



CITY OF POLSON

Police Department
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 E: jhart@cityofpolson.com
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APPLICATION DOCUMENT CHECKLIST

DOCUMENT		SPECIAL NOTES
Cover Letter	Provided by Applicant	
Resume	Provided by Applicant	
Employment Application	Included in Packet	
Letter of Understanding	Included in Packet	
Release Authorization	Included in Packet	
Certification of Penalty	Included in Packet	
Child Support Disclosure	Included in Packet	
Character Reference	Included in Packet	
2 Fingerprint Cards	Provided by Applicant	
Birth Certificate	Provided by Applicant	Certified Copy acceptable
Driver's License	Provided by Applicant	Photo Copy
Social Security Card	Provided by Applicant	Photo Copy
GED Certificate or High School Diploma	Provided by Applicant	Photo Copy
College Diploma	Provided by Applicant	Photo Copy/ If Applicable
Marriage License	Provided by Applicant	Photo Copy/ If Applicable
Divorce Decree	Provided by Applicant	Photo Copy/ If Applicable
Name Change Documentation	Provided by Applicant	Photo Copy/ If Applicable
Military Discharge (DD 214)	Provided by Applicant	Photo Copy/ If Applicable
Selective Service Registration	Provided by Applicant	Photo Copy/ If Applicable
Credit Reports: Equifax Trans Union Experian	Provided by Applicant	One Report from each of the three reporting agencies-Dated no more than 30 days from the date you are submitting your application

If application is submitted with any of the above not present, the application will be considered incomplete