



IMPORTANT INFORMATION FOR POLICE OFFICER AND RESERVE POLICE OFFICER APPLICANTS

Thank you for your interest in the Springdale Police Department. Please complete the application you have received and return it to the Town Hall. Be sure that you return the completed application by the close date. Applications submitted after the close date will not be considered. Insert all forms in the application itself. Do not use a binder or folder.

Usually the application process for a police officer position is a long, arduous task. In order to speed the process, it is in your best interest to submit a complete application. Incomplete information hinders the process and may disqualify the applicant from further consideration.

The following documents should be included:

1. A copy of your high school diploma, GED, college degree, or any other academic certificate.
2. A copy of your South Carolina driver's license and discloser of any other driver's license from any other state in the last ten years.
3. A copy of your 10 year driving history report from any state in which you have had a driver's license issued to you.
4. A copy of your Social Security card. Note- disclosure of your SSN is voluntary, but the failure or refusal to do so may hinder your application processing.
5. A copy of your birth certificate.
6. A copy of any relevant certificates of training.
7. A copy of your DD214 if prior military service.
8. A copy of your credit report.
9. Complete and full contact information on your references. References and past employers will not be contacted during the application stage and the candidate will present appropriate releases prior to administrative follow up.

The application and selection process includes:

1. Initial application with above documents included.
2. Pre- Interview Screening of Applicant to determine qualification.
3. Pre – Interview Written Police Officer Selection Test (POST) in which a score of 70% is achieved.
4. Selection Board Interview.
5. Background investigation to include a criminal history report and polygraph
6. Psychological Test.
7. Final Interview.
8. Conditional offer of employment pending successful completion of a drug test and physical examination.

Again, thank you for your interest in the Springdale Police Department.

Edward T. Southworth
Chief of Police

“The Town of Springdale Police Department is an Equal Opportunity Institution that provides equal opportunity in employment for all qualified persons regardless of race, color, religion, sex, national origin, age, disability or veteran status.”