POLICE OFFICER APPLICATION INFORMATION

THE FOLLOWING COPIES OF DOCUMENTS AND INFORMATION MUST BE SUBMITTED AT TIME OF APPLICATION IN ORDER FOR YOUR APPLICATION TO BE PROCESSED FOR POLICE OFFICER.

PLEASE NOTE: COPIES ARE TO BE SUPPLIED BY THE APPLICANT – HUMAN RESOURCES WILL NOT MAKE COPIES FOR YOU. FAX COPIES WILL NOT BE ACCEPTED.

* **CJBAT (WRITTEN) SCORE** and **BASIC MOTOR SKILLS (AGILITY) QUALIFYING SCORE** – These tests are administered by the Criminal Justice Testing Center, Broward Community College, Institute of Public Safety. The candidate is responsible for all fees and costs associated with these tests. Documentation of passing scores must be submitted with application.

* **BIRTH CERTIFICATE AND/OR NATURALIZATION PAPERS** – Submit Birth Certificate for proof of citizenship. If you are a naturalized citizen of the United States of America, you must submit a copy of your naturalization papers as proof of your citizenship or a United States of America passport.

* **HIGH SCHOOL DIPLOMA OR CERTIFICATE OF EQUIVALENT EDUCATION**
  NOTE: Graduation from United States Armed Forces Institute or possession of a G.E.D. from anywhere other than the State of Florida is acceptable only if accompanied by transcripts of your final scores. If a degree was acquired in a country other than the United States, evidence of equivalence from a recognized agency must be provided.

* **DD214 MILITARY RELEASE FORM** (if applicable) **MEMBER 4 COPY**
  Your DD214 must show type of separation and character or service to be acceptable.

* **CITY OF FORT LAUDERDALE VETERAN'S PREFERENCE CLAIM FORM (J-204)**
  If applicable, this form must accompany your original application in order for you to receive Veteran's preference points on the final register.

* **WORK HISTORY** - Your work history must include all positions held since the age of 18 to present. (Attach additional sheets to application if necessary.) **All gaps in work history longer than 3 months must be explained even if you were attending school full time.**

* **DRIVER'S LICENSE HISTORY** – List in item #9 all traffic citations you have received within the last 7 years, include dates, offense, issuing agency, and disposition of ticket. List tickets even if you attended traffic school and no tickets or points are listed against your license.

  You must also submit a 3-year driving record from the Department of Motor Vehicles or documentation that you have formally requested your 3-year driving record. If you have held a driver's license or are holding a driver's license in more than one state, a 3 -year driving record must be presented for each state in which a license has been held.

  It is the candidate's responsibility to ensure that all tickets, accidents, and Driver license suspensions are documented on their "official" 3- year history. *Failure to disclose tickets, accidents (reported and unreported), and suspensions received but not listed on your 3- year history will be grounds for removing the candidate from the testing process.*

PLEASE NOTE: FACSIMILE COPIES ARE NOT ACCEPTED.

POLICE DEPARTMENT

DATE: January 31, 2005

TO: Police Officer Applicants

FROM: Chief of Police Bruce Roberts

SUBJECT: Qualifications for Employment as Police Officer

The following information is provided to you in anticipation of your application for the position of Police Officer for the City of Fort Lauderdale. It is essential that you review this information carefully before completing the application. The Fort Lauderdale Police Department has constantly maintained the highest standards in the selection of personnel who will represent the City of Fort Lauderdale. All applicants for the Fort Lauderdale Police Department should be aware of these standards and the several phases of the selection process before attempting to qualify for the position.

In addition to the other requirements, each applicant will be required to submit to both a psychological evaluation and a polygraph examination prior to employment with the City of Fort Lauderdale.

An in-depth psychological evaluation will be administered to test the applicant's ability to perform under stress, as well as his or her general mental and emotional suitability for the position of Police Officer. Candidates must receive an "**ACCEPTABLE**" psychological evaluation in the "RANGES of one (1) or two (2)", as assessed in the finalized psychological report, to be considered for employment as a Police Officer.

The extensive pre-employment polygraph examination will concern the applicant's honesty and integrity. Areas of questioning will include, but not be limited to, the following:

I. ANY PAST CRIMINAL ACTIVITY ON THE PART OF THE APPLICANT.

II. COMPLETENESS AND TRUTHFULNESS OF ALL STATEMENTS MADE DURING THE SELECTION PROCESS.

III. ANY PAST OR PRESENT USE OF DRUGS.

The present standards of the Fort Lauderdale Police Department would disqualify an applicant if any of the following were indicated as a result of the polygraph examination or background investigation:

1. Use of illegal or illicit drugs within **one** year of the submission of an application for employment as a Police Officer.
2. Any more than occasional past use of marijuana, and not within **one** year of application.
3. Any more than experimental past use of cocaine, and not within **five** years of application.
4. Any more than isolated past experience with amphetamines, barbiturates, inhalants, or designer drugs such as GHB, Rohypnol (Roofies), Ecstacy, Special K (Ketamine), etc., or hallucinogens such as LSD, PCP, Ice, Mescaline, Psilocybin (Mushrooms), etc., or abuse of any prescription drugs, and not within **five** years of application.
5. Any more than one cycle of steroids, and not within **five** years of application.
6. Any past use of crack cocaine or heroin **automatically disqualifies the applicant.**
7. Past sale or delivery of any illicit or illegal drug may be cause for disqualification.
8. Any use of illicit or illegal narcotics after having been employed by a police or corrections agency, or in a police or corrections capacity (including Military Police Officer) **automatically disqualifies the applicant**.
9. Any use or abuse of any illegal or prescription drug, not specifically identified in this section, may be cause for disqualification.

NOTE: These are guidelines and are not limited to the drugs listed in this package. A background investigation will be conducted as part of the testing process to determine if the "moral character" of the candidate is appropriate for employment as a police officer. "Moral character" is determined by examination of the life experiences of the candidate including but not limited to the following listed factors. Other factors such a past illicit narcotic use, history of arrest, incidence of theft, prior work and driving history will also be considered.

Additionally, if a person is on an established list for the position for longer than six months, he or she will be required to take another polygraph test prior to actual employment with the City of Fort Lauderdale.

If you determine that these standards would not disqualify you as a candidate, I look forward to your application and wish you the best of luck in the examination process.

POLICE OFFICER (M61412)

SALARY: Non-Certified Police Officers - $41,620.80 annually, plus liberal fringe benefits.
(Upon completion of original probationary period - $43,721.60 - $62,046.40 annually).

THE POSITION

This is a highly responsible position within the City of Fort Lauderdale that involves networking with the community and the protection of life and property. This is accomplished through patrol work, criminal investigation, community policing and enforcement of the laws of the State of Florida and the Ordinances of the City of Fort Lauderdale. Assignments may typically involve routine motor patrol, motorcycle traffic enforcement, boats, bicycle or foot patrol. Officers receive assignments and instructions from police officers of a higher rank and perform work in accordance with Department policies and standard operating procedures.

NOTE: The duties of this position will include all of those duties set forth in the official job description.

