

POLICE TRAINEE (3676) POST APPLICATION INSTRUCTIONS

If you have questions about the information on the application, please email Police Backgrounds at backgroundunit@fortworthtexas.gov. If you have questions regarding the written test, please call Human Resources at 817-392-7750.

STUDY GUIDE:

Print and review the study guide for the written exam. To print the study guide visit <http://fortworthtexas.gov/hr/PoliceRecruitment/>.

APPLICATION SCREENING:

All properly completed applications will be reviewed and screened in accordance with the current Police Officer Minimum Standards and necessary minimum qualifications. **All applicants will be notified of their application status via email. It will be the applicant's responsibility to monitor your email for correspondence from the Fort Worth Police Department.**

WRITTEN EXAMINATION: July 7 - July 8, 2016.

Applicants who meet minimum qualifications will receive an email with their assigned test date and time, along with instructions to report for the written examination. You must present a valid picture ID to be admitted to the exam.

The examination will be administered at:

**Bob Bolen Public Safety Complex
505 West Felix Street, Fort Worth, TX 76115**

The time limit for the exam is one (1) hour and fifteen (15) minutes. Check-in for the exam will begin approximately thirty (30) minutes prior to exam time. The exam will begin promptly at the time scheduled.

Persons who arrive after the test instructions have been provided will not be allowed to take the examination.

WRITTEN TEST SCORES:

The passing score for the written examination is 79 or above.

Additional Points: Additional points up to a maximum of five (5) cumulative points may be added to a passing test score as follows:

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| ➤ Military Veteran (with honorable discharge per DD214) | 5 points |
| ➤ Associate's degree or 60+ hrs of college credit from accredited college | 1 point |
| ➤ Bachelor's degree (or higher) from accredited college or university | 3 points |
| ➤ Resident of Fort Worth for six months or more at the time of applicant's written examination | 2 points |

The rank order of applicants having the same final eligibility score will be determined by a tie-break number, which will be drawn by applicants upon entry to the written examination.

Final eligibility scores will be posted on a bulletin board adjacent to the Civil Service Director's office at City Hall, 1000 Throckmorton Street, Fort Worth, Texas, and on the internet at:

<http://fortworthtexas.gov/hr/PoliceRecruitment/> no later than Wednesday, August 10, 2016.

- **Test results or status will not be given by telephone.**

PERSONAL HISTORY BOOKLET (PHB):

After successfully passing the written examination, the PHB requiring detailed information regarding educational background, employment history, military service, references and arrest record (including traffic violations) must be completed by required deadline. Original documents such as birth certificates, social security card, high school and college diplomas and transcripts, driver's license, marriage certificate, divorce decree, and military discharge papers will also be required after you enter the background phase.

PHYSICAL ASSESSMENT TEST (PAT): BY APPOINTMENT ONLY

POLYGRAPH:

Applicants will be required to take a polygraph test examination during the background investigation.

BACKGROUND INVESTIGATION:

The Police Department will conduct a thorough background investigation to verify information given by the applicant in the Personal History Booklet. After successful completion of the background investigation applicants will be given a Conditional Offer of Employment letter which will be based on passing the psychological and medical evaluations.

PSYCHOLOGICAL EVALUATION:

Applicants will be administered a battery of psychological tests. A licensed psychologist will evaluate the applicant's responses to determine suitability for police work. Final appointment will be contingent upon the results of the psychological evaluation.

MEDICAL EXAMINATION:

After approval by the Board, applicant will be given a thorough medical examination. Final appointment will be contingent upon the results of the physical.

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- Class 142 Begins: November 28, 2016