

**Leander Police Department
Hiring Process for Animal Services**

The following is an outline of the application phases. Each phase must be successfully accomplished prior to advancement to the next phase. The entire application process should be expected to take approximately 9 weeks after the application due date.

Application: Phase One- To be considered for hire with Leander Police Department, an applicant must correctly complete the application form. All of the "Waiver" forms must be completed, notarized and attached to the online application, failure to do so will cause the application to be rejected.

Personal History Statement: Phase Two - The applicant will be sent an invitation link to create an account with Guardian Alliance. The applicant will complete the online personal history statement via the Guardian Alliance platform. The applicant cannot proceed in the process without completing and submitting their personal history statement. A preliminary basic background check will be conducted during this phase. All applicants will be notified if they are ineligible, if the process stops, and/or eligibility to advance to phase three.

Physical ability testing: Phase Three - Each phase three applicant will be required to successfully complete a basic job related physical ability test within a required time. It will be on a pass / fail basis. Only successful applicants will advance to phase four.

Written exam: Phase Four– Applicants will be informed of the location and date of the exam. The written exam is usually the same day as phase three. A passing grade of 75% or higher is required for advancement to phase five.

Oral interview: Phase Five - Applicants who successfully advance to this phase will be notified as to location and time of the oral interview process. Test results of phases four is considered "pass" only and not factored into phase five scores. The interview process will be objective in nature and is designed to generally evaluate the interpersonal skills, professional and ethical values. The interview board will consist of 3 (three) members and may last up to an hour. The objective scoring system used in the interview/ evaluation process will result in numeric scores. A score of 75% or higher is required for advancement to the division specific oral board.

Background inquiry and chief’s interview: Phase Six - Background inquiries will be completed for applicants based on the number of available openings and ranking from the oral board. Eligibility will be denied if an unsatisfactory finding is discovered in the background inquiry. All applicants still eligible will have a final interview with the chief of police or designee. Applicants offered a conditional job offer will be required to undergo additional drug screening. The department will pay for the cost of the screening.

Policy on Reapplication

Applicants may reapply for posted positions any time after the completion of the selection process unless specifically notified in writing at the end of the selection process. A new application must be submitted at that time. If disqualified, applicants will be notified of the specific reason for the disqualification.

I, the undersigned, have read and understand the above-described process that will be utilized in this employment process.

X _____, Applicant _____ Date