

City of Wilson North Carolina



Human Resources & Risk Services Department

PHONE: (252) 399-2246

APPLICATION INFORMATION AND INSTRUCTIONS

(Read Carefully Before Starting)

General Information:

Incorporated in 1849, Wilson, North Carolina, is ideally situated in Eastern North Carolina, only 50 miles east of Raleigh, the State's Capital, and 100 miles west of Atlantic Ocean.

Though a small City of only 18.9 square miles and 50,651 people, Wilson is a giant in the world of business.

Once a "Tobacco Town," this City, affectionately known by her citizens as the City of Beautiful Trees, has emerged as a wonderfully harmonious blend of agriculture and industry. In addition to being America's largest tobacco market and home to the largest antique dealership in the United States, Wilson is also North Carolina's largest farm market center and is an All-America City. This exceptional balance between agriculture, business, industry, education, recreation, and government can be matched only by the friendliness of the people.

An Equal Opportunity Employer, the City is firmly committed to the principles of Equal Employment Opportunity for all. The City selects and makes all personnel decisions based upon merit and individual qualifications without regard to sex, race, color, religion, national origin, age, or disability. If at any point in the selection process you believe discrimination has occurred, we ask that you contact the City's Human Resources & Risk Services Manager. Upon receipt or notification from any applicant (either internal or external) of alleged discrimination, the Human Resources & Risk Services Manager will conduct a formal investigation into the complaint. Applicants also have the right to contact the Equal Employment Opportunity Commission within 180 days after they feel discrimination has occurred, if they feel all other efforts have been exhausted.

Six Steps to a Career:

1. Check our Job Opportunities Listing for any position which fits your educational background, professional interests, and experience. Listings are located in the Human Resources & Risk Services office and posted with some community and church organizations. Our Job Hotline number is (252)399-2256 or wilsonnc.org/residents/all-departments/human-resources/employment
2. Once you locate a position which interests you, contact the Human Resources & Risk Services Department. You must complete an Employment Application and return it before the indicated deadline.
3. All applications received are evaluated based on skills, knowledge, and abilities required for the job.
4. After evaluations are completed, the most qualified applicants are notified for a personal interview.
5. After all interviews are completed, a recommendation for hire is forwarded to the Human Resources & Risk Services Department.
6. All applicants not chosen for the particular position will be notified by letter.

Instructions:

The City of Wilson receives several thousand applications each year for vacant positions. Due to the large volume of applications received, it is imperative that you fill out the application completely, and attach any additional information you feel may be useful. Resumes are not accepted in place of applications and incomplete applications will not be considered. Please print in ink clearly or type all information. **Job applications should be forwarded to:**

**City of Wilson
Human Resources & Risk Services Department
P.O. Box 10
Wilson, NC 27894-0010
Phone (252) 399-2246 Fax (252) 399-2253**

Please complete all pages of this application.

We at the City of Wilson thank you for your interest in employment and wish you success during the selection process.



CITY OF WILSON

North Carolina

INCORPORATED 1849
27894-0010



Wilson Police Department Employment Process

January 1, 2024 – December 31, 2024

Dear Applicant:

Thank you for your interest in obtaining employment with the Wilson Police Department. The Wilson Police Department is seeking highly qualified candidates. The duration of the selection process is approximately eight to twelve weeks. This time may vary due to the difficulty of scheduling polygraph examinations, psychological examinations, and physical examinations. Additionally, if there are out of state documents that are required this could also alter the duration of the selection process. The employment process consists of the following items:

1. Complete City of Wilson/Police Department Employment Packet. All items listed in the employment packet; F-3 application, City of Wilson application and authorization to release information, must be submitted and notarized. Failure to submit the required documents may be grounds for exclusion.

All forms are attached with the exception of the F3 Personal History Statement. For an electronic FILLABLE copy of the required F3 statement form please contact Hiring and Recruiting for a copy.

Submit by mail:

*Wilson Police Department
Post Office Box 10
Wilson, NC 27894
ATTN: Hiring and
Recruiting*

Submit in person:

*City of Wilson
Human Resources
1800 Herring Ave
Wilson, NC 27893
ATTN:Hiring and
Recruiting/ Police
Department*

NOTE: Items from other states may take longer to arrive. Applicants are encouraged to obtain these documents as early as possible.

2. Review of Employment Packet- packets will be reviewed for disqualifiers and applicants will be selected to continue in our process. Disqualifiers will not be disclosed to ensure the integrity of the background investigation.
3. Applicant Orientation Session / POST (National Police Officer Selection Test) - applicants will be contacted by e-mail or phone, and informed of the date, time, and location.
4. Intensive Background Interview/Investigation - must meet standards of Wilson Police Department, City of Wilson, and North Carolina Criminal Justice and Standards Commission. Disqualifies will not be disclosed to ensure the integrity of the background investigation.

**P.O. Box 10 • Wilson, North Carolina 27894-0010 • Telephone (252) 399-2323
*Equal Opportunity/ Affirmative Action Employer***



CITY OF WILSON

North Carolina

INCORPORATED 1849
27894-0010



5. Polygraph Examination - must complete a polygraph exam
6. Oral Interview Board - must receive consensus recommendation from Oral Board. Applicants are encouraged to prepare for the oral board by familiarizing themselves with the various aspects of service, and community involvement at the Wilson Police Department.
7. Applicants who have successfully completed the preceding steps will be placed in a candidate pool. Only highly qualified candidates will be selected to continue in the process.
8. Conditional Offer of Employment/Interview with Chief
9. Drug Screen - must test negative for all controlled substances
10. Psychological Examination - must be recommended by a Police Psychologist
11. Physical Examination - must be recommended by City Physician as fit for duty.

