

Dear Applicant,

Thank you for your interest in becoming an employee of Houston County 911. The purpose of this letter is to inform you the procedures that we take during the selection process. It is very important the application submitted is completed in full, as incomplete applications will not be considered for employment. Once we have received your completed application the process could take anywhere from 4 to 6 weeks to complete. If you are ruled out as a prospective employee, you will be notified in writing. You may only submit an application every six months. The elements of the application process are as follows:

First Phase:

- Application Reviewed
- Credit score and report reviewed
- Driver's history reviewed
- Criminal history reviewed
- Personal/Professional references checked
- Internet check (Twitter, Facebook, Google, etc.)

Second Phase:

- Realistic Job Review
- Typing Test
- Cognitive Test
- Panel Interview
- 2 hour Observation

**(If you are called to come in during this phase, you will need to be prepared to stay for the entire day.)**

Third Phase:

- Interview with Capt. and Lt.
- Personal/Professional References Checked

Fourth Phase:

- Psychological Test
- Hearing Test
- Complete Physical
- Interview with Sheriff (if needed)

\*All appointments must be approved by the Sheriff