

NON-SWORN PERSONNEL
PROCESSING INFORMATION

2013

The below listed information is an effort to keep you informed of the processing procedures for the non-sworn position you have applied for with this Agency.

1. Application submission - Your application is received and reviewed to determine if you possess the minimum qualifications required for the position.
2. Written examination - If the position applied for requires a written examination, the written examination will be administered by a member of the Anne Arundel County Office of Personnel. The passing scores are established by the Office of Personnel and you will be informed of the passing score for your position by a representative of the Office of Personnel.
3. Oral Interview - An interview by the members of the unit for which you have applied will conduct an oral interview in an effort to assess your job knowledge, educational experience and ability to communicate.
4. Background Investigation - An in-depth background investigation will be completed to verify your work history, credit history and other related areas of concern. This investigation will also include a personal interview by a member of the Police Personnel Section during normal work hours. The background investigation will be completed as soon as possible after the personal interview, less than six months of the personal interview.

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5. Duration of Process - The process can take up to six months depending on availability of positions and number of applicants for the position.

6. Reapplication - All applicants who may have previously applied for a position and were not included for good cause will be allowed to re-apply and be considered. The Personnel Officer or Chief of Police may rely upon previously gathered background information to eliminate an applicant from further consideration upon receipt of an application or at a later date.