If not selected for one of the available positions, you may re-apply at any time for future openings within the Wilson Police Department. With exception to the application, each phase of the process that you successfully complete is valid for one calendar year. Applicants not appointed to an entry level position on the basis of a single test, examination, interview or investigation will be notified in writing or electronic format within 30 calendar days. If you have any questions, please call 252-399-2323 and request to speak with Hiring and Recruiting

Sincerely,
Hiring/Recruiting Team

***Authorization for Release of Personal Information to Law Enforcement Agencies for
Certification/Employment Purposes***

To Whom It May Concern:

I am an applicant for a position with the **Wilson Police Department**. In order to determine my suitability for employment, I understand that the **Wilson Police Department** in the city of Wilson, North Carolina must make a thorough investigation of my personal records and personal background. It is in the public's interest that all relevant information concerning my personal and employment history be disclosed to the above agency.

Therefore, I _____ with DOB _____, and Operators License # _____, do hereby request and authorize any bank, credit union, leading or financial institution, credit bureau, consumer report agency, retail business establishment, former and present employer, educational institution, doctor or other health care professional including mental health, alcohol treatment center, hospital or other repository of medical records, insurance company, governmental agency, criminal and civil courts, certification/licensing commission, military organization, and any other individual agency to produce and provide copies of any and all information to the authorized agent of the **Wilson Police Department** and the City of Wilson, North Carolina regarding me whether of privileged or confidential nature.

Moreover, I hereby release the **Wilson Police Department** and the City of Wilson, North Carolina from any civil or criminal liability whatsoever for seeking such requested information and for evaluating such information as it relates to my employment with the City of Wilson. And I hereby release the issuing agency and its agents and employees, both individually and collectively, from any and all liability for damages of whatever kind, which may at any time result because of compliance with this authorization and request.

I further waive all rights to inspect or review any information compiled in reference to my application for employment as allowed by law. I do further authorize the **Wilson Police Department** agents and employees, to release copies of any and all information to any agency or entity regulating the certification, authority or conduct of law enforcement officers. This is to include, but not limited to: North Carolina Criminal Justice Education & Training Standards Commission, North Carolina, North Carolina Sheriffs' Education and Training Standards Commission, North Carolina Attorney General's Office, agencies of other states and the federal government, and the applicant's/officers employing agency.

I hereby acknowledge that this authorization is valid for one (1) year or until the employment application or investigation process has been completed, whichever is later. A copy of this document is considered valid, just as the original. I have read and fully understand the above statements.

STATE OF NORTH CAROLINA COUNTY OF _____

Applicant Signature

Subscribed and sworn to before me,

Printed Name

Notary Signature

Printed Name

This is the ____ day of _____, _____.

Address

Notary Public & Seal

Phone

My commission Expires: _____.

Authorization for Release of Information to North Carolina Criminal Justice Education and Training Standards Commission

To Whom It May Concern:

I am an applicant/certified officer for criminal justice officer certification, corrections officer, or a certified officer with the North Carolina Criminal Justice Education & Training Standards Commission. In order to determine my suitability for certification or continued certification, I understand that the North Carolina Criminal Justice Education & Training Standards Commission must make a thorough investigation of my personal records and personal background. It is in the public's interest that all relevant information concerning my personal and employment history be disclosed to the above agency.

Therefore, I, _____, DOB, _____, Operators License # _____, do hereby and authorize any bank, credit union, lending or financial institution, credit bureau, consumer report agency, retail business establishment, former and present employer, educational institution, doctor or other health care professional including mental health, alcohol treatment center, hospital or other repository of medical records, insurance company, governmental agency, criminal or civilian courts, certification/licensing commission, military organization, National Personnel Records Center, Air Force Personnel Center, Air Reserve Personnel Center, Coast Guard Personnel Center, Marine Corps Manpower Management Records & Performance, Marine Forces Reserve, Army Human Resources Command, Navy Personnel Command, Department of Veterans Affairs, Division of Commissioned Corps Officer Support, and any other individual agency to produce and provide copies of any and all information to the North Carolina Criminal Justice Education & Training Standards Commission regarding me, whether of a privileged or confidential nature.

Moreover, I hereby release the North Carolina Criminal Justice Education & Training Standards Commission from any civil or criminal liability whatsoever for seeking such requested information and for evaluating such information as it relates to my application for certification. And, I hereby release the issuing agency and its agents and employees, both individually and collectively, from any and all liability for damages of whatever kind, which may at any time result because of compliance with this authorization and request.

I further waive all right to inspect or review any information compiled in reference to my application for certification as allowed by law. I do further authorize the North Carolina Criminal Justice Education & Training Standards Commission, its agents and employees, to release copies of any and all information to any agency or entity regulating the certification, authority or conduct of law enforcement officers. This is to include, but not limited to: North Carolina Criminal Justice Education & Training Standards Commission, North Carolina Sheriffs' Education & Training Standards Commission, North Carolina Attorney General's Office, agencies of other states and the federal government, and the applicant's/officer's employing agency.

I hereby acknowledge that this Authorization for Release of Information shall remain valid for the duration of the application process through the North Carolina Criminal Justice Education and training Standards Commission and shall not expire until such time as my application for certification is ultimately denied. In the event that I am issued certification, I further acknowledge that this Authorization for Release of Information shall remain valid until such time as my certification expires, is permanently surrendered to the Commission, or is revoked by entry of a Final Agency Decision.

A copy of this document is considered valid, just as the original. I have read and fully understand the above statements.

STATE OF NORTH CAROLINA
COUNTY OF _____

Subscribed and Sworn to before Me, this
The ____ day of _____ 20____

(Notary Signature)

My Commission Expires: _____

Applicant Signature

Printed Name

Date

Address

Phone Number: _____