

Southern Pines Police Department

Applicant Information Sheet

Thank you for your interest in a position with the Southern Pines Police Department. In order to be considered for employment you **MUST** complete a Town application.

In addition; if you are applying for a Sworn Police Officer position OR a Telecommunicator position, you **MUST ALSO** upload a **NOTARIZED** North Carolina Criminal Justice Education and Training Standards Commission Form F-3 at the time you are submitting your application. A link to this document can be found on the position posting.

If selected to move forward in the selection process for your position, you will be notified that you must also participate in the background investigation phase, and all positions will then be required to submit:

- 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)

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

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 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 (IACP) DISCOVER POLICING website, discoverpolicing.org and the National Organization of Black Law Enforcement Executives (NOBLE) at noblenational.org.

So that we may keep in contact with you during the process, please be sure your complete street and mailing address, your work, home and cellular telephone numbers and your email address are correct on your application.

TOWN OF SOUTHERN PINES IS AN

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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 Human Resources Department at 692-7021 or TDD 692-9444 within 36 hours of the scheduled date.