THE MINIMUM REQUIREMENTS

These are the minimum requirements to test for the position. A background investigation will be conducted as part of the testing process to determine if the "moral character" of the candidate is appropriate for employment as a police officer. "Moral character" is determined by examination of the life experiences of the candidate including, but not limited to, the following listed factors.

1. Be a United States citizen at time of application.
2. Be at least 19 years of age upon appointment.
3. Possess, or be eligible to obtain, a Florida driver's license and have an acceptable driving record.
4. Be of good moral character and never have been convicted of any felony or a misdemeanor involving perjury or false statement, or have received a dishonorable discharge from any of the Armed Forces of the United States. Any person who, after July 1, 1981, pleads guilty or nolo contendere to, or is found guilty of a felony, or of a misdemeanor involving perjury or a false statement, shall not be eligible for employment or appointment as an officer, in spite of suspension of sentence or withholding of adjudication.
5. Have graduated from a standard high school or possess an equivalent education. Graduation from the United States Armed Forces Institute (USAFI) or possession of a General Equivalency Diploma is acceptable only when accompanied by transcript of grades. Out-of-state GED or USAFI must be acceptable by State of Florida Police Standards Council.

THE EXAMINATION

	Weight of Test
Criminal Justice Basic Abilities Test (written examination administered by Criminal Justice Testing Center)	40%
Basic Motor Skills Test (Physical Agility) qualifying test score must accompany application	Pass/Fail
Oral Interview	60%
Preliminary Background Investigation	Qualifying
Conditional Job Offer	N/A
Polygraph Examination	Qualifying
Psychological Examination	Qualifying
Medical Examination (including drug screen)	Pass/Fail
Swim Test (administered by the Criminal Justice Testing Center)	Pass/Fail
Comprehensive Background Investigation	Qualifying

Applicants must attain a minimum score of 70 in each weighted part of the examination in order to qualify. Processing of applicants will be conducted in accordance with eligibility lists as mandated through civil service requirements.

HOW TO APPLY

Official City of Fort Lauderdale applications will be accepted and received at the Department of Human Resources, City Hall, 100 North Andrews Avenue – 3rd Floor, Fort Lauderdale, Florida, **open continuously until sufficient applications have been received.**

SYS:01/31/05:Ann# 99-M61412
SYS: M61412:09/06/05: Sal Chg
ABW: 04/09/06: Sal Chg
Medical Group I

POLICE OFFICER

IMPORTANT INFORMATION FOR POLICE OFFICER APPLICANTS

Congratulations! On behalf of the Fort Lauderdale Police Department, I want to welcome you and thank you for your interest in the position of **Police Officer**. The Fort Lauderdale Police Department is one of the finest in the country, and as such, we employ only those persons who are ultimately the best qualified.

Part of this qualification process is an accurate assessment of the **CHARACTER** of the candidate. Much emphasis is placed upon your character, and as such, indications of your **honesty** and **integrity** begin with the submission of your **application**. All information must be **true, accurate, and without omission** on this and all other forms submitted for processing, as well as in all other phases of the testing process. This is a **critical** facet, which will be verified via a comprehensive polygraph examination and an intensive background investigation. If you desire to become a Fort Lauderdale Police Officer, your character **MUST** be beyond reproach!

BASIC MOTOR SKILLS TEST - PHYSICAL AGILITY TESTING

An integral phase of the testing process is the **Basic Motor Skills Test or Physical Agility** test. This test includes, but is not limited to, standing broad jump, vehicle push, ½ mile run, and the obstacle course. You are permitted to fail one portion (except the trigger pull) of the physical agility test, however, it would be in your best interest to be proficient in **ALL** phases of the agility test.

For those applicants who wish to practice on the actual obstacle course, you may call the staff of the Criminal Justice Testing Center at Broward Community College/Institute of Public Safety at (954) 201-6790 for times and dates of practice sessions scheduled during the week.

Additionally, a videotape detailing all phases of the agility testing process will be available at the following Broward County Library locations:

Main Library
South Regional
Ft. Lauderdale Branch
Mizell Branch
Sunrise/Dan Pearl Branch
North Regional
West Regional
Imperial Point Branch
Pompano Beach Branch

I look forward to your participation!

Det. Sgt. Mitch VanSant
Background Investigations Unit

FORT LAUDERDALE POLICE OFFICER EXAMINATION PROCESS

Test and Order of Testing		Weight in Final Register Score
1.	Criminal Justice Basic Abilities Test (written score must accompany application)	40%
2.	Basic Motor Skills (Physical Agility) qualifying test score must accompany application	Pass/Fail
3.	Oral Interview	60%
4.	Preliminary Background Investigation	Qualifying
5.	Conditional Job Offer	N/A
6.	Polygraph Examination	Qualifying
7.	Psychological Examination	Qualifying
8.	Medical Examination (including drug screen)	Pass/Fail
9.	Swim Test (administered by the Criminal Justice Testing Center)	Pass/Fail
10.	Comprehensive Background Investigation	Qualifying

1. **WRITTEN TEST**

Candidates are responsible for taking the Criminal Justice Basic Aptitude Test for Law Enforcement Officers (CJBAT) ***prior to their application being submitted.***

Candidates must present documentation from the Criminal Justice Testing Center at Broward Community College, Institute of Public Safety indicating their successful passing score with their application. For an additional list of approved testing facilities, please visit our website at www.flpd.org/emptestlocations.html.

The written test will cover topics such as written comprehension and expression, inductive and deductive reasoning, information ordering, and visualization. The Criminal Justice Basic Abilities Test (CJBAT) is on file in the Reference Section in all branches of the Broward County Library System. There is photocopying equipment available at the libraries, as you will not be able to check the guide out. It is not necessary to prepare by using the study guide in order to pass the test, although it may be helpful. The CJBAT study guide is available for purchase at **www.wsolutions.com/ssl/ifpra/gift.htm** or from Broward Community College, Central Campus bookstore for $15.95

The City of Fort Lauderdale will accept your CJBAT scores for **two years** from the date you have taken the examination.

2. **PHYSICAL AGILITY TEST**

Candidates are responsible for taking the Basic Motor Skills Test (Agility) ***prior to their application being submitted***.

Candidates must present documentation of successful completion from the Criminal Justice Testing Center, Broward Community College, Institute of Public Safety with their application.

The City of Fort Lauderdale will accept your Agility scores for **six (6) months** from the date you have taken the examination. Basic Motor Skill Test scores received independently by the applicant outside of the Criminal Justice Testing Center, Broward Community College, Institute of Public Safety *cannot be used* to substitute any part of our testing process.

An informational booklet from Criminal Justice Testing Center, Broward Community College, Institute of Public Safety has been included with this package for your convenience. Please read through this booklet carefully and contact the testing center if you have any questions regarding their written and basic motor skills examination process.

3. **ORAL INTERVIEW**

Once your application has been approved, you will be notified by the City of Fort Lauderdale to schedule your oral board interview.

