



# POLICE DEPARTMENT

## CITY OF FAYETTEVILLE POLICE DEPARTMENT HIRING PROCEDURES

Uniformed Police Department positions with the Fayetteville Police Department are under a civil service system and are filled by competitive examination. All applicants must meet the following requirements established by the Rules and Regulations of the Civil Service Commission of the City of Fayetteville.

- A. Be a citizen of the United States;
- B. Be not less than 21 years of age;
- C. Have graduated from an accredited High School or passed the General Education Development Test indicating high school graduation level;
- D. Have never been convicted of a felony;
- E. Be of good moral character.

If you meet these criteria, we invite you to carefully read the procedures and complete the attached application. Please return the completed application and required documents listed to: City of Fayetteville, Human Resources, 113 W. Mountain, Fayetteville, AR 72701. Your application will be held until the closing date for the next test. All qualified applicants will be notified by mail approximately two to three weeks prior to the test date.

The City usually conducts entrance exams two to three times per year. The examination will consist of several phases. The initial part of the testing process will include a preliminary background investigation by the Fayetteville Police Department.

The second part of the testing process consists of written tests administered by the Fayetteville Civil Service Commission and City Human Resources. These are general knowledge and police aptitude tests and do not require technical knowledge of Law Enforcement to successfully pass the test.

The third part of the testing process consists of exercises designed to assess the applicant's physical agility and ability to withstand strenuous activities.

Applicants must pass the above listed tests in order to qualify for the next part of the examination which consists of an oral interview by the Civil Service Commission and an oral interview by a board of Fayetteville Police Officers.

Applicants who pass the complete examination procedure will be certified and added to the list of certified applicants (in order of the highest to lowest evaluation scores). When a job opening occurs, the Chief may hire from the top three candidates on the list of certified applicants.

A certified applicant remains on the list for twelve months. If an applicant is not hired during the twelve months, he or she must go through the application procedure again in order to be certified.



**NOTE: Copies of the following documents listed below must accompany your completed application. (Copies will not be made by City personnel)**

- Birth certificate, naturalization record, unexpired US passport or US passport card
- High School Diploma, High School transcript showing graduation date, or GED Certificate
- Currently valid Driver's License
- Military Discharge or DD-214 (Active Military Service)

**Applications will not be accepted without copies of the above documents.**

If you wish, a list of certifications, special classes attended, seminars, etc. may be attached. Please do not attach separate copies of these items. All copies and attachments must be on an 8 ½" by 11" sheet of paper.

#### **NOTICE OF NONDISCRIMINATION**

The City of Fayetteville complies with all civil rights provisions of federal statutes and related authorities that prohibit discrimination in programs and activities receiving federal financial assistance. The City does not discriminate on the basis of race, sex, color, age, national origin, religion or disability, in the admission or access to buildings, programs, or services offered by the City, as well as with regard to the City's hiring or employment practices.

Complaints of alleged discrimination with regard to admission or access to buildings, programs, or services offered by the City should be directed to the City's ADA/504/Title VI Coordinator, Don Marr, 113 W. Mountain, Fayetteville, AR, 72701; (479) 575-8330; dmarr@ci.fayetteville.ar.us

Complaints of alleged employment related discrimination and inquiries regarding the City's employment related nondiscrimination policies may be directed to the City's Human Resources Director, Missy Leflar, 113 W. Mountain, Fayetteville, AR, 72701; (479) 575-8298; mleflar@ci.fayetteville.ar.us .

This notice is available from the ADA/504/Title VI Coordinator in large print, on audiotape and in Braille.

# City of Fayetteville

113 W Mountain  
Fayetteville AR, 72701

## Police Department

### Civil Service Employment Application

The City of Fayetteville is an equal opportunity employer and affords equal opportunity to all applicants for all positions without regard to race, color, religion, gender, national origin, age, disability, veteran status or any other status protected under local, state or federal laws.

#### Instructions:

Please complete each section of the application fully in blue or black ink. The City of Fayetteville will not accept incomplete applications. Please note that this application is incomplete unless the required documentation is attached.

#### Personal Information:

Name:

\_\_\_\_\_  
Last First Middle

Address:

\_\_\_\_\_  
Street City State Zip

Telephone: ( ) \_\_\_\_\_

Social Security Number: \_\_\_\_\_

Current Driver's  
License

_____	_____	_____	_____
State	License Number	Class and Endorsements	Exp. Date

Are you at least 21 years of age? \_\_\_\_\_

#### Education:

Did you graduate High School or receive a GED?

Yes

No

Other

Education

School Name

Location

Major Subjects

Did you  
Graduate?

