

## **APPLICATION INSTRUCTION SHEET**

1. READ the cover letter and determine that your package contains all the necessary forms. REVIEW and become familiar with the package before filling in the information.
2. COMPLETE the top section of the first page of the "Applicant Reference Requests", and provide the forms, to the three people you are listing as references on page 11 of the application. These references must have known you for at least three years and may not be family members. Your background investigation cannot be started without the police department receiving the reference vouchers. *TIP - To speed things up, and as a courtesy to the persons vouching for you, put a stamp on the envelopes with the NRPD's address and provide them to the references.*
3. If applicable, ORDER a transcript of your student records from the college or university. They may send these directly to the Police Department, Attention: Recruitment Officer.
4. READ the Warning at the top of the first page of the application. Fill out each page completely, leave no items blank. If an area does not apply then use "N/A". Leaving blanks could be construed as an omission or lack of attention to detail. **Initial** the bottom of every page on the right-hand side as you complete that page.
5. When you have completed your application return it to the NRPD by mail. If you wish to drop it off in person, contact the recruitment officer. Make a copy of everything you turn in for your records. *Tip - In the case of two applicants having the same qualifications, the first one with a completed background investigation generally gets the position.*
6. **INCLUDE** with your application copies of any certificates and licenses relevant to law enforcement. Also include copies of **Driver Licenses, Social Security Card, Birth Certificate and Selective Service Registration card** (if applicable).
7. **REVIEW, REVIEW, REVIEW** - Make sure you have followed all instructions and have not left anything out. Each year our background investigation reveals details that were not included in the application. Most of the omitted information would not lead to disqualification of the applicant, but remember, thoroughness is a necessary trait of your future profession - Police Officer.

If you have any questions, please feel free to call a member of our recruitment staff at (609) 522-2030, Ext 1511. Or you can send an Email to us @ [SummerEmployment@nwpd.org](mailto:SummerEmployment@nwpd.org)