

**GOLDSBORO POLICE DEPARTMENT PRE-EMPLOYMENT PROCEDURES AND MINIMUM
REQUIREMENTS FOR POLICE OFFICERS**

To complete your application for employment with the Goldsboro Police Department, the following procedures must be followed:

1. Complete a City of Goldsboro Application and Data Record.
2. Complete a North Carolina Criminal Justice Education and Training Standards Commission Form F-3 (Personal History Statement). This form must be notarized.
3. Submit a copy of your birth certificate and high school diploma or GED.
4. Applicants must sign form PAF-1 (Pre-Employment Procedures and Minimum Requirements for Police Officers).
5. Applicants must sign Form PAF-2 (Authorization for Release of Personal Information).
6. Applications are only accepted when a vacancy is advertised.
7. Completed forms may be attached to your online application or returned to the Human Resources Department, 200 N. Center Street, or mailed to PO Drawer A, Goldsboro, NC 27533.

Applicants for the position of Police Officer with the Goldsboro Police Department must meet the following minimum requirements, as well as requirements established by the North Carolina Criminal Justice Education and Training Standards Commission (12 NCAC 09B.0101):

1. Be a United States citizen.
2. Be at least 20 years of age.
3. Must not have been convicted of any crime, felony or certain misdemeanors. This must be validated by SBI and FBI fingerprint record checks.
4. Selected applicants must pass an oral interview board.
5. Selected applicants must be interviewed by the Chief of Police, or designated representative, to determine such things as the applicant's appearance, demeanor, attitude, and ability to communicate.
6. Selected applicants must pass a thorough background investigation.
7. Selected applicants must undergo a physical examination, to include a drug screen and eye exam, and be determined to be in good health.
8. Selected applicants must successfully complete a psychological screening evaluation to determine the applicant's mental and emotional suitability to properly fulfill the responsibilities of the position.
9. Selected applicants must successfully complete the Goldsboro Police Department's in-service firearms training program.
10. Applicant must meet any other minimum requirements established by the Goldsboro Police Department and/or NC Criminal Justice Education and Training Standards Commission.

Witness

Signature of Applicant

*The selection process is expected to last between one and three months depending on scheduling.

*The Goldsboro Police Department does not allow reapplication, retesting, or reevaluation during the current selection process. Candidates may re-apply for consideration in any subsequent process.



Goldsboro Police Department
204 S. Center St.
Goldsboro, NC 27530
(919)580-4257



Authorization for Release of Personal Information

I, _____, do hereby authorize a review of, copy or reproduction of and full disclosure of all records concerning myself to any duly authorized agent of the Goldsboro Police Department, whether the said records are of a public, private, or confidential nature.

The intent of this authorization is to give my consent for full and complete disclosure of (but not limited to): any and all criminal records (to include Juvenile charges), the records of educational institutions (both academic and disciplinary); financial or credit institutions, including records of loans, the records of commercial or retail credit agencies (including credit reports and ratings), and other financial statements and records where ever filed; medical and psychiatric treatment and/or consultation records, including hospital clinics, private practitioners, and the U.S. Veteran's Administration; personnel files of the U.S. Armed Forces (both computerized and paper files) to include UCMJ charges and/or disciplinary actions; employment and pre-employment records, including background reports, efficiency ratings, disciplinary actions, complaints or grievances filed by or against me, Internal Affairs investigations (including polygraph examination reports), and the records and recollections of attorneys at law, or other counsel, whether representing me or another person in any case, either criminal or civil, in which I presently have, or have had an interest.

I also certify that any person(s) who may furnish such information concerning me shall not be held accountable for giving this information; and I do hereby release said person(s) from any and all liability which may be incurred as a result of furnishing such information.

A photocopy of this release form will be valid as an original thereof, even though the said photocopy does not contain an original writing of my signature.

Signature

Date of Birth

Social Security Number

Sworn to and subscribed before me this:

_____ Day of _____, _____

(Notary Public's Signature)

Commission Expires: _____

PAF-3

GOLDSBORO POLICE DEPARTMENT

Check List of Required Documents

Applicants Name: _____ Contact Number _____

<u>No.</u>	<u>Date</u>	<u>Verified By</u>	<u>Name of Document</u>
1.	_____	_____	City of Goldsboro Application
2.	_____	_____	Form PAF-1(Pre-employment Procedures & Minimum Requirements)
3.	_____	_____	Form PAF-2(Authorization for Release of Personal Information)
4.	_____	_____	Form PAF-3(Check List of Required Documents)
5.	_____	_____	NC CJTSC Form-3(Personal History Statement)
6.	_____	_____	Proof of Educational Attainment
7.	_____	_____	Proof of Driver's License
8.	_____	_____	Basic Law Enforcement Training Certificate
9.	_____	_____	Proof of Date of Birth
10.	_____	_____	Proof of US Citizenship