Type of Diploma or  
Degree Granted

	School Name	Location	Major Subjects	Did you Graduate?	Type of Diploma or Degree Granted
Vocational/ Technical School					
College					
Graduate School					
Other Special Schooling					

Did you serve in the  
military? \_\_\_\_\_

US Military Branch	Highest Rank Achieved	Date Entered	Date of Separation or Discharge

Are you a  
US Citizen? \_\_\_\_\_

**Employment History:**

Start with Current or most recent employer and include any period of unemployment that exceeds 90 days

Employer: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ Position Title: \_\_\_\_\_  
City State

Supervisor: \_\_\_\_\_ Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_

Duties: \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

May we contact your present employer for a reference before a job offer is made? \_\_\_\_\_

Employer: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ Position Title: \_\_\_\_\_  
City State

Supervisor: \_\_\_\_\_ Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_

Duties: \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

Employer: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ Position Title: \_\_\_\_\_  
City State

Supervisor: \_\_\_\_\_ Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_

Duties: \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

Employer: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ Position Title: \_\_\_\_\_  
City State

Supervisor: \_\_\_\_\_ Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_

Duties: \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

Employer: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ Position Title: \_\_\_\_\_  
City State

Supervisor: \_\_\_\_\_ Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_

Duties: \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_



**Other Information:**

Have you previously applied for a job with the City? \_\_\_\_\_ If yes, list approximate date of application \_\_\_\_\_

Have you previously been employed by the City? \_\_\_\_\_ If yes, list employment dates and department \_\_\_\_\_

Do you have friends or relatives working for the City? \_\_\_\_\_ If yes, list name and relationship below:

_____	Name	Relationship
_____	Name	Relationship
_____	Name	Relationship
_____	Name	Relationship

Have you been convicted under any criminal law (exclude minor traffic violations and juvenile convictions)? \_\_\_\_\_

If yes - list the Name of Court, Date, Nature of Violation and Disposition of the Case: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Use the space below for comments or any additional remarks you may have regarding your qualifications:

\_\_\_\_\_  
\_\_\_\_\_

**Agreement:**

Applicants must read and sign below prior to submitting this application.

I acknowledge that the job of police officer, for which I hereby make application, is a critical public safety position. I therefore agree and understand the employer may investigate my background including but not necessarily limited to work record, schooling, reputation, and any law enforcement records pertaining to criminal arrests, charge of law violation or conviction. I further agree that this information including that of a privileged or confidential nature may be received or utilized by the Police Chief and Human Resources in evaluating my suitability as an applicant. I release employers, agencies and persons named herein from any and all liability resulting from the from the furnishing of such information.

I agree to furnish any additional information and/or submit to oral, written or physical examinations as may be required to complete the pre-employment evaluation. I understand further consideration is precluded should I fail to provide requested information or for any reason not complete the examination procedure.

It is agreed and understood that this application for employment does not obligate the City to employ the applicant. Further, I understand and agree that if employed, my employment is at will only, for no term of definite duration, and is subject to rules, regulations and procedures adopted by the Civil Service Commission of the City of Fayetteville.

This certifies that this application was completed by me, the undersigned and that all entries and information on it are true and complete to the best of my knowledge. I understand that misrepresentation or omission of facts called for in this application, in any supplement thereto, or in any City records, will be sufficient grounds for not employing me, or will be cause for immediate dismissal without notice at any time during my employment.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name of Applicant

**VOLUNTARY SELF-IDENTIFICATION  
(CONFIDENTIAL - FOR STATISTICAL USE ONLY)**

This page is completely voluntary and you do not have to fill it out. Your job application will not be favored or disfavored because you did or did not complete this page.

The City of Fayetteville is an equal opportunity employer and does not discriminate on the basis of race, color, religion, sex, age, national origin, disability, veteran status, or any other classification protected by federal, state or local law.

Due to the City's receipt of Federal Grant Money, it is required to ask you to voluntarily provide the information below. If you choose to provide it, the information will be recorded for Equal Employment Opportunity Program purposes. This form will be removed from the job application by Human Resource staff for the purpose of recording the information for statistical analysis.

The rest of your application will then be forwarded to the hiring supervisor(s) for consideration. Neither the hiring supervisor nor any hiring decision makers will see this form.

Referral source (please check one):

Advertisement    Internal Job Posting    Friend    Relative  
 Walk-in    Employment agency    Recruiting    Job Fair    Other

**Gender:**    Female    Male

**White (Not Hispanic or Latino)** – A person having origins in any of the original peoples of Europe, the Middle East, or North Africa.

**Black or African American (Not Hispanic or Latino)** – A person having origins in any of the black racial groups of Africa.

**Hispanic or Latino** – A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin regardless of race.

**Asian or Pacific Islander (Not Hispanic or Latino)** – A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian Subcontinent or the Pacific Islands. This area includes, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, Samoa, and Vietnam.

**American Indian or Alaska Native (Not Hispanic or Latino)** – A person having origins in any of the original peoples of North America, and who maintain cultural identification through tribal affiliation or community recognition.

**NOTE: If you are a veteran**, and an offer of employment is made to you, after the offer has been made and you have accepted, please notify the Human Resources Division of your veteran status at your New Employee Meeting when you are placed on payroll. This is strictly for EEOP program purposes. Thank you.