



# Austin Police Department

*City of Austin: Founded by Congress, Republic of Texas, 1839*

## **Recruiting Division**

*P.O. Box 689001, Austin, Texas 78768-9001*

*(512) 974-4211 (Telephone)*

*(512) 974-4212 (Fax)*

*<http://www.austintexas.gov/department/recruiting-unit>*

## **Preparing for the Austin Police Department Hiring Process**

In order to be prepared for the extensive hiring process required by the Austin Police Department, we highly recommend that you review this document and start working on this information once you submit your application.

1. After submitting your application, you will generally hear from the Austin Police Department Recruiting Unit within 2-4 weeks. Applicants will first be scheduled for Phase I testing which is a two-day process. If you successfully pass Phase I testing, your application will be fully reviewed for potential disqualifiers. If any disqualifiers are found, you will be notified via email of your disqualification and will be provided with an eligibility date for when you can reapply, if applicable. Some disqualifications are permanent.
2. **If you pass all the components of Phase I testing** you will be required to submit an electronic Background History Statement (BHS) – which is different than your initial application. The BHS asks an extensive amount of information, in addition to your initial application, about your life. It also requires you to upload several documents. **You must answer all questions completely and upload the documents within two (2) weeks from the date you are notified of passing Phase I testing or you will be disqualified from the hiring process.** We recommend that you start working on this information as soon as you submit your initial application so you can be prepared for your BHS. Some of the information you will need to submit includes:
  - a. **Complete 10 years of chronological residence history:** You must list every address you have lived within the last 10 years. In addition you will need to supply names, contact numbers and email addresses for any roommates or landlords you had in those places.
  - b. **Complete 10 years of work history:** You must list every job you have had in the last 10 years. In addition **you must supply names, contact numbers and email addresses for the following:**
    - i. Current Employer: Current supervisor and three (3) coworkers.
    - ii. All Prior Employers: Supervisor and one (1) coworker.
  - c. **Complete 10 years of relationship history:** You must list every person you have dated in the last 10 years. You **must supply names, contact numbers and email addresses** for each person you had a dating relationship with.
  - d. **Family and Personal References:** You must provide **names, addresses, contact numbers and email addresses** of all your immediate family members and five (5) personal references that you have known for at least two (2) years. Immediate family members includes parents, step-parents, adoptive parents, siblings, step-siblings, adoptive siblings, half-siblings and all children.

3. You will also be required to electronically submit the following documentation:
  - a. Driver's License
  - b. Social Security Card
  - c. High School Diploma, Official High School Transcripts or GED
  - d. Birth Certificate
  - e. Naturalization Documents, if applicable
  - f. College Transcripts, if applicable
  - g. DD214 (Member 4 or Service 2 versions only) or good standing letter from Commanding Officer if still in the military, if applicable
  - h. Marriage License, if applicable
  - i. All Divorce Decrees and Addendums, if applicable
  - j. Last two (2) earnings statements of your current job or your last filed tax return if unemployed.
  - k. If you have current or prior law enforcement experience you must obtain a copy of your personnel file and any internal affairs investigations in which you have been involved. If you are unable to obtain this documentation, you must provide an addendum explaining the reason(s) why and what you did to attempt to get this information.
    - You may be asked to supply an updated Experian credit report.
  
4. In addition to working on this information for your hiring process, we highly recommend that you are preparing yourself physically for the Austin Police Academy. Our entry standard to get into the academy consists of a 2000 meter rowing test. However, physical workouts during the academy are cross-fit style workouts. The most common reason people drop out of the academy early on is because they underestimate the physical demands and are not physically ready. It is in your best interest to use the time it takes to get hired to be at your peak physical condition when starting the academy.
  - You can get a glimpse of what to expect during the academy by viewing our Austin Police Department 122<sup>nd</sup> Cadet Class videos on YouTube:  
[https://youtu.be/5o\\_16ohUiXw?list=PLDKZTUI Nz3r8RfS3QE3sMa6s42OKmvAK](https://youtu.be/5o_16ohUiXw?list=PLDKZTUI Nz3r8RfS3QE3sMa6s42OKmvAK)

Additional information on our hiring process and common disqualifiers can be found on our website at [www.APDRecruiting.org](http://www.APDRecruiting.org)

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