

Most Common Reasons for Not Moving Forward in the BPS Application Process

- **Incomplete State Application:**

Tip: Please be very thorough and take your time filling out every single question on application. Pay very close attention to detail. If your state application is missing dates, phone numbers, full addresses for references, or if it has unexplained gaps/dates in employment periods, or if your objective doesn't match the legitimacy of the position this could lead to your application not moving forward in the process.

- **Spelling and Grammar**

Tip: An application riddled with misspellings and grammar errors may not move forward in the employment process.

- **Inability to Contact Prior Employers**

Tip: In order to obtain a position as a BPS Police Officer, we must conduct a thorough background investigation which includes contacting **ALL** of your former and, at the appropriate time, current employers. If you answer “**No**” on your state application to the question(s) “May we contact this employer?”, this could lead to your application not moving forward in the process.

- **Work & Education History**

Tip: If you fail to disclose a past employer and one is discovered during your background investigation, or if you have been terminated or forced to resign from any position in lieu of a termination at any time and you do not disclose this, it is considered a falsification of your application. This will lead to your application not moving forward in the process. **(Be 100% honest while filling out State and Supplemental Applications).** List **ALL** of your education history starting with your High School/GED information (Date, name..Etc)

- **Receipt of Your Supplemental Application and Requirements**

Tip: This is a very time sensitive process. The website shows all of the requirements you will need to submit once you receive your Supplemental Application via e-mail. If the BPS Employment Unit sends you a Supplemental Application and list of requirements and you do not return it with due diligence, this could lead to your application not moving forward in the process. You may submit your Supplemental Application without the college transcripts as we understand these can take weeks to obtain. Once you do receive them, we will add them to your application later. On any other requirements, if there is a delay in you getting them, please contact our office.

- **Drug Use and Criminal History**

Tip: Please fully familiarize yourself with our minimum requirements and drug standards for employment. If you have experimented and/or used any of the listed illegal drugs on the Supplemental Application **EVEN ONCE**, list them. **Example:** The Bureau of Protective Service has a 2 year employment disqualifier for the use of Marijuana from the day you apply. If an applicant has not experimented with Marijuana within the last 2 years, he or she is eligible to continue in the process, however if you experimented with it 10 years ago, but put “**NEVER**” under the drug question for Marijuana, even though this would have been suitable for employment, the “**NEVER**” is considered a falsification of your

application. This will lead to your application not moving forward in the process. The same applies with the criminal history questions. **(Be 100% honest while filling out State and Supplemental Applications)**

- **Physical Fitness Test (PT) Failures**

Tip: On average, 40% of the applicants who make it to PT testing at the track **FAIL their PT test**. This is only due to lack of preparation. Physical fitness is paramount for BPS Police Officers. If your desire is truly to be a BPS Officer then start training **NOW**. Due to the time sensitive nature of this process, you may only receive a week or sometimes less notice to report for your employment PT test. **Be physically ready!**

The employment process to become a BPS Officer is one of the most rigorous and challenging employment processes in law enforcement. It all begins with your online State Application, it is the root of the process and all of the remaining steps that follow will be based from it. Meticulous attention to detail, accuracy, and honesty will ensure you move forward in this process. If you have any questions prior to filling out your State Application online, please contact the BPS Recruiter through e-mail on the link at the bottom of the employment page.

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