

POLICE RECRUITING APPLICATION & REQUIREMENTS

Applicants must be aware that once we have received a completed Background History Application packet, which includes all required documents, you will be marked from the date you have turned in a completed application packet. This date will be used to determine your ranking on the eligibility list after you have passed all other steps in the hiring process. It is imperative that all applicants mail in completed applications as soon as possible when we are actively accepting applications so that you can be signed up for a posted testing date.

The required documents needed to make your Background History Application complete for signing up for testing are as follows (Additional Document(s) may be asked for during the hiring process to determine a completed application packet for eligibility ranking):

1. Copy of state issued drivers license, an original will need to be viewed prior to or on the day of testing.
2. Copy of social security card, an original will need to be viewed prior to or on the day of testing.
3. Last two pay check stubs.
4. Sealed credit report from any of the 3 major credit reporting agency. A) Equifax 1-800-685-1111, B) Experian 1-888-397-3742, C) TransUnion 1-800-888-4213. If you have attempted to order your sealed credit report and it has not come in you may go to a bank and request them to print out a credit report and for them to seal it for you or, you may print out a credit report from your home computer and mail it in with your packet. A sealed credit report will still be required from a credit agency during your background investigation if you are printing it yourself.
5. Certified birth certificate or naturalization documents, a copy mailed in or delivered in person will suffice until an original is brought to the Recruiting Unit personnel prior to or during the initial testing process.
6. Official high school transcripts, GED or Diploma. If official high school transcripts or high school diploma cannot be gathered in a timely manner a copy mailed in with your application packet will suffice until an original or official high school transcript is mailed to the Recruiting Unit prior to or during the initial testing process. If you have attended any college or university, please submit a copy of your transcripts.
7. DD-214 long form. (If the applicant is still in the military, a letter from the applicant's Commanding Officer stating the applicant is in good standing and will be honorably discharged prior to the completion of the hiring process will suffice until a DD-214 is issued.
8. Copy of marriage license.
9. Certified copy of divorce decree/addenda.

10. If you are a current Law Enforcement officer you will need a letter or document on the agency letterhead confirming present Law Enforcement employment if applicable. This letter may come from Human Resources, Payroll or a supervisor confirming your employment.

Once you mail in your Background History Application packet, a recruiter will contact you within 30-45 business days by telephone/email or ask you to make an appointment to come to the Recruiting Unit in person after the Background History Application packet has been reviewed. Applicants are not required to have a face to face interview to pass the Background History Application interview. A telephone interview will suffice during this phase of the process.

Once you have passed the in person or telephone interview you will be issued a testing letter for an upcoming test date or you may be emailed/mailed a testing letter at a later date.

The Background History Application packet must be mailed and delivered by FEDEX/UPS or other specialty mail carrier other than the U.S. Postal Service only in order for us to date and time stamp your application. Please mail it the Anthony Police Department Recruiting Unit at: 401 Wildcat Dr, Anthony Texas 79821

If your school will not provide you a sealed transcript then the transcript can be sent to this address: Anthony Police Recruiting Unit, 401 Wildcat Anthony, Texas 79821. With the exception of the sealed transcripts all application packets must come by FedEx/UPS or other specialty mail carrier.