

**Tenafly Police Department
Tenafly, New Jersey**

2015 Application Process for the Position of Police Officer

1. The attached Borough of Tenafly Employment Application must be completed and returned to the Tenafly Police Department **NO later than 6:00 pm on Monday, May 11, 2015.** Please type or print legibly. Only the first 300 completed applications will be accepted.

When you return your completed application, you MUST attach the following:

1. Your current resume;
2. A photocopy of your government-issued birth certificate (hospital and/or religious certificate copies are not acceptable);
3. A clear, legible copy of your Driver's License (must be a resident of State of New Jersey at time of appointment);
4. The signed and dated Police Officer - Essential Functions Form; and
5. A \$75.00 check or money order payable to: "The Borough of Tenafly"

Any application submitted without any of these items is incomplete and will not be accepted. Check your paperwork prior to returning the application.

2. The \$75.00 fee covers administrative costs associated with administering the written exam. This fee is non-refundable. A written receipt for the fee will be issued to you. **This receipt is your admission ticket into the written examination location. No one will be admitted into the test site without this receipt.**
3. In addition to the above receipt, you will be issued a Study Guide to help you prepare for the written exam. The exam will be administered by the testing committee of the New Jersey State Association of Chiefs of Police. You should bring at least two #2 pencils with you.
4. The written examination will be given on **Monday, May 18, 2015 at 7:00 pm at Tenafly High School, 19 Columbus Drive, Tenafly, NJ.**
5. Parking for the written examination is at Tenafly Middle School, 10 Sunset Lane, Tenafly, NJ. Applicants shall use the walkway located at the northeast corner of the parking lot to access the testing site at Tenafly High School. Enter through the main entrance at the front of the building.
6. The doors will open at the test site at approximately 6:00 pm. All applicants will be checked in prior to taking the test. Bring your New Jersey Driver's License with you to provide as identification. Prepare to arrive early for instructions, processing and seating assignments. **You should be in your seats by 6:45 pm, and the test will begin promptly at 7:00 pm. The doors to the school will be locked at exactly 7:00 pm and no one will be admitted after that time.**
7. Failure to comply with the above instructions will eliminate you from participating in the testing process and/or from further consideration for the position of Police Officer for the Borough of Tenafly.
8. Please note that the date for the physical assessment has been tentatively scheduled for **Saturday, May 23, 2015 at 8:00 am.** Being that this is a holiday weekend, please plan accordingly. No modifications or "waivers" will be granted. If you receive a qualifying written exam score, you must be able to participate in this physical assessment to be considered for employment. Do not submit an application if you are unavailable to participate in the physical assessment on this date.
9. **One final reminder:** In order to be admitted into the written test site, you must produce the receipt indicating that you paid your registration fee when you submitted your completed application package. **No one will be admitted into the test site without their receipt.** No refunds will be given.