes  No

J) Any hunting and/or fishing violations .....  Yes  No

K) Illegal gambling; including online gambling .....  Yes  No

L) Impersonating a peace officer (pretending to be a police officer).....  Yes  No

M) Indecent exposure (including flashing or mooning); sex within public view .....  Yes  No

N) Joyriding (using a car or other vehicle without owner's permission).....  Yes  No

O) Petty theft (value up to \$400, including shoplifting/switching price tags) .....  Yes  No

P) Possession of alcohol as a minor .....  Yes  No

Q) Possession of falsified or altered identification, including use of another person's ID (for any reason).....  Yes  No

R) Possession of stolen property (including vehicles) .....  Yes  No

S) Prostitution or soliciting a prostitute .....  Yes  No

T) Resisting arrest (including running from the police) .....  Yes  No

U) Trespassing .....  Yes  No

V) Vandalism (including "tagging," malicious mischief and/or property damage) .....  Yes  No

X) Filing a false police report .....  Yes  No

Y) Any other act amounting to a misdemeanor within the past seven years .....  Yes  No

Z) Cruelty to animals .....  Yes  No



AA) Street racing .....  Yes  No

If you answered yes to **any** item(s) in **Question 24**, fully explain circumstances, including date(s), names of individuals involved, and resolution. Indicate the corresponding letter (24-A, etc.) for each explanation.

25. UNDETECTED ACTS – PART 2

At any time in your life have you **ever** committed any of the following? **NOTE:** You may not withhold any information regarding your involvement in any of the following acts, even if federal or state law relieved you from reporting the detention, arrest, or conviction that arose from it.

A) Arson (intentionally destroying property by setting a fire) .....  Yes  No

B) Assault with a deadly weapon .....  Yes  No

C) Theft of a vehicle and/or vehicle parts .....  Yes  No

D) Burglary (entering a structure or vehicle to commit theft or other crime) .....  Yes  No

F) Accessing and/or possessing child pornography .....  Yes  No

G) Elder abuse/neglect .....  Yes  No

H) Embezzlement (theft of money or other valuables entrusted to you).....  Yes  No

I) Felony drunk driving (involving injuries).....  Yes  No

J) Forcible rape or other act of unlawful intercourse .....  Yes  No

K) Forgery (falsifying any type of document, check certificate, license, currency, etc.).....  Yes  No

L) Hit & run (with injuries).....  Yes  No

M) Hate crime .....  Yes  No

N) Insurance fraud .....  Yes  No

O) Grand theft (value of over \$400, or any firearm) .....  Yes  No

P) Murder, homicide, or attempted murder .....  Yes  No

Q) Perjury (lying under oath).....  Yes  No

R) Possession of an explosive/destructive device .....  Yes  No

S) Robbery (theft from another person using a weapon, force, or fear).....  Yes  No

T) Stalking.....  Yes  No

U) Blackmail or extortion.....  Yes  No

V) Any other act amounting to a felony .....  Yes  No

w. Copyright infringement (including illegally downloading or copying software, audio files, movies, digital files, etc) .....  Yes  No

If you answered **YES** to **any** item(s) in **Question 25**, fully explain circumstances, including date(s), names of individuals involved, and resolution. Indicate the corresponding letter (25-A, etc.) for each explanation.

**Questions 26 and 27** ask about your current and past recreational drug use. This covers the use of **any** drug, including the unauthorized use of prescription drugs or over-the-counter drugs. Your answers should include, **but not be limited to**, your use of any of the following drugs:

- Amphetamines / Methamphetamines  
(*Uppers, Speed, Crank, etc.*)
- Glue
- Mescaline
- Barbiturates (*Downers*)
- Hallucinogens  
(*Peyote, LSD, Mushrooms*)
- Morphine
- Cocaine / Crack Cocaine
- Hashish / Hashish Oil
- PCP / Angel Dust
- Designer Drugs  
(*Ecstasy, Synthetic Heroin, etc.*)
- Heroin / Opium
- Quaaludes
- GHB (*Date Rape Drug*)
- Marijuana
- Steroids
- Prescription drug(s) not prescribed to you
- Prescription drugs used for recreation purposes
- Tetrahydrocannabinol (THC)

26. **Within the past six months**, have you used any drug(s) as indicated above? .....  Yes  No  
 If yes, give details, including drug(s) used and circumstances:

27. **Prior to the past six months** (check all that apply):

- I have **never** used, or experimented with, any drug recreationally.
- I have tried or used one or more drugs, but only under **limited** circumstances (*for example, experimentation, at parties, concerts, special events, etc.*).

