



## STEPS TO COMPLETING THE ARCAREERS ONLINE APPLICATION



1. Go to AR/Careers by clicking [HERE](#)
2. Click the “Apply Now” box in the lower right hand corner. This will take you to a login screen. If you do not already have a login, you will need to create one.
3. If you have a Resume/Cover Letter, you can upload it. This will fill in several fields where your name or address is required.
4. Enter a reliable contact number.
5. Enter a valid email address that you actively check to receive important emails.
6. Education Section - Enter your Education information.
7. Work experience at State of Arkansas - If you have worked for a State Agency list that experience here.
8. Previous Employment - Please list all work history, beginning with your most recent experience.
9. Skills – List relevant skills. (i.e. Supervisory Skills, Microsoft Word, Microsoft Excel, Microsoft PowerPoint)
10. Professional Certifications and Licenses (Do not include Driver’s License) - List the name of Certification or License, description and date acquired.
11. Second Language - The 2<sup>nd</sup> Language you speak, spoken proficiency of language/reading proficiency/writing proficiency.
12. References - List at least 3 references and contact numbers for them. This is important - your references will be contacted during your background phase.
13. Be sure to click “Save”! After saving, click on the “Next” button in the lower right-hand corner. You should now see “Application for Employment” at the top of the screen.
14. Disclosure requirements - If you are a current or former legislator or constitutional officer, the spouse of a current or former legislator or constitutional officer select what applies.
15. Veteran Status - certain applicants may be eligible for veterans’ preference consideration, check here what applies.
16. Fill out Questions 1-25. Your answers will be compared to answers given on all future background investigation material. Any discrepancies may result in your disqualification.
  1. Are you willing to submit to a drug test?
  2. Have you ever been convicted of a felony?
  3. Enter your driver's license state and number
  4. Gender
  5. Mailing Address - enter your current address or where you receive mail.
  6. List your top three choices for preferred county assignment. This does not guarantee you will be assigned there.

7. Have you ever previously submitted applications with the Arkansas State Police? If yes, please indicate the dates you applied and the outcome.
8. To be a Trooper you must be at least 21 years of age by the graduation date of Troop School. Please list your current age.
9. Are you a certified law enforcement officer? If yes, # of years: Agency, Date Graduated Basic Police Training.
10. Please list your current or most recent employer and your job title
11. Highest level of education
12. Have you ever served in the U.S. military?
13. Military Discharge—Please explain the type of discharge
14. Are you multilingual? If yes, specify language
15. Do you have tattoos that are visible in short sleeve shirts? If yes, where are the tattoos? Are you willing to have them removed?
16. Have you ever used any illegal drugs? If yes, please explain in detail. Be sure to include approximate dates, quantity, your age at the time, etc.
17. Marijuana Use (Most Recent):
18. Have you ever used steroids/anabolic steroids without a prescription? If yes, please explain.
19. Have you ever sniffed any type of inhalant such as glue, spray paint, etc. for the purpose of getting high? If yes, please explain in detail, include approximate dates, your age at the time, substance, etc.
20. Has there ever been a true finding against you for maltreatment of a child? If yes, please explain.
21. Have you ever been detained, questioned, held on suspicion, fingerprinted, or taken into custody for any reason other than minor traffic violations. If yes, please explain in detail.
22. Have you ever been arrested, charged, or convicted of a felony offense, even if it was expunged or sealed? If yes, please explain in detail.
23. Have you ever been convicted of a Domestic Violence offense or convicted of any charges that have been reduced from the charge of Domestic Violence. If yes, please in detail.
24. The information I have provided in this application is accurate and correct. I understand that any information provided in this application that is inaccurate or is deemed inconsistent with impending background information collected can lead to disqualification from the process.
25. State Troopers must be willing to relocate based on the needs of the Department. Are you willing to work anywhere in the State of Arkansas if needed?
26. Click “**Save**” then “**Submit**” and you’re all done! Thank you for applying with the Arkansas State Police.

On “My Candidate Profile” attach your **ASP 89B** (Medical Release Form) in the section listed “**Documents**”. All future documents will be attached using the same steps.