The scheduler will inform you of the available dates for the oral board examination along with background investigation paperwork that must be completed prior to your oral board interview. Failure to bring this **completed** paperwork with you, to your oral board interview, will result in your oral board interview being CANCELLED **and** you will be withdrawn from the testing process. ***There will be NO exceptions.***

A three (3)-member panel consisting of two (2) ranking officers from the Police Department and a Human Resources Representative will rate the applicants in a formally structured interview. Applicants will be evaluated on characteristics important to the Police Officer position including, but not limited to, their Command Presence, Integrity, Initiative/Interest, Communicative Ability, Tolerance for Stress, and Judgment/Decisiveness. Oral board interviews may not be repeated for a minimum of ninety (90) days. **Appropriate business attire is required.**

4. **PRELIMINARY BACKGROUND INVESTIGATION**

The focus on the investigation will include, but not be limited to, verification of education and training, previous employment and work history, driving history, arrest and conviction record and past or present use of drugs. Discrepancies found in the background investigation from information given at any other point in the selection process may be grounds for disqualification from the Police Officer selection process.

5-7. **POLYGRAPH EXAMINATION, PSYCHOLOGICAL EXAMINATION, AND COMPREHENSIVE BACKGROUND INVESTIGATION**

These will be administered after a conditional offer of employment is given. Polygraph exam results are good for six (6) months. The psychological exam cannot be repeated any sooner than one (1) year from date of testing and **only** with recommendation from the psychologist.

8. **MEDICAL EXAMINATION**

Prior to being hired, eligible candidates are required to successfully complete a medical examination by the City of Fort Lauderdale's licensed physician. Candidates will be required to meet specified body fat standards along with height/weight requirements. A drug screen test is part of this examination.

Vision Requirements

Applicants must be free from color blindness and have no permanent abnormality of either eye; must have at least 20/100 vision in each eye without correction (glasses or contacts) and must have 20/30 vision in each eye with correction. Successful long-term soft contact lens wearers shall not be subject to the uncorrected criteria. Lens wearers require a letter from an optometrist or ophthalmologist stating that they have been a successful wearer for more than two months. THE VISION REQUIREMENTS CANNOT BE WAIVED UNDER ANY CIRCUMSTANCES. A candidate who has undergone radial keratotomy or laser surgery, may not be examined until six weeks have elapsed from their last surgical procedure and must at that time meet the above stated vision requirements.

9. **SWIM TEST**

Swimming qualifications – swim 50 yards in shirt & long pants (any recognized stroke). This test will be administered by the Criminal Justice Testing Center. Results from any other agency will **NOT** be accepted.

Absolute truthfulness is extremely important during the entire selection process for Police Officer. Integrity and truthfulness are important qualifications for the Police Officer position. The way a candidate's integrity is evaluated is by his or her truthfulness throughout the employment process.

GENERAL INFORMATION FOR POLICE OFFICER APPLICANTS

I. TESTING

1. Applications will stay on file for six (6) months. If the applicant has not completed their testing process including their oral board interview within that time period, they will be required to update their application or submit a new one.

2. Candidates are responsible for all fees regarding the CJBAT, Basic Motor Skills (Physical Agility) test, and Swim Test given at the Criminal Justice Testing Center, Broward Community College, Institute of Public Safety.

3. An unsuccessful candidate may not fail the oral interview more than three (3) times and may not repeat the oral interview in less than ninety (90) days.

4. The polygraph may not be repeated in less than six (6) months (and then **only** upon the written recommendation of the Police Department).

5. The psychological evaluation may not be repeated in intervals less than one (1) year (and then **only** upon recommendation of the psychologist).

6. Passing scores on written tests are kept on file and will remain effective for up to a two (2) year period. Passing scores on oral interviews are kept on file and will remain effective for up to a six (6) month period. Qualifying scores on the physical agility test remain effective for a period of six (6) months.

II. DRIVING HISTORY

Applicants will not be approved for testing who have the following driving history:

1. Accumulation of eight points or more within the past thirty-six (36) months.

   OR

   Four or more moving violations within the past thirty-six (36) months (regardless of adjudication withheld for points)

   OR

   Suspension of driver's license within the past thirty-six (36) months.

2. A conviction (or case pending) for DUI, DWI, or Hit and Run, within the last five (5) years.

3. Any significant negative driving history, to be determined by management review of all relevant facts.

III. Workweek

Average workweek is forty (40) hours with overtime or compensatory time off (at time-and-one-half) for hours in excess of forty (40) hours in a standard workweek. After one (1) year of service with the City, a Police Officer may request preference for shift assignment once each calendar year. Such assignment is based upon preference and departmental seniority.

IV. Equipment

All uniforms and equipment are furnished by the department with the exception of the service weapon, shoes, handcuffs, and whistle.

V. Benefits

Retirement and Longevity

Police Officers are eligible for normal retirement after twenty (20) years of service computed at three and thirty-eight one-hundredths (3.38%) percent per year. The retirement plan is supported by the City and is contributory on the part of the employee, who is required to contribute seven (7%) percent of his/her (pre-tax) gross salary.

Social Security benefits are in addition to pension earned in the City of Fort Lauderdale Police and Firefighters' Retirement System.

Vacation – Sick Leave - Hospitalization

Two weeks vacation a year plus twelve (12) holidays.

There are also sick leave benefits (with options to convert sick leave to vacation or cash) earned at the rate of one (1) day per month.

The Union will provide and administer a comprehensive group health and dental plan for all members of the Bargaining Unit. The City contributes $759 per month to the plan for each eligible employee.

Tuition Refund

After one (1) year of service with the City, a Police Officer may participate in the Tuition Refund program for partial or full reimbursement of tuition for job-related college course work.

VI. Eligibility to Compete on Promotional Exams

Police Officer to Sergeant:

- Four (4) continuous years as a Fort Lauderdale Police Officer; or
- Three (3) continuous years with possession of a one (1) year certificate for police science or closely related course of study; or
- Two (2) continuous years with possession of an Associate's Degree or its equivalent in hours in designated subject areas (shall not be less than 33 semester hours); or
- Two (2) continuous full years with possession of a Bachelor's or Master's Degree in the law enforcement field or closely related course of study.

CRIMINAL JUSTICE TESTING CENTER

INFORMATION BOOKLET

INSTITUTE OF PUBLIC SAFETY

3501 DAVIE ROAD, BUILDING 22
DAVIE, FLORIDA 33314-1693

954-201-6931

Rev. 06/04

943.13. Officers Minimum Qualifications for Employment or Appointment.

On or after October 1, 1984, any person employed or appointed as a full-time, part-time or auxiliary law enforcement officer or correctional officer, on or after October 1, 1986, any person employed as correctional probation officer, and on or after October 1, 1986, any person employed as a correctional officer by a private entity under contract to the Department of Corrections or to a county commission shall:

(1) Be at least 19 years of age.

(2) Be a citizen of the United States, notwithstanding any law of the state to the contrary.

(3) Be a high school graduate or its "equivalent" as the term may be determined by the commission.

