



G. Mitchell Reed
Chief of Police

Washington City Police

201 W. 3rd Street, Washington, NC 27889
Telephone: (252) 946-1444 Fax: (252) 948-9448
www.washingtonnc.gov



Sandy Blizzard
Deputy Chief of Police

INSTRUCTIONS FOR COMPLETING THE APPLICATION PACKAGE FOR THE WASHINGTON POLICE DEPARTMENT

In order for you to be a participant in the application process, the following instructions must be followed:

Included in this package are; one City of Washington application, one applicant control sheet, two authorization for release of personal information forms and one Personal History Statement (F-3) form. All forms are to be completed in your handwriting in black ink or typed. Do not leave sections blank. If a section does not apply, indicate with a "**N/A**". All forms must be signed and notarized where applicable.

Submit photocopies of your current vehicle operator's license and social security card when you return this package. if applicable, also submit photocopies of BLET certificate, DD-214 and any other supporting documentation. Do not submit originals, photocopies only.

Applications must be received by the Director of Human Resources at the following address:

City of Washington
Attn: Director of Human Resources
P.O. Box 1988
Washington, NC 27889

All of the information requested is important and must be accurate and complete. If a particular section does not apply to you, you should indicate this by placing a "**N/A**" in the section.

Employment references should include the full company name, address with zip code, phone number, and the name of the supervisor for whom you last worked. Character references should include complete addresses with zip codes, and home and work phone numbers. You should also contact each personal reference to alert them to the fact that they are being used as a reference. Be sure to review all of the information you have provided to ensure accuracy and provide signatures as required.

All copies of documents should be on separate sheets of paper.

If you have any further questions, please contact Lt. William Chrismon at (252) 948-9444 or E-Mail wchrismon@washingtonnc.gov . Thank you for your interest in the Washington Police Department.