

## Frequently Asked Questions

### ***Do I have to be a resident of Cherry Hills Village in order to work for the City of Cherry Hills Village?***

There is no residency requirement for City of Cherry Hills Village positions.

### ***Can I send in a resume in lieu of an application?***

Applicants sending in resumes without a completed application will not be considered for employment until we have received a completed City application. Applications should be filled out completely and “See Resume” should not be used on the past employment section.

### ***How long does the application process take?***

Interviews, which are generally conducted by a panel of City representatives, are usually scheduled about two to three weeks following the application closing date. For police positions, the total hiring process can take as long as two to three months. For non-police positions, the total hiring process usually takes one to two months.

### ***Will I have to submit to any type of testing?***

For certain positions, job-related testing may occur in order to ensure an applicant’s skills. For example, an applicant for a clerical position must successfully complete a clerical exercise before a job offer can be made.

### ***Will I have to submit to pre-employment background screening before being hired?***

For regular year-round positions, a final candidate must first successfully complete a series of background screens, which may include a criminal check, a DMV driving check, a credit check, a polygraph exam, a psychological exam (for sworn police candidates only), a drug screen, and a physical exam.

### ***How long will my application be kept on file?***

The City retains solicited job applications for two years. We do not retain unsolicited job applications or resumes.

### ***Will the City notify me if I am not being considered for employment?***

The City makes its best effort to notify all applicants of job status. However, due to the volume of applicants we receive for each open position, we are sometimes unable to notify every applicant who is not being considered for employment. The City does however keep all interviewed candidates abreast of job status.