(4) Not have been convicted of any felony or of a misdemeanor involving perjury or a false statement, or have received a dishonorable discharge from any of the Armed Forces of the United States. Any person who, after July 1, 1981, pleads guilty or nolo contendere to or is found guilty of any felony or of a misdemeanor involving perjury or a false statement is not eligible for employment or appointment as an officer, notwithstanding suspension of sentence or withholding of adjudication.

(5) Have his processed fingerprints on file with the employing agency or, if a private correctional officer, have his fingerprints on file with the Department of Corrections or the Criminal Justice Standards and Training Commission. If administrative delays are caused by the department or the Federal Bureau of Investigation and the person has complied with subsections (1)-(4) and (6)-(9), he may be employed or appointed or until return of the processed fingerprints documenting noncompliance with subsections (1)-(4) or subsection (7), whichever occurs first.

(6) Have passed a physical examination by a licensed physician, based on specifications established by the commission.

(7) Have a good moral character as determined by a background investigation under procedures established by the commission.

(8) Execute and submit to the employing agency or, if a private correctional officer, submit to the appropriate governmental entity an affidavit-of-applicant form, adopted by the commission, attesting to his compliance with subsections (1)-(7). The affidavit shall be executed under oath and constitutes an official statement within the purview of s.837.07. The affidavit constitutes a misdemeanor of the second degree.

(9) Complete a course of basic recruit training established by the commission in accordance with s.943.17(1) (a) or be exempt under s.943.131(2) or subsection (10) of this section.

(10) Be authorized to satisfy the requirements of subsection (9) by taking and passing an examination established pursuant to s.943.17(1)(e) upon the recommendation of the employing agency, or, in the case of a private correctional officer, upon recommendation of the appropriate governmental entity, and when he is in compliance with subsections (1)-(8). The commission shall have the examination ready no later than July 1, 1993.

Expunged Criminal Records

Applicant for employment with criminal justice agency who has had his criminal history records expunged may not lawfully deny or fail to acknowledge events covered by records and is disqualified for employment as law enforcement officer if conviction was for a felony or misdemeanor involving perjury or false statement, however, when circuit court has made finding of unusual circumstances and ordered expunction of all criminal records, applicant is relieved of obligation to acknowledge events covered by records and is not disqualified to be a law enforcement officer. Op. Atty. Gen. 86-56, June 19, 1986.

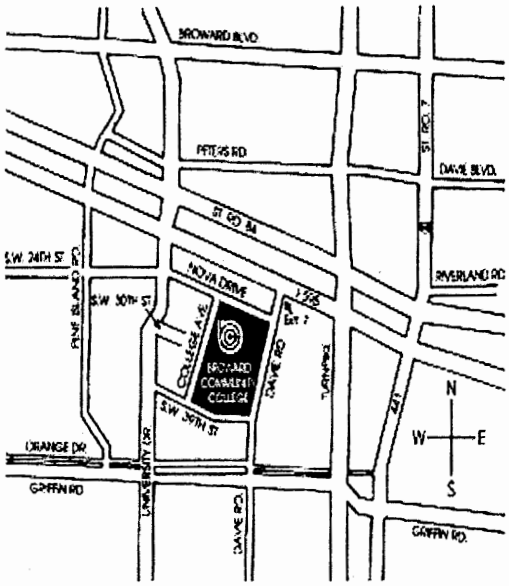
BROWARD COMMUNITY COLLEGE

CRIMINAL JUSTICE TESTING CENTER AT THE INSTITUTE OF PUBLIC SAFETY

3501 Davie Road, Building 22

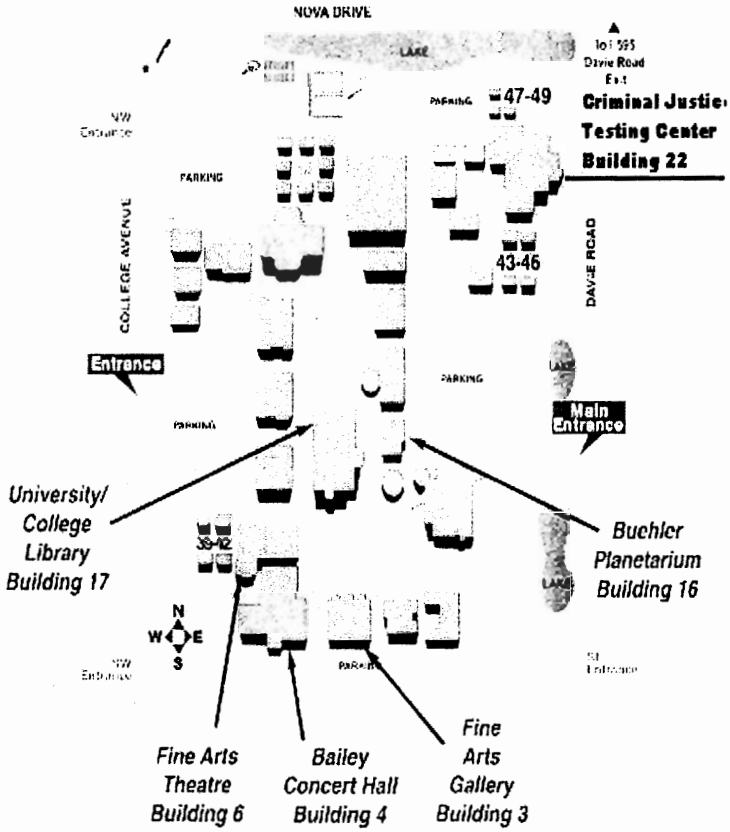
Davie, Florida 33314

Directions and Locations



The Central Campus of Broward Community College is located at 3501 S.W. Davie Road, Davie, Florida. Just 1½ miles south of I-595, the campus is close to all major expressways.

Take I-95 or the Florida Turnpike to I-595, head west to Davie Road, Exit 7, and south on Davie Road. Take I-75 to I-595, head east to Davie Road, Exit 7, and south on Davie Road.



Testing Center Telephone Numbers and Hours of Operation

Information Desk ..... 954-201-6931..... M-F.....8 AM – 4PM

Registration Desk ..... 954-201-6790 .....T-F .....8:15 AM – 3PM

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GENERAL INFORMATION:

The Criminal Justice Testing Center is **NOT** a hiring agency, it is a testing center for persons wanting to enter Law Enforcement or Corrections positions in Broward County. The Criminal Justice Testing Center administers the **TESTS OF ADULT BASIC EDUCATION (T.A.B.E.), CRIMINAL JUSTICE BASIC ABILITIES TEST (C.J. B.A.T.), BASIC MOTOR SKILLS TEST (AGILITY)**, and **SWIM TEST** to candidates for employment in cooperation with Broward County Chiefs of Police Association. Successful completion of required tests may make you eligible for consideration of further evaluation by participating agencies.

- **REGISTRATION**
  Appointments are not necessary for registration. Applicants must personally appear in the lobby at the Institute of Public Safety, Building 22, from 8:15 AM to 3:00 PM on Tuesday, Wednesday, Thursday and Friday only. At the time of registration applicants must present a completed "Registration Form" (located on Page 15 of this booklet), a valid photo I.D., and pay appropriate fees to receive a registration receipt with an identification number to become eligible for test appointments. This number will be your reference for all testing and must be presented for entry to any of the test sites.

