



DEPARTMENT OF HUMAN RESOURCES MANAGEMENT

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NON-CERTIFIED POLICE OFFICER APPLICATION CHECKLIST

Applicant Name: _____ Date: _____

The following items are required to determine eligibility for the position of **CERTIFIED POLICE OFFICER** and **MUST** be submitted with your employment application:

- Complete **Application for Employment** in its entirety prior to submission. (All twelve (12) pages)
- DD214** – Military Discharge papers (if applicable)
- Veterans Preference** form (if applicable) Please review question #12 on employment application.
- Driving Profile** - Must include the last seven (7) years or greater and cannot be more than thirty (30) days old. (**NO internet copies will be accepted.**)
- Copy of **Social Security Card**
- Copy of **Driver's License**
- Copy of **High School Diploma** or **GED** Certificate
- Copy of **Birth Certificate** or completion of **Acknowledgement of Certificate of Naturalization** form (this form is available at Town Hall)
- C.J.B.A.T.** (Valid for two (2) years. A minimum score of 85 is **REQUIRED.**)
- Current Basic Motor Skill Test** (valid for six months)
- Swimming test** (valid indefinitely)
- Dispositions** (Criminal and/or driving offenses. Obtainable from the Clerk of Courts in the county where the offense(s) occurred.)

Notes:

FOR OFFICE USE ONLY

Date application received: _____
Date PHQ due: _____
Accepted by: _____