

## IMPORTANT INFORMATION

### PLEASE READ CAREFULLY!

This application packet for the position of **Police Officer** contains a number of forms that **must** be completed and returned. In addition, you are required to submit a **copy** of your high school diploma or equivalent, a **copy** of your birth certificate, and a **copy** of your DD214 form and, if applicable a **copy** of your proof of disability (if you are claiming Veteran's Preference Points and in order for us to check your eligibility for Veteran's Preference Points).

It is the applicant's responsibility to ensure that the application is complete. If a required form is not included in your packet, it is up to you to obtain this form prior to submitting your application.

**FAILURE TO RETURN ALL REQUIRED INFORMATION (FORMS & DOCUMENTS LISTED BELOW) WITHIN 2 WEEKS OF THE DATE THE CITY OF KENOSHA RECEIVED YOUR APPLICATION WILL RESULT IN REJECTION OF THE APPLICATION.**

### ***PLEASE USE THE FOLLOWING CHECKLIST TO INSURE THAT ALL REQUIRED INFORMATION IS RETURNED WITH YOUR APPLICATION***

- \_\_\_ • City of Kenosha Application Form completely filled out and signed.
- \_\_\_ • Background Investigation Waiver and Liability Release Form (completed and signed).
- \_\_\_ • Background Investigation Questionnaire (completed and signed).
- \_\_\_ • Equal Employment Opportunity Form (completed).
- \_\_\_ • Fitness Chemical Screening Consent Form (completed, signed and **notarized**).
- \_\_\_ • If applicable, claim for Veteran's Preference Points (completed and signed).
- \_\_\_ • Photo-Copy of DD214 Form and Proof of Disability, if applicable, **if you are claiming Veteran's Preference Points**.
- \_\_\_ • Photo-Copy of High School Diploma or equivalent.
- \_\_\_ • Photo-Copy of Birth Certificate.

***You may attach supplemental information to your application to highlight your qualifications/experience for the position. A resume may be included, but not in lieu of***

***completing the application.***