South Sioux City Police Department
Procedures/Admission Requirements for Testing
Check-off Sheet

NOTE: Failure to provide all documentation listed below by the deadline will prevent your application from being considered for the testing process.

Below is a check list of the forms and information that **MUST BE COMPLETED AND RETURNED TO THE SOUTH SIOUX CITY POLICE DEPARTMENT** for you to be eligible to test.

☐ 1. **Resume**

☐ 2. **SSCPD Background Investigation Questionnaire (Section 5).** This form **must** be filled out completely and **signed in the presence of a Notary Public.** Incomplete or false information will cause your application to be removed from eligibility. (Fill out each box , print the form and then sign in the presence of a Notary Public.

☐ 3. **A South Sioux City Police Department Authorization Release for Employment (Section 6).** This form gives authority to check your driving and criminal history as well as Worker's Compensation and credit history files. This form **must** be completed and **signed in the presence of a Notary Public. (This form needs to be printed and filled out with a pen)**

☐ 4. **A Claims Release for Physical Agility Test (Section 7)** declaring your physical fitness to participate in the physical agility test and releasing us from liability in case of accident or injury during the test. **This form must bear the signature of a witness not related to you.(This form needs to be printed and filled out with a pen)**

☐ 5. **Social Networking Release Form (Section 8)** (Please fill out form and print out)

☐ 6. **A Request Pertaining to Military Records (Section 9)** Authorizes the South Sioux City Police Department to check for any military criminal history or record of gross violations of military discipline. **Veterans of military service must complete this form and provide a copy of their discharge papers. (If you did not serve in the military, you don't have to complete this)**

☐ 7. **Certified transcripts** of college credits. (Minimum of 60 hours toward a criminal Justice or related degree or proof of an Associate Degree in Criminal Justice or related field.)

☐ 8. **Copy of valid operator's license**.

☐ 9. **Certified copy of birth certificate or naturalization certificate**. Applicants must be 21 years of age to apply.

☐ 10. **Copy of Diploma/Certificate/Degree.**

PLEASE RETURN ALL REQUESTED FORMS/INFORMATION TO THE ADDRESS BELOW.

South Sioux City Police Department
701 West 29th Street
South Sioux City, NE 68776

If you have any questions, please do not hesitate to contact Dori Koster, Administrative Assistant to the Chief, for assistance, (402) 494-7553.