

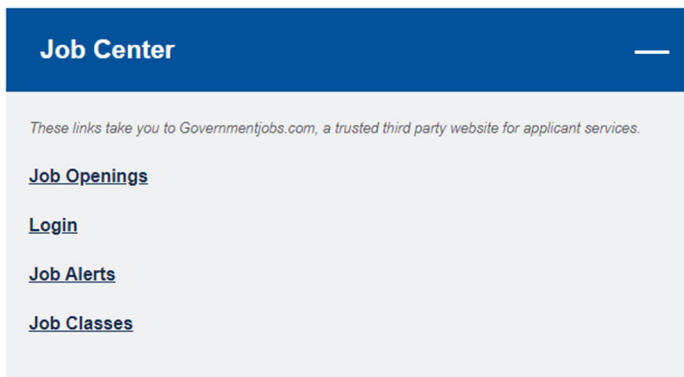
Tips for Filing Police Officer Applications

Congratulations on your decision to be part of the next generation of police officers for the City of Columbus. To begin the journey to becoming a Police Officer you will need to submit an application.

Below are useful tips for filing your Police Officer application.



You will **FIRST** need a city applicant profile on the Government Jobs website. If you have **never** set up an applicant **profile**, you may set one up *at any time prior to submitting your application*. You can include your work history, education, your DD214 (applicable to Military), and additional information. Then, when applying, your city applicant profile information will transfer automatically to the application.



From the Civil Service Commission website:
<https://new.columbus.gov/Government/Jobs>

Go to the job center tab and select "Login"

If you **have** set up a profile before, but forgot your username and/or password, **do NOT set up another profile**. Instead, use the retrieval process to access the profile you already have. Duplicate profiles may cause you to miss Information Notices that highlight key information and updates.

If you have already created an account you will need your username and password or to create your first city applicant profile click the "create an account" tab.

LOG IN [Create an account](#)

All fields are required

Username or Email

Password

Sign In

[Forgot Username](#) | [Reset Password](#)

When you create an account for the first time, you will be prompted to complete a basic profile. You may update or add to your profile at any time as this will be your city applicant profile you will continue to use throughout your career with the City of Columbus.

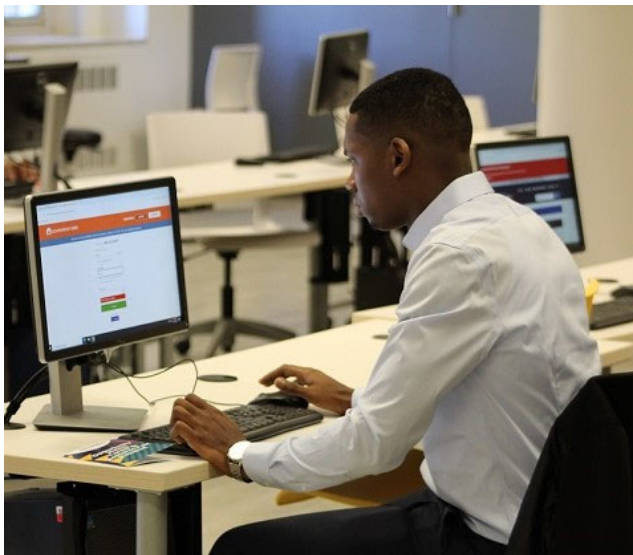
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Please note that the two communication features that are used in the applicant process are email and text messages. There is an option to *opt out* of emails. **Please do not do this!** If you opt out of emails you will **NOT** receive test/exam notices, instructions and/or scores. Secondly there is an option for text messaging that you must opt in if you would like to receive testing reminder messages. Should you choose to opt out of emails or not opt in to text messaging the only way to reverse that selection is to call the software support line and have it reset.

Keep the contact information in your applicant profile up-to-date, so you will receive all **Information Notices** that the Civil Service Commission sends throughout the testing process.

Submit a City of Columbus Police Officer application using your city applicant profile and by clicking **HERE** to apply.

Setting up a city applicant profile is not the same as submitting an application.



Please note at the end of the application there are supplemental questions. Read the questions thoroughly and be sure to answer correctly. If you choose the wrong answer, it could cause your application to be rejected and delays in moving your application into the test scheduling phase.



This year the Police Officer filing period will remain open. However, the Civil Service Commission will run multiple recruitments, each of which will require a separate application. Monitor the filing dates closely to ensure that you are filing an application **only one time** in each recruitment. **Contact policefiretesting@columbus.gov if you have questions regarding if you need to apply or not.**

Questions regarding your journey to becoming a police officer may be directed to the Civil Service Commission.

- 614-645-0800
- Policefiretesting@columbus.gov