- **FEES**
  Fees must be paid at the time of registration by cash or money order (personal checks not accepted). Fees are non-refundable.

  LAW ENFORCEMENT TESTING FEE:
  Fees for law enforcement applicants are $80.00 and include full testing for T.A.B.E., C.J.B.A.T., Basic Motor Skills (Agility) and Swim Test. ($50.00 if T.A.B.E. is not required.)

  POLICE SERVICE AIDE TESTING FEE:
  Fees for Police Service Aide applicants are $30.00 for T.A.B.E.

TEST INFORMATION

All testing materials will be provided by the Testing Center.

YOU MAY NOT ENTER THE TESTING AREA WITH ANYTHING EXCEPT A PICTURE I.D., TEST RECEIPT, WALLET AND CAR KEYS. (Purses, bags, brief cases or other containers, personal calculators, pens, pencils, papers, books, pagers or cell phones are not permitted and strictly enforced.

Only qualified applicants will be authorized to enter testing areas. Remain seated and quiet during the entire test. If you should need to leave the area for any personal reason please raise your hand and a proctor will authorize your request. Please refrain from wearing any fragrances in consideration of those who suffer from allergies. The Swim Test, Basic Motor Skills Test (Agility) and Agility Practice will not be conducted during inclement weather.

- **T.A.B.E. and C.J.B.A.T.** On the date of your appointment to sit for the T.A.B.E., or C.J.B.A.T. you must arrive by 4PM and present your paid registration receipt and a valid driver's license, state-issued photo I.D., or United States passport. If you are late, you will not be permitted to enter the testing area and will be required to make another appointment.
- **BASIC MOTOR SKILLS (Agility) TEST** In order to take this test the applicant must present a "Physicians Statement Form" (located on page 13 of this booklet) completed and signed by a Medical Doctor (MD), or Doctor of Osteopathy (D.O.) licensed to practice medicine in the State of Florida or the applicant's state of residence. The form remains valid for a period of 90 days and requires that the agility test or subsequent retests must occur within that 90 day time frame. You must present a completed "Waiver and Release Form" (located on the back cover of this booklet), a paid registration receipt and a valid driver's license, state-issued photo I.D., or United States passport. Applicants are required to wear athletic shoes and appropriate clothing during testing and practice sessions. If you do not have a qualifying physician, a suggested list is provided on Page 14.
- **SWIM TEST** The swimming test is conducted at the Broward Community College Aquatic Complex, located on the west side of the campus adjacent to College Avenue near Building 10. Applicants must arrive at the complex by 7:30 AM and present a photo I.D. and a paid registration receipt. The test requires swimming 50 yards in any stroke style except back stroke. Appropriate swim attire: t-shirt and long pants are required; please bring a personal towel.

- **C.J.B.A.T**..... Monday .....Sign in at 4:00 PM
- **T.A.B.E**..... Tuesday .....Sign in at 4:00 PM
- **BASIC MOTOR SKILLS**..... Monday.....Sign in at 9:00 AM
  (AGILITY TEST)
  Monday .....Sign in at 12:00 PM
  Thursday.. ..... Sign in at 9:00 AM
- **AGILITY PRACTICE** ..... Thursday .....4:00PM ....Sign in at 3:30 PM
  FOR **REGISTERED** APPLICANTS ONLY - (Physician's statement form required)
- **SWIM TEST** ..... Monday ..... Sign in at 7:30 AM
  (Directly at the pool which is located next to building #10)

TEST/RETEST FEES AND RULES

- **T.A.B.E.**
  $30.00 for T.A.B.E. examination or retest.
  An applicant who fails to achieve the required score on any component test(s) of the T.A.B.E. may apply for retesting with an ALTERNATE version of the T.A.B.E. An applicant who fails to achieve the required score on the retest may apply for a second retest; however, an applicant who fails to achieve the required score on the second retest will be ineligible for further T.A.B.E. testing for six months.
- **C.J.B.A.T.**
  $30.00 for each examination or retest.
  An applicant who fails to achieve the required score on the C.J.B.A.T. may apply for retesting with an ALTERNATE version of the C.J. B.A.T. An applicant who fails to achieve the required score on the retest may apply for a second ALTERNATE retest; however, an applicant who fails to achieve the required score on the second retest will be ineligible for further C.J.B.A.T. testing for six months.
- **BASIC MOTOR SKILLS (AGILITY)**
  $10.00 for each test or retest.
  You may pay retest fees and retake this test an unlimited number of times until you pass the Basic Motor Skills Test as long as you meet the 90 day physical examination criteria.
- **SWIM TEST**
  $10.00 for each test or retest.
  You may pay retest fees and retake this test an unlimited number of times until you pass the Swim Test.

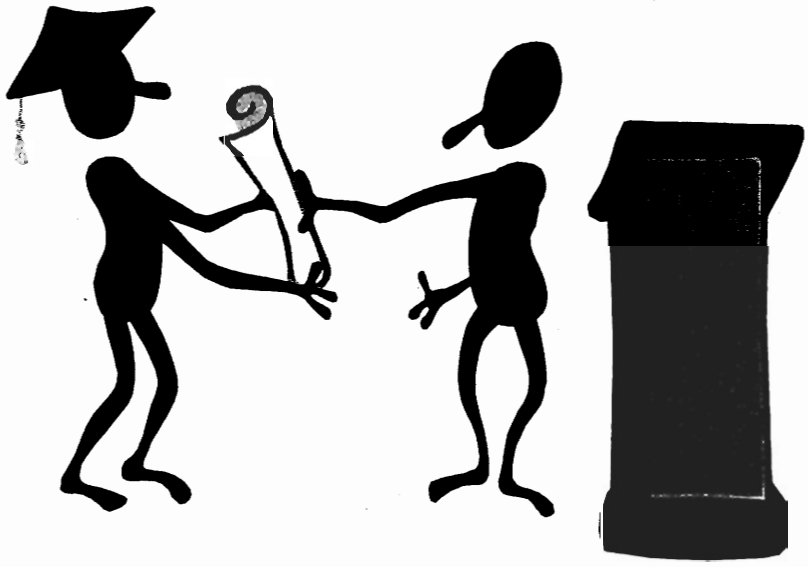
TEST RESULTS

Following your written examinations, you may receive your test results by calling the Testing Center at 954-201-6931 between 8 AM and 4PM on the appropriate day(s) indicated below;

BAT SCORE RESULTS: Any Friday following your Monday examination.

Upon request the Testing Center will also provide printed documentation of your test scores **AFTER** you have **PASSED** all of the necessary tests.

The **T.A.B.E.**, and **C.J. B.A.T**. test scores are valid for two years and the **SWIM TEST** never expires once you have achieved a passing score. The **BASIC MOTOR SKILLS TEST (Agility)** score is valid for six (6) months.



CONGRATULATIONS

BASIC MOTOR SKILLS TEST

ACTIVITY ONE - TRIGGER PULL:
Holding revolver steadily at eye level with arm extended, pull trigger 18 times with strong hand, then change to weak hand and pull trigger 12 times. An applicant who fails the trigger pull is not eligible to continue.

