

# 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:**

- North Carolina Criminal Justice Education and Training Standards Commission Form F-3

NOTE: You **MUST** prepare your F-3 by using the website of the FMRT Group, the provider of services to the Occupational Health Division of the Town of Southern Pines Human Resources Department. The on-line F-3 can be accessed at: <http://www.ncf3.com>

- Complete the F-3 on the FMRT website
  - Print the F-3
  - Have the F-3 notarized
  - Submit the F-3, along with all required documents
- High School Diploma/GED and **CERTIFIED COPY** of Transcript from an accredited high school
  - Copy of Birth Certificate
  - 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 to include FMRT “BRAINS” Assessment
- Step 4: Conditional Offer of Employment
- Step 5: Drug Screen (Allocate 30 minutes for this step)
- Step 6: Physical Examination - Sworn Positions (Allocate 2 hours 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)

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.

**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.