If checked, give details including drug(s) used, most recent date used, and circumstances.

28. Have you **ever** engaged in any of the activities listed below for drugs, prescription drugs, narcotics or illegal substances, including marijuana (check all that apply)?

- Sold
- Purchased
- Cultivated
- Manufactured
- Furnished / Shared
- Carried or held for another
- Present when illegal drugs were being used
- Loaned money to someone else to purchase illegal drugs
- Traded/Bartered

If you checked any items above, give details including drug(s) involved, over what time period(s), and circumstances.

**SECTION 9: MOTOR VEHICLE OPERATION**

29. CURRENT DRIVER'S LICENSE NUMBER	STATE OF ISSUE	EXPIRATION DATE	NAME UNDER WHICH LICENSE WAS GRANTED

30. LIST OTHER STATES WHERE YOU HAVE BEEN LICENSED TO OPERATE A MOTOR VEHICLE:

State of issue	Type of license	Name under which license was granted and license number, if known

31. Have you ever been refused a driver's license by any state? .....  Yes  No

If yes, explain (include when, where, and circumstances):

32. Has your driver's license ever been suspended or revoked?.....  Yes  No



If you answered **YES** to any of **Questions 38–45**, give details including dates and circumstances; indicate corresponding number.

## SECTION 11: CERTIFICATION

### CERTIFICATION

I hereby swear or affirm that there are no willful misrepresentations or omissions in, or falsifications of, the statements and answers in this Personal History Statement. I hereby certify that I have personally completed each page of this form and any supplemental pages(s) attached, and that all statements made are true and complete to the best of my knowledge and belief. I am aware that should an investigation disclose such misrepresentations, omissions, or falsifications in any documents I submit, or statements I make as part of the application, testing and/or hiring process, my application will be rejected and I will be disqualified from applying for any future position with the agency or agencies to which I have applied to. If, after my acceptance for internship, employment, or volunteer, subsequent investigation should disclose omission, or falsification, it will be just cause for my immediate dismissal. I understand that this is a continuing investigation and agree to notify the hiring agency of any information that may reflect any changes or additions in this Personal History Statement.

**BY ENTERING YOUR FULL LEGAL NAME HERE, YOU ACKNOWLEDGE AND AGREE TO THE ABOVE CERTIFICATION:** Name: \_\_\_\_\_ Date: \_\_\_\_\_

### ADDITIONAL SPACE

- Duplicate this page as needed to include additional information that does not fit elsewhere on this form (e.g., additional family members, schools, residences, employers, explanations to questions, etc.)
- Identify the corresponding question and specific item being referenced.

*Print full name*



**WAIVER AND AUTHORIZATION TO RELEASE INFORMATION**

This document affects your legal rights.  
Read carefully before signing

To Whom It May Concern:

I, the undersigned, authorize (*applicant – leave this space blank*) \_\_\_\_\_ to furnish to the City of Spokane or its agencies any and all information that you have concerning me, my work record, my disciplinary records, my reputation, my medical records, my psychological testing and analysis plus recommendation, my military service records, my educational background and records, my financial status and credit history, and such other information and records as 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 Spokane or its agencies. Your reply will be used to assist the City of Spokane or its agencies in determining my qualifications and fitness for a position I am seeking with the City of Spokane and/or one of its departments or agencies.

I understand my right to request access to any public records relating to me pursuant to Title 5 of the United States Codes, Section 552 *et seq.*, the Privacy Act of 1974, the Freedom of Information Act, and Revised Code of Washington (RCW) 42.56 *et seq.*, and specifically **waive** those rights understanding that the information furnished will be used by the City of Spokane and/or its agencies or departments in conjunction with employment procedures. **I will make no attempt** to gain access to the information provided by you to the City of Spokane and/or its agencies or departments in conjunction with this employment process and hereby expressly waive any rights I may have to request the disclosure of information provided by you to the City of Spokane and/or its agencies or departments in conjunction with employment procedures.

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

Applicant signature: \_\_\_\_\_ Date \_\_\_\_\_

SUBSCRIBED AND SWORN to before me this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_

\_\_\_\_\_ Notary Public in and for the State of \_\_\_\_\_

residing at \_\_\_\_\_.

My commission expires \_\_\_\_\_

(Notary seal or stamp here)

**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.