

WEST PALM BEACH POLICE DEPARTMENT



PLEASE NOTE

Prior to submitting your application on-line, please
read all attached documents.

**POLICE OFFICER
NON-CERTIFIED**

The West Palm Beach Police Department is an Equal Opportunity Employer.
Veterans' Preference to be requested at the time application is submitted.

Applicants with a disability who require an accommodation within the application/interview
process should direct a request in advance to the Department of Human Resources.

APPLICATION PROCESS

Candidates are required to check their i-recruitment account for status changes.

PLEASE READ CAREFULLY

Failure to complete **any** of the required steps below will disqualify your application. The selection process also consists of an evaluation of training, education, and a review of attendance records.

Employment Application to be completed on-line.

Supplemental Application - Part 2 to be completed and attached to on-line application.

***Attention MAC Users:** A Mac file or Mac-formatted disk cannot be read by a PC. In order for your application to be reviewed by our agency, it must be saved in an appropriate format, such as Microsoft Word for Windows document (*.doc) or converted to a Microsoft Word for PDF file. Supplemental applications submitted in any other format are not visible for application screening purposes and unfortunately will not be permitted. An online ZIP or compression file program may be required to upload required documents successfully.*

Screening of Application - Ensures each candidate meets minimum posting requirements and standards.

Pre-Background Checks - Driver license, criminal history and credit.

Swim Test/PAT -- A completed Physician clearance form is required for the swim test.

Truth Verification Examination

Structured Oral Interview - A minimum qualifying score is required to continue in the selection process.

Ride Along Participation - Each candidate is required to complete two (2) ride-alongs.

Background Investigation - In accordance with West Palm Beach Police Department and Florida Department of Law Enforcement (FDLE) Standards.

Approval by Chief of Police or Designee

Post Offer Psychological Evaluation

Post Offer Physical, Drug & Alcohol Screening

Conditional Offer of Employment Letter

Start Date provided by City of West Palm Beach

POLICE OFFICER NON-CERTIFIED DOCUMENTS REQUIRED

SUBMIT ORIGINAL DOCUMENTS ONLY WHEN REQUESTED

NOTE: Please upload **COPIES** of original documents to your iRecruitment online account if applicable. Original documents will be required later.

Certified Birth Certificate	Issued by the State, County, or Municipal Authority bearing raised Seal. Note: Hospital records do not meet this requirement.
Naturalized Citizen	Submit your original lien registration card with photograph.
Social Security Card	In your full legal name.
Florida Driver's License	In your full legal name. If you held a driver's license in another state in the past 10 years you will be required to attach the driving record from that state.
Education	High School Diploma or GED. <u>Education Requirements:</u> To be considered valid (or verified) for position qualification purposes, and consistent with City Hiring Policy 4-5, a High School, GED or equivalent diploma, and all higher education degrees or certifications must have been issued by: a) a public education institution in the State of Florida or any State or Territory of the United States; or b) an institution accredited by an accrediting organization that is recognized by the Florida Department of Education or the U.S. Department of Education; or c) an institution that is accredited by an organization that is recognized by the Council for Higher Education Accreditation (CHEA); or d) an institution whose degree or certification is accepted by institutions identified in either a), b), or c), above, for the purpose of admission to institutions identified in either a), b), or c) above. International degrees will be evaluated to determine if they satisfy qualification requirements.
Criminal Justice Training	Passing score on the Criminal Justice Basic Ability Test (CJBAT). http://www.pearsonvue.com/fdle Any candidate wishing to enter a law enforcement academy that either (i) is a veteran as classified in section 1.01(14), F.S., or (ii) holds an associate degree or higher from an accredited college or university is not required to take the Law Enforcement Basic Abilities Test. Please note that veterans are defined as being honorable discharged from military service. No other discharge classifications qualify.
Physical Agility Test	Successfully complete the Criminal Justice Institute Physical Agility Test from a state accredited facility within one (1) year of application closing date; or successfully complete the City of West Palm Beach physical agility test on the scheduled listing dates.
Discharge	DD-214 Stating Honorable Discharge