

## **IMPORTANT INFORMATION**

**Mark your calendars, request time off work (if necessary), etc.  
for these important dates**

This document is intended to simplify some dates, steps, and other important information for our Police Officer applicants. We understand that this process can be confusing and difficult to navigate. We encourage you to use this document only as a quick reference. The recruitment Information Packet has much more detailed information about this entire recruitment.

### **Step #1**

**Submit completed Job Application and Supplemental Application to Personnel Office at City Hall by 4:00 PM CST on Friday, January 26, 2018.**

### **Step #2**

**Written Exam at Hendersonville Public Library on February 9, 2018 at 8:00 AM CST.**

### **Step #3**

**IF YOU PASS the Written Exam, the Physical Agility Test will be at the Hendersonville Police Department Annex Building at 1:00 PM CST on February 9, 2018.**

### **Step #4**

**IF YOU PASS the Physical Agility Test, your Personal History Statement is due to the Personnel Office at City Hall by 4:00 PM CST on February 28, 2018.**

## **IMPORTANT**

- By submitting your Job Application and Supplemental Application, you are automatically qualified to take the Written Exam on February 9, 2018. Prior to the Written Exam, the **ONLY** thing you need to do is complete these applications and turn them in on time.
- Bring a valid photo ID with you to the Written Exam AND Physical Agility Test (if applicable)
- Wear comfortable, durable athletic clothing and shoes to the Physical Agility Test (if applicable)
- Physical Agility test may take 2-3 hours depending on how many candidates we have so be sure to make necessary arrangements.
- **DO NOT** complete the Personal History Statement prior to the Written Exam. This only needs to be completed if you pass the Written Exam and the Physical Agility Test.