ACTIVITY TWO - LONG JUMP:
Standing on level surface with feet side-by-side and hip width apart, jump forward a distance equal to individual's height.

ACTIVITY THREE - VEHICLE PUSH:
From dead stop, push full-sized automobile forward or backward 20 feet on level, paved surface.

ACTIVITY FOUR - ONE-HALF MILE RUN:
Run one-half mile, on level, paved track, in 5 minutes or less. An applicant who fails the one-half mile run is not eligible to continue.

ACTIVITY FIVE - JOB TASK COURSE:
In two minutes or less, complete the following activity:

Station 1 - HIGH WALL
This station consists of a vertical masonry wall, rising to a height of 6 feet above the running surface. It simulates walls of similar height and construction frequently encountered in business and commercial districts, and enclosing residential developments.
EXECUTION: Approach from the starting point, grasp top of wall with both hands, surmount wall, and drop to ground on opposite side of wall, landing on feet with knees flexed sufficiently to avoid injury. Both hands and both feet may be used in surmounting wall. If unable to execute this station in three attempts, discontinue course or go around wall.

Station 2 - LADDER-PLATFORM-RAMP:
This station consists of a stationary vertical ladder with six rungs and a top crossbar rising 7 1/2 feet above the running surface, a horizontal platform, and a downward slanting ramp. It simulates a variety of obstacles which may be encountered in a foot pursuit, including ladders, building parapets, rooftops and loading ramps.
EXECUTION: Approach from direction of Station 1, ascend ladder using both hands and feet; climb over top crossbar of ladder, proceed across platform and down ramp on foot.

Station 3 - FIXED RAILING:
This station consists of a metal railing approximately 3 feet tall, at a right angle to the direction of the course. It simulates fixed railings of similar height encountered in many locations.
EXECUTION: Approach from direction of Station 2, grasp top rail with both hands, and force body weight over rail, landing on both feet on opposite side. **DO NOT ATTEMPT TO JUMP OVER THIS RAIL OR TO EXECUTE THE STATION WITHOUT USING HANDS.**

Station 4 - CHAIN LINK FENCE:
This station consists of a panel of woven fence in a tubular steel frame, rising approximately 5 feet above the running surface. It simulates chain link fences and gates frequently encountered in foot pursuit.
EXECUTION: Approach from direction of Station 3, grasp top rail of tubular frame, while placing foot high in fence panel. Force body weight over obstacle, landing on both feet on opposite side.

Station 5 - WINDOW:
This station consists of a concrete wall, with a window opening approximately 3 feet, 8 inches above the running surface. It simulates window openings in buildings and other structures which may be encountered during a foot pursuit.
EXECUTION: Approach wall from direction of Station 4: enter window by placing hands on sill, and climbing through, landing on feet on opposite side.

Station 6 - DOOR:
This station consists of a masonry wall with a standard width door which is hinged on the left and opens toward the previous station. It simulates doors and/or gates which might be encountered during foot pursuit, both which must be returned to the closed position after passage for security, safety, or other reasons.
EXECUTION: Approach closed door from direction of Station 5, grasp knob while passing through doorway; pull door closed, engaging latch mechanism before continuing on course. **KEEP HANDS CLEAR OF DOOR EDGE AND DOOR JAMB AT ALL TIMES.**

Station 7 - FIXED RAILING:
This station consists of a metal railing approximately 3 feet tall, at a right angle to the direction of the course. It simulates fixed railings of similar height encountered in many locations.
EXECUTION: Approach from direction of Station 6, grasp top rail with both hands, and force body weight over rail, landing on both feet on opposite side. Turn right 90 degrees, and proceed to Station 8. **DO NOT ATTEMPT TO JUMP OVER THIS RAIL OR TO EXECUTE THE STATION WITHOUT USING HANDS.**

Station 8 - MAZE:
This station consists of sets of parallel wooden rails controlling direction of travel, and requiring two 180 degree changes in direction of travel. It simulates pursuit situations which require quick changes of direction in confined spaces.
EXECUTION: Turn right to enter station from direction of station 7: follow course as restricted by rails, turning right 180 degrees, then turning left 180 degrees. Exit bearing left toward next station. **DO NOT TOUCH RAILS WHILE EXECUTING THIS STATION.**

Station 9 - TUNNEL:
This station consists of a concrete pipe, 8 1/2 feet long, with an inside diameter of 3 feet. It simulates narrow crawl spaces into which officers might have to enter in pursuits, rescue efforts and evidence searches.
EXECUTION: Enter station from direction of Station 8, and crawl through, exiting opposite end. **EXERCISE CAUTION TO AVOID STRIKING HEAD ON UPPER RIM OF PIPE.**

Station 10 - OVERHEAD LADDER:
This station consists of a horizontal overhead ladder, 18 1/2 feet long, with 12 rungs, approximately 7 1/2 feet high. It serves as a test of arm and hand strength, coordination, and stamina.
EXECUTION: Approach from the direction of Station 9, step carefully onto crossbar and grasp first rung. Step off crossbar and move toward opposite end of station, without coming into contact with running surface, by either grasping each successive rung or swinging and grasping every other rung. Exit by dropping to ground, with knees flexed sufficiently to avoid injury. Upon exiting Station 10, turn left and follow running surface to the 180-degree turn, turn right 180 degrees, proceed to next turn, turn left, **STOP**, and begin Station 11.

Station 11 - ROPE GRID:
This station consists of an area 30 feet long, divided by nylon rope to create 12 individual compartments on each side of a center dividing line. It serves as a test of agility, coordination and stamina.
EXECUTION: Enter from left turn by placing left or right foot in the corresponding space of the first pair of compartments. Continue through grid, stepping alternately into each compartment **TO AVOID TRIPPING, EXERCISE CAUTION WHILE STEPPING INTO EACH COMPARTMENT.**

Station 12 - LOG:
This station consists of a log, 40 feet in length, in the center of the running surface, lying parallel to the direction of travel. It serves as a test of balance and coordination.
EXECUTION: Approach from the direction of Station 11, step onto log and walk along the top of the log to the opposite end. **DO NOT RUN ALONG THE TOP OF THE LOG.**

Station 13 - PARALLEL BARS:
This station consists of two parallel steel bars, 7 feet long and 2 feet apart, mounted approximately 4 1/2 feet above the running surface. It serves as a test of hand, arm, and upper body strength.
EXECUTION: Enter from the direction of Station 12, grasp one bar with each hand at the beginning of the gray portion of the bar, and thrust body upward, extending both arms. Proceed forward without touching running surface, by advancing hands alternately. At end of the gray portion, drop to ground carefully, landing on both feet, with knees flexed sufficiently to avoid injury. Turn left, move forward to next turn, turn left again and advance to Station 14.

Station 14 - LOW WALL:
This station consists of a vertical masonry wall, rising to a height of approximately 4 feet above the running surface. It simulates walls of similar height and construction frequently encountered in business and residential areas.
EXECUTION: Approach on running surface, as previously indicated. Place both hands on wall, force body weight upward, and drop to opposite side, landing on both feet with knees flexed sufficiently to avoid injury. Bear to right and continue on course.

