

INSTRUCTIONS



1. Personal History Statements will be collected shortly after the posting of the Civil Service Rankings for the candidates that will be moving forward.
2. Documents and other supporting materials will be requested for submission at a later date prior to the completion of the background investigation.
3. The Personal History Statement will be submitted in the same format (PDF) that you received it, failure to do so will result in a failure and removal from the process. We are using this format for a reason.
4. Submit a color photo of yourself along with the Personal History Statement.
5. Submit photographic images of tattoos and corresponding documentation. (Follow the specific instructions on the form)
6. Make sure to submit your notarized release of information.
7. Read all instructions. Failure to follow the directions here or in the Personal History Statement can result in rejection or disqualification. This part of the selection process as well.
8. **DO NOT CONTACT CITY OF CEDAR PARK HUMAN RESOURCES OR THE PROFESSIONAL STANDARDS DIVISION.** We will contact you.