Southern Pines Police Department

Applicant Information Sheet

Thank you for applying for a position with the Southern Pines Police Department. Applicants for all positions must complete and submit, prior to the advertised deadline, the following documents to the Town of Southern Pines Personnel Department:

- Town of Southern Pines Application for Employment

IN ADDITION, candidates for sworn (Police Officer) positions must submit:

- A **NOTARIZED** North Carolina Criminal Justice Education and Training Standards Commission Form F-3
- Copy of High School Diploma/GED and **CERTIFIED COPY** of Transcript from an accredited high school
- Copy of Birth Certificate
- Copy of College Degree and Transcript (if applicable)
- Copy of Driver License
- Copy of BLET Certificate (if applicable)
- Copy of Military DD-214 (if applicable)
- Copy of Social Security Card

All documents must be fully completed, signed, dated and notarized (where applicable)

The Selection Process is expected to take between four (4) weeks and eight (8) weeks. The process consists of the following steps:

Step 1: Oral Interview (Allocate 1 hour for this step)
Step 2: Writing Exercise – Sworn Positions (Allocate 30 minutes for this step)
Step 3: Background Investigation (This investigation takes 1 to 2 weeks)
Step 4: Conditional Offer of Employment
Step 5: Drug Screen (Allocate 15 minutes for this step)
Step 6: Physical Examination - Sworn Positions (Allocate 30 minutes to 1 hour for this step)
Step 7: Psychological Examination (Allocate 1 to 2 hours for this step)
Step 8: Firearms Qualifications-Sworn Positions (Allocate 4 hours for this step)
Step 9: Offer of Employment

Applicants that are found to be ineligible for appointment at any step of the process may reapply once the position is re-advertised and the cause for ineligibility has been addressed.

Please refer to the Job Description (available from the Personnel Department) for the position for which you are applying to find a description of the duties, responsibilities, requisite skills, educational level, and other minimum qualifications or requirements. The complete job posting is also available at the International Association of Chiefs of Police DISCOVER POLICING website, http://discoverpolicing.org/.

So that we may keep in contact with you during the process, please provide your complete street and mailing address, your work, home and cellular telephone numbers and your email address, if any.

TOWN OF SOUTHERN PINES
PERSONNEL DEPARTMENT
125 SE BROAD STREET
SOUTHERN PINES, NC 28387
EOE

The Town of Southern Pines is a drug-free workplace. The Town of Southern Pines does not discriminate on the basis of disability. If you require reasonable accommodations to participate in a job application process, program or activity, please contact the Personnel Department at 692-7021 or TDD 692-9444 within 36 hours of the scheduled date.