



# *New Hanover Township Police Department*

## **EMPLOYMENT PROCESS**

### **PHASE 1**

1. Candidate must submit a copy of their resume and a letter of interest via email to [LEOjobs@newhanovertwp.com](mailto:LEOjobs@newhanovertwp.com)
2. The Candidate will be contacted to schedule an interview to discuss their resume, letter of interest, and hiring process.
3. The candidate will be scheduled for an initial qualifications interview.
4. The candidate must follow the application's instructions explicitly. Falsification of requested information may result in disqualification. Failure to follow the process once initiated will result in disqualification for the position applied.

## PHASE 2

1. The candidate will be contacted to schedule a second qualifications interview.
2. The candidate must be fingerprinted after the second qualifications interview
3. The candidate will be emailed an Application for Employment to be completed.
5. The candidate will be emailed the "Police Job Description" for the position.
4. The candidate must personally return the Application for Employment and notarized releases. This procedure must be completed within the allotted time provided.
5. Candidate's Application for Employment and additional documents provided will be distributed to the assigned Background Investigator.
6. The candidate will sign the application on the bottom of each page in the presence of the Investigator upon return of the Application for Employment.
7. The Background Investigator will review the information provided and contact the necessary persons deemed appropriate to complete a thorough investigation including but not limited to references, vouchers, family members, neighbors, and employers both past and present, any agency, department, or group.
8. An interview of the candidate will commence on a date and time determined by the Background Investigator.
9. Candidates will be required to provide any additional information requested by the Background Investigator. (Failure to do so will result in removal from the process).
10. The Background Investigator will prepare a Prospective Employee Background Investigation Report. Reports will be submitted to the Chief of Police

**PHASE 3**

1. Candidate applications and background reports will be distributed to the administration for review and final interview determination.
2. Administrative Interviews will be arranged on a specific date and time if the candidate meets all of the requirements for the position applied. Oral Interviews will be conducted by the Chief of Police.
3. Candidates who are successful with the final Oral Interview process will be provided with a Conditional Offer of Employment.
4. Candidates provided with a Conditional Offer of Employment are required to complete all segments of the offer. Failure to satisfactorily complete all segments will result in removal from the process for the position applied.
5. Candidates will be required to submit to a Pre-Employment Drug Screening. The process will be scheduled by the Chief of Police with a representative of the New Hanover Township Police Department.
6. Candidates will submit to a Psychological Examination as instructed by the Chief of Police.
7. Candidates will be required to satisfactorily pass a Medical Examination.
8. Candidates who are successful with the Conditional Offer process will be hired and provided with a scheduled hiring date.

NOTE: Appointees may be required to successfully complete a training program approved by the New Jersey Police Training Commission (NJ PTC), within the time period prescribed by law or the NJ PTC.

Received by: \_\_\_\_\_ Date: \_\_\_\_\_

Witness by: \_\_\_\_\_ Date: \_\_\_\_\_