

# **Missouri State Highway Patrol**

## **Civilian Employment Application Information**

This information is provided to assist you in applying for a civilian, uniformed-civilian, or temporary position with the Missouri State Highway Patrol. It does not pertain to the Trooper Selection Process.

### **Position Vacancies**

All civilian and uniformed civilian vacancies are posted for a minimum of ten working days on the Missouri Department of Public Safety and Missouri State Highway Patrol Internet web sites, at each MSHP troop headquarters, and General Headquarters. Occasionally, positions may also be placed in the Sunday edition of local newspapers. Temporary positions are posted until filled.

### **Application Procedures**

The Missouri State Highway Patrol only accepts applications for vacant positions that are posted by the Human Resources Division. Applications are available on our website (fillable Adobe format) or can be obtained through the listed facilitator or any troop headquarters. Completed applications may be mailed, faxed or emailed to the listed facilitator.

Individuals with questions regarding the position or application procedures should contact the facilitator assigned to the posting. Applicants interested in positions which require a college degree must also submit a copy of their college transcripts with the completed application. A resume will not be accepted/substituted for the application.

Individuals who wish to apply for more than one vacancy must ensure each vacant job title is listed on the application.

Individuals applying for a position which requires a typing score must complete a typing test and submit a copy of the typing score with the completed application. An online typing test is available on the "Current Openings" page of our website. The patrol also accepts typing tests from the Missouri Career Center and the State of Missouri's Office of Administration Personnel division.

### **Screening Process**

When a position closes, all submitted applications that meet the minimum qualifications will be reviewed by the listed facilitator. Applications are evaluated against specific qualifications and requirements for the vacant position. Applicants are encouraged to complete the Application for Employment as thoroughly as possible, attaching additional pages if necessary.

### **Interview Process**

Individuals selected for interviews for all civilian and uniformed-civilian positions must undergo a panel interview. This interview panel normally consists of three board members who ask job-related interview questions to each applicant (A facilitator will be

available to answer any questions from the applicant, reference the Highway Patrol benefits, salary, probationary period, etc.). The interview process takes 30 - 60 minutes, depending on the position.

Some specialized positions may also require additional evaluation methods such as a polygraph examination, written examination, or practical exercise.

Interviews for temporary positions are done in a one-on-one format with the troop commander or division director.

### **Notification To Applicants**

All applicants will be notified of their status regarding the employment process either by letter or telephone.

### **Application Retention and Reapplying**

Applications for civilian, uniform-civilian, and temporary positions will be held on file for six months. Applicants may request their application be pulled for vacancy(s) during that 12 month time-frame by contacting the facilitator assigned to the vacancy.

Individuals with applications currently on file should advise the facilitator of the location at which the most recent application was submitted.

### **Equal Employment/Affirmative Action**

The Missouri State Highway Patrol is an Equal Employment/Affirmative Action Employer. No person shall be discriminated against because of race, color, national origin or ancestry, sex, age, religious convictions, veteran status, disability status, political beliefs, or other non-job related criteria.

Affirmative Action dictates that positive steps be taken to ensure that persons from all cultures of the community be represented in our workforce. We are further committed to ensuring that individuals with disabilities be given the same consideration for employment as applicants without disabilities. If an applicant is disabled and needs assistance in accessing the application process, contact the Human Resources Division at telephone number (573) 526-6117. For hearing impaired applicants, a Telecommunications Device for the Deaf (TDD) is available through General Headquarters or any Troop Headquarters.