



**CITY OF MIAMI GARDENS
CERTIFIED POLICE OFFICER OR SERGEANT
APPLICATION PACKET CHECKLIST**

NAME (PRINT): _____ DATE: _____

REQUIRED DOCUMENTS AT TIME OF APPLICATION:

THE FOLLOWING COPIES OF DOCUMENTS AND INFORMATION MUST BE SUBMITTED AT TIME OF APPLICATION IN ORDER FOR YOUR APPLICATION TO BE PROCESSED FOR POLICE OFFICER or POLICE SERGEANT.

PLEASE MAKE SURE YOU HAVE READ THE APPLICATION/TESTING PROCESS INFORMATION IN ITS ENTIRETY FOR REQUIREMENTS WHEN SUBMITTING DOCUMENTATION.

PLEASE NOTE: COPIES ARE TO BE SUPPLIED BY THE APPLICANT. HUMAN RESOURCES WILL NOT MAKE COPIES FOR YOU. FAX COPIES WILL NOT BE ACCEPTED.

- CITY OF MIAMI GARDENS APPLICATION FOR EMPLOYMENT – **NOTE:** Your employment history must **include all positions held since the age of 18 to present.** (Attach additional sheets to application if necessary.) All gaps in employment history longer than 3 months must be explained even if you were attending school full time.
- BIRTH CERTIFICATE or NATURALIZATION PAPERS or UNITED STATES PASSPORT
- HIGH SCHOOL DIPLOMA or CERTIFICATE OF EQUIVALENT EDUCATION or CERTIFIED COLLEGE TRANSCRIPTS
- DD214 MILITARY RELEASE FORM MEMBER 4 COPY (if applicable)
- CITY OF MIAMI GARDENS VETERAN'S PREFERENCE CLAIM FORM (if applicable)
- COPY OF SOCIAL SECURITY CARD
- COPY OF DRIVER'S LICENSE
- CERTIFIED COPY OF DEPARTMENT OF MOTOR VEHICLE DRIVER'S LICENSE HISTORY (7 YEARS).
- PROOF OF FLORIDA DEPARTMENT OF LAW ENFORCEMENT (FDLE) CERTIFICATION or POLICE OFFICER CERTIFICATION with training curriculum from home/state academy.

REFERRED BY: If you were referred by an active full-time or part-time City of Miami Gardens employee, please print the name the employee below. Only one employee may be named at this time of application.

EMPLOYEE NAME: _____