

## Police Officer Lateral - Out-of-State Applicant Checklist

The following checklist indicates items required after the pre-screen interview and items required at the selection interview. The items required after the pre-screen interview **must be** received by the Hiring Unit before a selection interview is scheduled. The required items listed for the selection interview **must be** presented at the time of the interview or the applicant will not be allowed to interview. For additional information, please check the Mesa Police Department website [www.mpdjobs.com](http://www.mpdjobs.com).

### Required Items Upon Successful Completion of Pre-Screen Interview

### Required Items at Selection Interview

<p>_____ Original or certified copies of all law enforcement training records. (This includes academy transcripts, field training records and in-service training)</p> <p>Send requested documents along with a completed Record of Equivalent Training (AZPOST WB form)</p>	<p>_____ Present original valid driver's license or Passport (if no driver's license available). Copy provided to the Hiring Unit</p>
<p>_____ Copies of last two performance appraisals</p>	<p>_____ Certified and sealed High School transcripts (may be mailed directly to the MPD Hiring Unit)</p>
<p>_____ Training resume that includes all training, assignments and supervisor's names from current and former employment as a peace officer.</p>	<p>_____ If applicable, Certified and sealed college transcripts (may be mailed directly to the MPD Hiring Unit)</p>
<p style="color: purple;">Please note: a completed and notarized background questionnaire must be mailed and received by PD Human Resources prior to a selection interview being scheduled.</p>	<p>_____ Copy of your Social Security card (Both front and back)</p>
	<p>_____ Copy of any Naturalization Citizenship paperwork (if applicable)</p>
	<p>_____ Completed, signed, and notarized Background Questionnaire</p>

	____ <b>Certified copy of Birth Certificate</b>
	____ <b>Copy of DD214 (if applicable)</b> <b>Please present this at the selection interview if you would like to receive veteran's preference points</b>