



## Directions to Applicant (Lateral)

**Port of Seattle**  
Seattle-Tacoma International Airport  
Seattle, WA 98168-0727  
Ph: 206-835-5749 Fax: 206-433-7213

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Please read carefully before answering the questions on the written questionnaire.

1. All statements in this application shall be certified under oath or affirmation and must be typewritten (i.e., via computer is acceptable) by the applicant.
2. Any false statement knowingly made on this application, or falsification of any attachment on this application, may result in your exclusion from the eligibility list or termination of your employment.
3. Applicant must give notice of any change of address or notification of the decision not to participate in the examination process.
4. Incomplete applications will be rejected. Applications which show a lack of minimum qualifications will be rejected.
5. Applicant must return a complete application package which consists of:
  - Port of Seattle Application (Submit On-Line)
  - Veteran's Scoring Certification (with copy of DD214, if veteran's preference is being claimed)
  - Written Test Questionnaire (including Pre-Screening Checklist)
  - Automatic Disqualifications Questionnaire



**Port of Seattle Police Department  
WRITTEN TEST QUESTIONNAIRE  
Lateral Police Officer**

Port of Seattle  
2711 Alaskan Way  
Seattle, WA 98121  
Ph: 206-439-7727 Fax: 206-433-7213

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**Police Officer (Lateral)**

Name: \_\_\_\_\_ (please print) Date: \_\_\_\_\_

This supplemental examination provides you the opportunity to fully and clearly explain your background and qualifications for the position of Lateral Police Officer. Please complete each section fully.

The information you provide on the employment application and supplemental examination will be used to evaluate your overall qualifications for this position and determine your eligibility to compete in the selection and testing process. Based on the results of this evaluation process, candidates may be invited to participate in other examination segments of the selection process.

The supplemental examination requires you to describe the training and experience that qualifies you for this position. It is your responsibility to assure that information you deem important to your candidacy is included in your response. Your response to each of the questions is limited to one page.

RESUMES OR REFERRAL TO A RESUME IN LIEU OF A RESPONSE ON AN APPLICATION ARE NOT ACCEPTABLE. Incomplete or vague responses may disqualify your application, or reduce the credit given for your qualifications. The quality of your written product, including the depth of your response and writing skills, will be a factor in determining your overall score. If the supplemental examination is not completed, your application may be automatically rejected.

All sample material submitted with the supplemental examination will not be returned.

**CERTIFICATION**

I certify under oath or affirmation the facts set forth in this supplemental examination are true and complete, and any misstatements of material facts will subject me to disqualification and/or dismissal.

\_\_\_\_\_

\_\_\_\_\_

Applicant's Name (typed or printed)

Applicant's Signature



**Police Officer/Lateral – Pre-Screening Checklist (Cont’d)**

9. Is your law enforcement certification current and active?

- Current and active means your certificate is currently in good standing with the state of issuance, and that you meet all maintenance requirements.

\_\_\_ Yes                      \_\_\_ No

10. Have you ever had any law enforcement certification lapse, expire, or cancelled, revoked, or suspended?

\_\_\_ Yes                      \_\_\_ No

If yes, list state of issue, type of break (i.e., lapse, suspended, etc), and reason (i.e., discipline, retirement, did not meet state standards, etc.)

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11. Have you taken part in the Port of Seattle Lateral Police Officer process within the last 12 months?

\_\_\_ Yes                      \_\_\_ No

APPLICANT ID #: \_\_\_\_\_  
(For Office Use Only)

**PORT OF SEATTLE  
LATERAL POLICE OFFICER**



**WRITTEN TEST QUESTIONNAIRE**

<b>NAME</b>	
<b>ADDRESS</b>	
<b>CITY, STATE, ZIP</b>	

**APPLICANT ID # \_\_\_\_\_**  
(To be entered by Human Resources Department)

**DO NOT AFFIX YOUR NAME TO ANY OTHER PAGE.**

**THIS IS A WRITTEN TEST**

You **MUST** respond to all questions in order to participate in this portion of the Civil Service Screening process.

**ALL FORMS MUST BE TYPEWRITTEN OR COMPLETED IN BLACK INK**

PLEASE COMPLETE AND SUBMIT THIS WRITTEN QUESTIONNAIRE AT YOUR EARLIEST CONVENIENCE.

THE ENTIRE ORIGINAL QUESTIONNAIRE (PLUS ADDITIONAL PAGES INCLUDING RESPONSES) MUST BE RETURNED INTACT TO:

**PORT OF SEATTLE  
HUMAN RESOURCES DEPARTMENT  
ATTN: CYNTHIA ARMSTRONG  
P.O. BOX 68727  
SEATTLE, WA 98168**

APPLICANT ID #: \_\_\_\_\_  
(For Office Use Only)

**PORT OF SEATTLE  
LATERAL POLICE OFFICER**



**WRITTEN TEST QUESTIONNAIRE**

**APPLICANT ID # \_\_\_\_\_**  
(To be entered by Human Resources Department)

**DO NOT AFFIX YOUR NAME TO ANY OTHER PAGE BEYOND THE  
PRECEDING PAGE.**



**PORT OF SEATTLE  
POLICE OFFICER/LATERAL – WRITTEN TEST QUESTIONNAIRE**

1. The guiding principles of the Port of Seattle Police Department are Leadership, Integrity, and Accountability. What do these terms mean to you and how have you applied them in your service as a police officer?
2. The Port of Seattle Police Department deals with a wide range of ethnically diverse people from all over the world. What additional challenges do you think this brings to officers from the Port's police department? What have you done to foster a climate receptive to diversity in the workplace?
3. Port police are required to work variable shifts of up to 12 hours duration, including nights, weekends and holidays. Specifically what experiences in your background have demonstrated a willingness and/or ability to work these hours?
4. Port police are required to perform a variety of law enforcement tasks and assignments. Describe specifically the ways in which your education, employment and/or other experience has provided you with the ability and/or willingness to complete such varied tasks.
5. Has your background provided you with considerable ability to maintain amicable relations with coworkers, the public and other diverse law enforcement agencies? Please describe specifically in what way you feel your employment or other experience has provided this ability.
6. Police officers must cope with considerable stress on the job, while continuing to make decisions that reflect sound judgment. In what ways has your employment or other experience provided you with the ability to make such decisions and cope with such stress?
7. Please give your reasons for leaving your current department and why you want to work for the Port of Seattle Police Department. What attracts you most to the Port of Seattle Police Department?

APPLICANT ID #: \_\_\_\_\_  
(For Office Use Only)

ONCE THE PORT OF SEATTLE APPLICATION HAS BEEN SUBMITTED ON-LINE,  
THE ENTIRE ORIGINAL SUPPLEMENTAL EXAMINATION (WRITTEN TEST  
QUESTIONNAIRE, PRE-SCREENING SHEET, AND VETERANS' SCORING  
CERTIFICATION, IF APPLICABLE) MUST BE RETURNED INTACT TO:

PORT OF SEATTLE  
HUMAN RESOURCES DEPARTMENT  
ATTN: CYNTHIA ARMSTRONG  
P.O. BOX 68727  
SEATTLE, WA 98168