Station 15 - POLE RUN:
This station consists of an elongated loop in the running surface, with a narrow turf in infield. At the ends of the infield are two vertical poles approximately 36 feet apart. The station serves as a test of speed, agility and balance.
EXECUTION: Enter from Station 14, passing to the right of pole number one. Proceed around loop two complete laps, making four complete 180-degree turns. Time measurement stops when runner has **COMPLETED SECOND** full turn around **POLE NUMBER ONE**. Exit by **CAREFULLY** stepping off course after completing second full turn around pole number one. **DO NOT TOUCH EITHER POLE AT ANY TIME**.

POLICE AND CORRECTIONS ACADEMY INFORMATION

WHILE ATTENDING A POLICE OR CORRECTIONS ACADEMY EACH TRAINEE MUST DEMONSTRATE A PHYSICAL PROFILE CONSISTING OF THE FOLLOWING PERFORMANCE LEVELS:

Police Profile Test			**Corrections Profile Test**		
	Minimum	100%		Minimum	100%
Pull-Ups (no time limit)	8	12	Pull-Ups (no time limit)	7	9
Sit-Ups (2 minutes)	72	85	Sit-Ups (2 minutes)	65	77
Push-Ups (2 minutes)	48	60	Push-Ups (2 minutes)	40	52
Treadmill (1 minute)	35	41	Treadmill (1 minute)	31	37
Bend & Twist (1 minute)	48	60	Bend & Twist (1 minute)	38	52
Squat Thrust (1 minute)	27	35	Squat Thrust (1 minute)	24	29
Half Mile Run	3:50	3:00	Half Mile Run	4:05	3:30
Obstacle Course	2:00	1:25	Obstacle Course	2:00	1:40

BROWARD COUNTY POLICE DEPARTMENTS

Broward County Sheriff
2601 W. Broward Blvd.
Ft. Lauderdale, FL 33310
321-4400

Coconut Creek Police Dept.
4800 W. Copans Road
Coconut Creek, FL 33063
973-6700

Cooper City Police Dept.
10580 Stirling Road
Cooper City, FL 33026
954-432-9000

Coral Springs Police Dept.
2801 Coral Springs Drive
Coral Springs, FL 33065
954-346-1200

Davie Police Dept.
1230 S. Nob Hill Road
Davie, FL 33324
954-693-8200

Ft. Lauderdale Police Dept.
1300 W. Broward Blvd.
Ft. Lauderdale, FL 33312
954-828-5300

Hallandale Beach Police Dept.
100 SW 4th Street
Hallandale Beach, FL 33009
954-457-1400

Hillsboro Beach Police Dept.
1210 A1A Hillsboro Beach
Pompano Beach, FL 33062
954-427-6600

Hollywood Police Dept.
3250 Hollywood Blvd.
Hollywood, FL 33021
967-4357

Lauderdale by the Sea Police Dept.
4501 Ocean Drive
Lauderdale by the Sea, FL 33308
491-3920

Lauderhill Police Dept.
1980 NW 56th Avenue
Lauderhill, FL 33313
954-497-4700

Lighthouse Point Police Dept.
3760 NE 22nd Avenue
Lighthouse Point, FL 33064
954-942-8080

Margate Police Dept.
5790 Margate Blvd.
Margate, FL 33063
954-972-7111

Miramar Police Dept.
8915 Miramar Parkway
Miramar, FL 33025
954-431-4600

North Lauderdale Police Dept.
701 SW 71st Street
N. Lauderdale, FL 33068
954-722-5800

Parkland Public Safety Dept.
6600 University Drive
Parkland, FL 33067
753-5050

Pembroke Pines Police Dept.
9500 Pines Blvd.
Pembroke Pines, FL 33024
431-2200

Plantation Police Dept.
451 NW 70th Terrace
Plantation, FL 33317
954-797-2100

Sea Ranch Lakes Police Dept.
1 Gatehouse Road
Sea Ranch Lakes, FL 33308
954-943-8860

Seminole Dept. Law Enforcement
3279 N. 64th Avenue
Hollywood, FL 33024
954-967-8900

Sunrise Police Department
10440 W. Oakland Park Blvd.
Sunrise, FL 33351
954-746-3370

Wilton Manors Police Dept.
524 NE 21st Court
Wilton Manors, FL 33305
954-390-2150

PALM BEACH COUNTY

Boca Raton Police Dept.
201 W. Palmetto Park Blvd.
Boca Raton, FL 33432
561-338-1234

Delray Beach Police Dept.
300 W. Atlantic Avenue
Delray Beach, FL 33444
561-243-7888

CORRECTIONAL FACILITIES

Broward Correctional Institution
20421 Sheridan St.
Ft. Lauderdale, FL 33332
(954) 252-6400

Broward Sheriff's Office
2601 W. Broward Blvd.
Ft. Lauderdale, FL 33312
(954) 831-8152

Charlotte Correctional Institution
33123 Oil Well road
Punta Gorda, FL 33955
(941) 575-2828

Dade Correctional Institution
19000 SW 377 Street
Florida City, FL 33034-6409
(305) 242-1900

Everglades Correctional Institution
1601 S.W. 187th Avenue
Miami, FL 33185
(305) 228-2000

Florida Department of Corrections
Ft. Lauderdale Service Center
1400 W. Commercial Blvd, 2nd Flr
Ft. Lauderdale, FL 33309
(954) 202-3800

Ft. Lauderdale Police Dept/Jail
1300 W. Broward Blvd.
Ft. Lauderdale, FL 33312
(954)828-8504

Glades Correctional Institution
500 Orange Avenue Circle
Belle Glade, FL 33430-5222
(561) 996-5241

Indian River Correctional Institution
7625 17th Street S.W.
Vero Beach, FL 32968
(561) 564-2795

Okeechobee Correctional Institute
3420 NE 168th Street
Okeechobee, FL 34972
(863) 462-5402

South Florida Reception Center
14000 NW 41st Street
Miami, FL 33178
(305) 592-9567

PHYSICIAN'S STATEMENT FORM
(COMPLETED FORM IS VALID FOR 90 DAYS ONLY)

THIS DOCUMENT MUST BE COMPLETED AND SIGNED BY A MEDICAL DOCTOR (M.D.) OR DOCTOR OF OSTEOPATHY (D.O.) LICENSED TO PRACTICE MEDICINE IN THE STATE OF FLORIDA OR THE APPLICANT'S STATE OF RESIDENCE.

I am familiar with the requirements of the Broward County Criminal Justice Testing Center's "BASIC MOTOR SKILLS TEST".

I examined (patient's name): _____

on (date): _____, and found nothing to indicate that it would be medically inadvisable for him/her to attempt the aforementioned test.

