



## City of Maryville Police Officer Selection Process

Thank you for your interest in employment with the City of Maryville Police Department. Please complete the City of Maryville Employment Application located on the website, [www.maryvillegov.com/jobs](http://www.maryvillegov.com/jobs). Submit your application to Human Resources by email ([humanresources@maryville-tn.gov](mailto:humanresources@maryville-tn.gov)), fax (865-273-3434), or mail (404 W. Broadway Avenue, Maryville, TN 37801). You can also submit your application in person to Human Resources on the upper level of the Maryville Municipal Building.

Applicants will be notified by e-mail within 2 business days of their status to participate in the Police Officer Qualifying Exam. Applicants who are NOT TN P.O.S.T. Certified or who have not successfully completed a Basic Law Enforcement Training Academy are required to take the exam in order to be considered for current and future vacancies. ***Applications must be received by the end of the day April 12, 2024 to be considered for the qualifying exam.***

The qualifying exam is scheduled for **9:45 am Saturday, April 20, 2024** at the Maryville Municipal Building, located at 400 W. Broadway Avenue. It is important that you list an e-mail address that you check frequently on your application. If you do not have access to e-mail, you will be contacted by phone. If you have not been contacted within 2 business days, please call the Human Resources Department at 865-273- 3426. Voicemails will be returned by the next business day.

The qualifying exam is a standardized job-related exam that covers arithmetic, reading comprehension, grammar and writing skills. This test will last approximately two and one-half hours. Applicants must provide their driver's license or other photo I.D. for identification purposes. Please be advised that additional content information will not be given to applicants. Within two (2) weeks following the written exam applicants will be notified via email of his / her results. Your application and exam results will be kept on file for a minimum of one year or at the time of the next recruiting event for Police Officers.

Applicants who pass the written exam will be added to the candidate pool from which current and future vacancies are filled.

A polygraph exam is a requirement in the selection process. Candidates will be selected for an oral interview based on the combination of exam results, current certification or education, and job qualifications. Interviews are normally scheduled within two (2) weeks following notification of scores from the written exam. The interview panel will be comprised of various members of the Maryville Police Department.

Select candidates will be referred for a second interview with the Chief of Police. Applicants who advance beyond this step in the selection process will be asked to sign a release form regarding access to background information. The background investigation is extensive and involves all elements of the candidate's prior conduct and activities.

Upon an offer of employment, candidates are required to successfully complete a physical and psychological examination as well as a screening for illegal drug use. Licensed physicians and psychologists will administer the examinations.

Candidates must contact Human Resources at 865-273-3425 or by email ([lgcrawford@maryville-tn.gov](mailto:lgcrawford@maryville-tn.gov)) if there is a change in your mailing address, phone number, or email.