The Department of Public Safety
Application for Employment Instructions
Non Sworn Officer

Things to consider before applying for this position:

➢ Insure that all contact information on your account is up to date. Recruiters will generally use this contact information, as opposed to your resume.

➢ Before any offer of employment you will be required to undergo a thorough Background Investigation.

Areas that may be under review:
- ✓ Felony and Misdemeanor history
- ✓ Illegal drug usage
- ✓ Military history
- ✓ Credit history
- ✓ Personal conduct
- ✓ Previous employment
- ✓ Previous residences
- ✓ Education verification
- ✓ Driver License history

Documents you will be required to furnish:
- ✓ Utah Driver License
- ✓ Social Security Card
- ✓ High School diploma or GED
- ✓ Photo copy of your birth certificate
- ✓ DD214-for military personnel
- ✓ Photo copy of all college transcripts

Observations may be asked from:
- ✓ Family members
- ✓ Friends
- ✓ Coworkers
- ✓ Current and former employers

Testing required (Dispatchers and Crime Lab):
- ✓ Polygraph test
- ✓ Drug test

Some positions require applicants to be 18 years of age

Investigators will use telephone inquires, interviews and various databases to conduct the investigation. Applications for employment may be rejected prior to receiving an offer because of negative information discovered throughout the investigation.

Things to consider while applying for this position:

➢ **Each question must be answered independently**. Recruiters use the questions asked to determine your qualifications for a position. Therefore, avoid statements such as "See my resume" or "See my answer to question three".

➢ **Do not paste your entire resume as an answer to a question.** The only time you should paste your entire resume is when the question specifically asks you to do so.

➢ **Do not fax or email your resume or cover letter to the recruiter.** The information you provide in your on-line application is all that will be used to determine your qualifications for the position.

➢ Clicking the **SAVE** button submits your application and brings up the **APPLICATION HISTORY** screen that lists all the jobs you have applied for. This screen tells you your application has been received. You can also edit your application if the recruitment is still open by selecting the **EDIT** button.