

Applicant,

Thank you for your interest in the Benbrook Police Department. In order to register for the August 27, 2011 Civil Service Exam you must submit a City of Benbrook Employment Application. You will not be allowed to take the Civil Service Exam unless you are registered. If you wish to confirm that your completed application has been received, contact Donna Savage at 817.249.6108.

Police Applicants are required to submit a Personal History Statement (PHS) after they have passed both the written Civil Service Exam and the physical agility test. You can download the PHS. Personal History Statements will be collected only from those candidates that pass both the written exam and the physical agility test.

The deadline for submitting your PHS to the Benbrook Police Department is Friday, September 2, 2011 by 4:00 PM. PHS are accepted at the police department 24 hours a day. Candidates failing to submit their completed PHS by the deadline will be removed from the eligibility list.

The PHS must be hand-written and completed by **you** personally and is a critical part of the background investigation process. **Any** omissions, falsifications, inaccuracies, or incompleteness could result in your disqualification from the eligibility process. All police applicants are required to pass a background investigation and a polygraph examination prior to being accepted for employment, and you are reminded to keep this in mind before you commit your answers in writing.

The Personal Inquiry Waivers located in the back of the PHS must be signed and notarized using inked notary seals. Raised notary seals are NOT acceptable. Notary services may be obtained at the Benbrook Police Department. Please call in advance to make arrangements.

If you have questions regarding the PHS or the application process, contact Administrative Manager Dawn Konieczny at 817.249.6071.