_____ D.O. M.D.
Physician's Signature

_____
(Print physician's name)

_____ _____
Physician's License Number Issuing State

_____
Street Address

_____
City State Zip Code

_____
Telephone Number Fax Number

LOCAL PHYSICIAN INFORMATION

CRIMINAL JUSTICE TESTING CENTER FOR LAW ENFORCEMENT & CORRECTIONAL OFFICERS

NOTICE TO APPLICANTS: If you do not have your own qualifying physician - Medical Doctor (M.D.), or Doctor of Osteopathy (D.O.), licensed in the State of Florida, you may choose to contact one of the physicians listed on this page.

1. Call physician's office for information.

2. When making an appointment, inform the physician that you are an applicant from Broward Community College, Criminal Justice Testing Center.

3. Request physician to complete and sign the "PHYSICIAN'S STATEMENT FORM" on the reverse side of this paper. (The "Physicians Statement Form" remains valid for a period of 90 days and requires that the agility test or subsequent retests must occur within that 90 day time frame)

==========

Nancy Cardenas-Bada MD
Jerome H. Levinson MD
954-721-2444
Tamarac, Fl. 33321

Ali R. Zargaran MD
954-942-8987
Pompano Beach, Fl. 33062

==========

Peter Simek MD
954-424-7504
Plantation, Fl. 33324

==========

Karl S. Brot MD
954-565-3838
Ft. Lauderdale, FL 33305

Robert S. Tomchik, MD
954-450-3550
Miramar, FL 33029

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ID# _____

REGISTRATION FORM

Please complete this registration form and the summary below. You will receive a registration receipt with a permanent I.D. number which is to be used for all future communication with the Criminal Justice Testing Center.

NAME _____ SEX _____
Last First Middle

ADDRESS _____ DATE _____
Street Apt.

_____ PHONE (___)_____
City State Zip

DATE OF BIRTH _____ SOCIAL SECURITY #_____

CITY & STATE OF BIRTH _____

EYE COLOR _____ HAIR COLOR _____ HEIGHT _____ WEIGHT _____

CURRENTLY SERVING IN ARMED FORCES ? YES _____ NO _____ BRANCH _____

ARE/WERE YOU A CERTIFIED LAW ENFORCEMENT/CORRECTIONAL OFFICER? YES _____ NO _____

CITY/STATE_____

MINORITY RECRUITMENT SUMMARY:
Please complete this portion of the form. This information is required by state and federal agencies for the purpose of assuring equal employment opportunity. The information is CONFIDENTIAL and will not be used in determining your employability.

ETHNIC CATEGORY: PLEASE MARK ONLY CATEGORY WHICH APPLIES TO YOU:

WHITE - (____) Not of Hispanic origin - Persons having origins in any of the original peoples of Europe, North Africa or the Middle East.
BLACK - (____) Not of Hispanic origin - Persons having origins in any of the black racial groups of Africa.
HISPANIC - (____) Persons of Mexican, Puerto Rico, Cuban, Central or South America or other Spanish culture or origin, regardless of race.
AMERICAN INDIAN OR ALASKAN NATIVE - (____) Persons having origins of any of the original peoples of North America and who maintain cultural identification
ASIAN OR PACI his area includes, for example, China, Japan, Korea, the Philippine Islands and Samoa.

WAIVER AND RELEASE FORM

I hereby request that I be permitted to attempt to complete a **BASIC MOTOR SKILLS TEST, AGILITY PRACTICE**, and /or **SWIM TEST**, which are administered by the Institute of Public Safety Criminal Justice Testing Center, a division of Broward Community College. I hereby release Broward Community College, its employees and its agents from all liability arising from their developing and/or conducting such test(s). Further, I voluntarily release, waive and discharge Broward Community College, its employees and its agents for any and all claims, demands, damages, and causes of action of any nature whatsoever which I, my heirs, my assigns or my successors may have against Broward Community College, its employees, or its agents on account of, or by reason of my engaging in the **BASIC MOTOR SKILLS TEST, AGILITY PRACTICE**, and/or **SWIM TEST**.

I also authorize the Criminal Justice Testing Center to release information regarding my application, status, and test results to criminal justice and public safety employing agencies.

_____ _____
Signature Date

_____ _____
Name (printed) SOCIAL SECURITY NUMBER

_____
C.J.T.C. ID#

_____
WITNESS

CITY OF FORT LAUDERDALE
VETERAN'S PREFERENCE CLAIM FORM

VETERAN'S PREFERENCE: Check the appropriate block if you are claiming veteran's preference. Documentation substantiating your claim must be furnished at the time of application. Per Florida Statutes, Chapter 295.07, veteran's preference points will be awarded on promotional exams only with regard to a veteran's first promotion after reinstatement or re-employment with the City after active duty service. Per Chapter 98-33, Laws of Florida, effective April 29, 1998, veteran's preference is only available to Florida residents. Indication of residence is usually voter registration, drivers license, physical location of home, application for homestead exemption, and application filed with the Circuit Court indicating intent to be a Florida resident.

CHECK ONE ONLY		REQUIRED PROOF
	A veteran with a compensable service-connected disability who is eligible for or receiving compensation, disability retirement or pension under public laws administered by the U.S. Veteran's Administration and the Department of Defense (10 points), or	DD214 or equivalent showing date of induction, date of separation, character of service, and document (dated within the past 12 months) from the Veteran's Administration, Department of Defense or the Division of Veteran's Affairs certifying the existence of a service-connected disability and the percent of the disability.
	The spouse of a disabled veteran (who cannot qualify for employment because of a total and permanent disability), or the spouse of a veteran missing in action, captured or forcibly detained by a foreign power (10 points), or	DD214, copy of marriage license and statement that spouse is still married; certification from the Department of Defense or the Veteran's Administration that the veteran is totally and permanently disabled and cannot qualify for employment due to a service-connected disability; or in the case of an M.I.A., a document from the Veteran's Administration or Department of Defense certifying such a condition.
	A veteran of any war who has served on active duty for at least one (1) day and who was discharged or separated with an honorable discharge from the Armed Forces of the United States of America if any part of such active duty was performed during a wartime era (5 points). Active duty for training is not allowable, or	DD214 or equivalent showing date of induction, date of separation and character of service.
	The unremarried widow or widower of a veteran who died of a service-connected disability (5 points).	DD214, document from Department of Defense or Veteran's Administration certifying service-connected death of the veteran, evidence of marriage and statement that spouse is not remarried.

BRANCH OF SERVICE _____ DATE OF ENTRY _____ DATE OF DISCHARGE _____

Note: Under Florida law preference in appointment and employment shall be given, by the state and its political subdivisions, first to those persons included in 1 and 2 above, and second to those persons included under 3 and 4 above. If any applicant claiming veteran's preference for a vacant position is not selected for the position, they may file a complaint with the Division of Veteran's Affairs, P.O. Box 1437, St. Petersburg, Florida 33731. A complaint shall be filed within 21 days after notice of a hiring decision. If a notice of a hiring decision is not given, a complaint may be filed at any time.

I certify that information provided is complete and correct and that any misrepresentation of the claim of preference is grounds for disqualification or candidacy or termination of employment.

Applicant's Signature _____ Date _____ SS# _____

Veteran's Name (if different from applicant) _____ Veteran's SS# _____

OFFICE USE ONLY	Award	Date	By