

June 20, 2011

Dear Applicant:

Thank you for your interest in applying for a position with the West Windsor Township Police Department. The purpose of this correspondence is to inform you of an upcoming testing process. This testing process will be open to all candidates who are high school graduates between the ages of 18 and 35, or candidates who meet the requirements of entry into the *Police and Firemen's Retirement System*. **The test process will be limited to the first 350 applicants.**

The written phase of the examination process for police officer will be held at **0900 hours on Thursday, July 28th, 2011** at the **West Windsor-Plainsboro High School South**, located at the corner of **Clarksville Road and Princeton Hightstown Road (CR 571) in West Windsor Township**. Applicants are required to park in the student parking lot located on the north side (CR 571 side) of the high school and enter the building through the main entrance. Officers will be assigned to direct you to the **600 Area** of the high school for the testing process. You will be required to sign in with an officer prior to taking the test. Please bring at least one form of photo identification for this process. The doors will open at 8:00 a.m. **Important: No one will be admitted for testing after 8:45 a.m.**

If you meet the requirements and are interested in participating in the testing process for police officer, you must first come to the West Windsor Township Police Headquarters located at 20 Municipal Drive in Princeton Junction, complete the one page application form that is located in the lobby of police headquarters and submit it with a \$25.00 application fee to the dispatcher. This fee shall be in the form of a check or money order made out to the "West Windsor Township Police Department". At the time you submit the application and accompanying fee you will be given a website address from which to download a study guide booklet for the written examination. Every applicant must complete the application form and submit the required fee as outlined above, by **Friday, July 22nd, 2011**. Please do not call the dispatcher for additional information.

Please bring photo identification and #2 pencils with you to the test. Thank you for your cooperation and interest in becoming a member of the West Windsor Township Police Department.

Sincerely,

Joseph M. Pica, Jr.
Chief of Police