



Municipality of Anchorage

# Anchorage Police Department

Background Investigation Unit  
4501 Elmore Road • Anchorage, Alaska 99507-1599



Service Since 1921

## Instructions for Preliminary Interview

Interviews will be held at the Anchorage Police Department Headquarters Building, 4501 Elmore Road (just south of the intersection of Tudor Road and Elmore Road). Applicants need to park at the main entrance by the flag poles, enter the main lobby and take the elevator (left side of lobby) to the second floor and have a seat in the waiting area on the second floor. A Background Specialist will be with you when one becomes available. Allow approximately two (2-3) hours for your interview.

### Interview Check List

The below listed items must be submitted at the time of your interview. If you do not have any of the below listed items, request them immediately. If a requested document is not available at the time of your interview, you must supply documentation (copy of letter requesting documentation) that you have requested the missing document. Failure to provide these documents (or documentation of your request for these documents) may delay your application or disqualify you.

- 1. Personal identification (with photo).
- 2. Completed APD Background Questionnaire which must be notarized.
- 3. High School Diploma or G.E.D. (Original, or certified transcript sealed in envelope )
- 4. DDForm 214, Military Discharge Form, Member 4 Copy. (Original) Applies to ex-military only.  
NGB22, National Guard Discharge, if applicable.
- 5. Copy of most recent evaluation from current (or most recent) employer.
- 6. Applicant Update Form (if you have any updates or corrections).
- 7. This is a professional interview for a professional job so please dress appropriately.

### Applicant Requirements

You must keep the APD Background Investigation Unit updated and if there is any change in your status (phone contacts, addresses etc., then you must submit an Applicant Update form). **This must be done in writing with your original signature (no voice mail, no e-mail, and no faxes).** **Do not call or e-mail the Background Investigation Unit with additional information or updates.** Send or deliver your applicant update changes to the address at the top of this form.

After the preliminary interviews are completed, the most qualified applicants will be selected to continue in the selection process. If you have been selected for consideration, the background specialist will contact you with further instructions at a later date.

**Please be on time for all your scheduled appointments. Please document your scheduled interview date and time below.**

**\*TO BE SCHEDULED AFTER SUCCESSFULLY PASSING INITIAL TESTING**

**Interview Date:** \_\_\_\_\_ **Day of Week:** \_\_\_\_\_ **Time:** \_\_\_\_\_

The recruitment process, the selection process, the qualification process, and the employment process, including pay and benefits, are subject to change at any time and are at the exclusive interpretation of the Municipality of Anchorage – an equal opportunity and affirmative action employer.

D: (Non-Sworn B.G. forms - All) (4. Non-Sworn Backgrounds) (Non-Sworn Check List Revised 11/8/07)