

# Apex Police Department

## Applicant Information Sheet

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

- Town of Apex Application for Employment
- Supplemental Questionnaire, if any

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

- A completed North Carolina Criminal Justice Education and Training Standards Commission Form F-3
- Copy of BLET Certificate (if applicable)
- Copy of Military DD-214 (if applicable)

**IN ADDITION, candidates for Telecommunicator positions must submit:**

- A completed North Carolina Sheriff's Education and Training Standards Commission Form F-3

**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 – Application
- Step 2 – Pre-screening of Applications by Town of Human Resources Department
- Step 3 – Department Screening of Applicants (May include a skills test. If used, allocate 1 hour)
- Step 4 – Candidate Review Board/Oral Interview (Allocate 1 hour for this step)
- Step 5 - Polygraph/CVSA Examination (Allocate 1 hour for this step)
- Step 6 - Background Investigation (This investigation takes 2 to 3 weeks)
- Step 7 – Possible Interview with Chief of Police
- Step 8 - Conditional Job Offer of Employment
- Step 9a – Medical Examination - Sworn and Telecommunicator Positions (Allocate 1 hour)
- Step 9b - Drug Screen (Allocate 15 minutes for this step)
- Step 10 - Psychological Examination - Sworn and Telecommunicator Positions (Allocate 1 to 2 hours)
- Step 11 - Firearms Qualifications-Sworn Positions (Allocate 4 hours for this step)
- Step 12 – Formal 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 Human Resources 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 on the Town of Apex website and on 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 APEX  
HUMAN RESOURCES DEPARTMENT  
73 HUNTER STREET  
APEX, NC 27502**

*The Town of Apex is an Equal Opportunity Employer*