



# UNITED STATES CAPITOL POLICE

## The Hiring Process: Helpful Hints for Job Applicants



### KEY TIPS TO NAVIGATE THE PROCESS

- Throughout the process, submit complete information, be truthful and forthcoming, and demonstrate professionalism.
- The most common reasons applicants are disqualified are because they fail to disclose, or choose to minimize, information they think might be detrimental or insignificant to their application, such as past indiscretions.
- Integrity is a cornerstone of law enforcement. Applicants who demonstrate transparency, integrity, and consistency are standout applicants.
- Be prepared for a lengthy application process, as the entire process can take a few months to a year.
- If you are unsure about any portion of the application process, please contact us for clarification and guidance.

As a potential recruit to the United States Capitol Police (USCP), you are about to embark on a challenging application process that could lead to employment with the USCP. This information sheet is intended to help potential recruits avoid some common mistakes that applicants often make.

### BEFORE YOU APPLY

We think that the USCP is one of the premier law enforcement agencies in the country—but applicants should make sure it's right for them by reading more about us on our website. Visit our website ([www.uscp.gov](http://www.uscp.gov)) for complete information on our mission, history, and hiring process.

### STEP 1: THE INITIAL APPLICATION

Applicants apply for vacancies on the USCP career site APEX. Read the instructions on the website before starting the application—and follow them! Job announcements have closing dates, so be sure to submit your application before it expires. If you miss a deadline, keep checking back and reapply. Set up a job alert so that you are notified when positions become available. Do not rush through the questionnaire. Put thought into your answers, and be honest and complete. Many of these questions will be asked later on in the process, and inconsistency could disqualify you.

### STEP 2: COMPLETE THE PERSONAL HISTORY STATEMENT

If you successfully complete the application, and are found to meet basic qualifications, you may be invited to complete an online Personal History Statement (PHS). Treat this as an extension of your résumé. Many applicants do not set aside enough time and some wait until the very last day to complete it. Thus, they submit an incomplete product. Tips for completing the PHS are on the next page.

## HINTS FOR COMPLETING THE PHS

- Do not use a mobile device to complete it.
- Pay attention to the deadline.
- Read the instructions—do not rush. Put thought into it, and be detailed and clear in your responses.
- Use complete sentences and proper spelling. Be sure to complete all questions.
- Identify a notary in your area; you will need part of your submission notarized.
- Do not overanalyze the questions. Answer the questions exactly the way they are being asked. If a question says “have you ever,” it means at any time in your life.
- Be completely honest about drug use, including frequency of use.
- List your residences going back 10 years (including school/military). Leave no gaps.
- List all employers for the last 10 years (including periods of unemployment). Leave no gaps.
- Gather names and contact information (full names, occupations, addresses, phone numbers, and emails) for neighbors and references for the last 10 years.
- Gather your birth certificate.
- List all schools attended—regardless if a diploma or degree was obtained. Include the full name of institutions, addresses, phone numbers, dates attended, GPA, and type of degree). Gather high school and college transcripts. We will ask for them.
- Gather official Department of Motor Vehicle records for every state where you have been licensed.
- For any infractions, gather court records and police reports to support your description of events.
- If you are unsure how to answer something, contact us.

## STEP 3: COMPLETE THE INITIAL ASSESSMENT PHASE

Following the pre-employment screening, candidates may be invited to participate in the Initial Assessment Phase of the USCP hiring process; all facets of which will be conducted virtually at a location of their choice. This phase consists of an Orientation, and the Police Officer Selection Test (POST). The Initial Assessment Phase measures a candidate’s initial suitability for the position of Police Officer. It also provides the applicant with an overview of the USCP and its hiring process. Download and complete the Police Officer Selection Test Study Guide from <https://www.uscp.gov/police-officer-selection-process>.

## STEP 4: COMPLETE THE INVESTIGATIONS PHASE

At this phase, an applicant will complete a psychological evaluation, polygraph, and medical examination. Specific written instructions will be given to the applicants and they should follow them exactly. Avoid alcohol prior to the examinations. Eat well and get plenty of rest. Continue taking prescribed medications. Notify investigator at least 24 hours prior to the examination of any illness or life events.

## STEP 5: BACKGROUND INVESTIGATION

Investigators with the USCP will review the applicant’s employment, residential, and personal references, as well as criminal records, credit history, and academic records. Be truthful in all your responses. Be responsive to any requests for additional information, as that could delay the process.