

# South Harrison Township Police Department

## Application for Employment

### 2016

## **Application Process**

This is a two step process.

### Step 1.

#### “Employment Application”

- Obtain Job Description and Application for Employment
- Complete and submit the Employment Application in the specified time frame.
- This Employment Application will be reviewed by the Municipality. Interview(s) may be requested of the applicant. Based solely on the decision of the Municipality, several Applicants may be requested to complete step two.

### Step 2

#### “Pre-employment background Investigation Information”

- Following Completion of Step 1
- Successful Step 1 applicants will be notified and this document will be made available for in-person pick-up or delivery through US Postal Service mail or by electronic means.
- Requested applicants shall complete the “Pre-employment background Investigation Information” document within the specified time frame.
- This document gathers significant information on the applicant and authorizes the Municipality to perform in depth background checks.
- The Municipality shall review the information obtained and interviews will be required of those applicants selected by the Municipality as final candidates for the position.
- A job offer may be made to the successful candidate following the interview process

**Questions on the application process may be addressed to the Township Clerk, Nancy Kearns, at 856-769-3737.**