

POLICE OFFICER/COMMUNICATIONS OFFICER

APPLICANT FILING CHECKLIST

Filing documents as requested is considered part of the selection process. Documents must be submitted in the order of the checklist below. Your personal history statement will not be accepted unless all required documents are provided.

DOCUMENTS REQUIRED WHEN FILING APPLICATION

Applicant to check each item when included: (X)
(copies on items 2,3,4 and5)

- _____ 1. Application completed in full, signed and dated.
- _____ 2. (A) Official College transcript from an accredited college or university
(or)
(B) High School Diploma or GED
- | _____ 3. Birth Certificate
- _____ 4. Social Security Card
- _____ 5. Valid "Class D" Driver's License
- _____ 6. Recent photograph – full face (no photo copy)
- _____ 7. Current Certification from a State Approved Police Academy (if applicable)
- _____ 8. DD-214 if applicable
- _____ 9. Certified copy of any criminal offense disposition, including traffic related offenses, in which you were charged.

I hereby certify that all the above listed DOCUMENTS are being submitted as specified.

Police/Communications Applicant Signature

Date