



MISSOURI STATE HIGHWAY PATROL Civilian Employment Application Information

This information is provided to assist you in applying for civilian positions within the Missouri State Highway Patrol and does not pertain to the Trooper Selection Process.

APPLICATION for CIVILIAN EMPLOYMENT

The Missouri State Highway Patrol only accepts applications for posted vacant civilian positions. All vacancies are posted on the Missouri State Highway Patrol [website](#), at General Headquarters, and each troop headquarters.

Individuals interested in applying for a posted vacancy must complete a profile and submit their application electronically on the Missouri State Highway Patrol website, through the MSHP Online Application System. Applicants can log-in and update their profile at any time. Applicants without access to a computer should contact the facilitator for assistance in applying for posted positions. Resumes will not be accepted in lieu of the application. College transcripts, resumes, and/or additional documentation can be electronically uploaded to the online application system.

Select positions require a typing test to be completed by the application deadline. Typing tests may be completed through the [typing test link](#) on our website. The Patrol also accepts typing tests completed at any Missouri Career Center, which may be scanned and electronically uploaded to the online application system or mailed directly to the facilitator.

Applicants for current posted positions will receive written and/or verbal notification of their status throughout the application process. All profiles completed in the online application system will remain indefinitely. Individuals who have completed a profile in the online application system and wish to be considered for a current opening must access the system and submit their application for the opening.

SCREENING PROCESS

All applications will be reviewed by the facilitator. The volume of applications received can make this process time-consuming and highly competitive; therefore, applicants are encouraged to complete the application as thoroughly as possible, attaching additional documentation if necessary.

INTERVIEW PROCESS

Individuals selected for interviews will be asked to undergo a panel interview. The interview panel normally consists of three board members who ask job-related interview questions to each applicant. Questions referencing the Missouri State Highway Patrol benefits, salary, probationary period, etc. should be addressed to the listed facilitator or the Human Resources Division. Interviews for temporary positions are conducted one-on-one with the troop commander, division director, or their designee. The interview process for both full-time and temporary positions takes approximately thirty minutes to one hour to complete.



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EQUAL EMPLOYMENT/AFFIRMATIVE ACTION

The Missouri State Highway Patrol is firmly committed to a policy of equal employment opportunity and of nondiscrimination in public service. The Patrol will administer personnel policies and conduct employment practices in a manner that treats employees and qualified applicants on the basis of qualifications, experience, and other work-related criteria without regard to race, color, religion, sex, age, national origin, veteran status, ancestry, sexual orientation, or disability. Equal opportunity will be provided in all personnel practices, such as recruitment, hiring, training, promotion, classification/compensation, transfer, demotion, termination, layoff, disciplinary action, benefits, and social or recreational programs.

Affirmative Action dictates that positive steps be taken to ensure persons from all cultures of the community be represented in our workforce. We are further committed to assuring 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, the Telecommunications Device for the Deaf (TDD) telephone number is (573) 751-3313.

*****MISSOURI STATE HIGHWAY PATROL*****

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