How to submit your background packet

1. Go to chandlerpd.com/careers

2. Download the Background Packet 2020 (near the bottom of the page), print it (single sided) and complete the forms (needs to be notarized)

3. Scan your **completed and notarized** background packet as **one complete document** on to your computer (please do not scan it as several different documents)

4. Go to chandlerpd.com/careers and click on **ENCRYPTED EMAIL ACCOUNT** towards the bottom of the page (https://securemail.chandleraz.gov/encrypt)

5. Create an account (If you have already created an account, please skip to step 6)

   a. You must use your personal email address to create an account

   b. You will receive an email with a link to set up your account

6. Once you have an account, log in and click on the pencil symbol (in the top right corner). This will take you to a screen that looks similar to sending an email

7. Enter PSSHiring@chandleraz.gov into the "To" line

8. Enter your name and the title of the position you applied to in the "Subject" line

9. Attach your scanned completed background packet to the email and press send

10. You will receive a confirmation email that your background packet has been received

Once we have reviewed your background packet, we will contact you to let you know if you will be moving forward in the process.

 If you have any questions about this please contact a background investigator at 480-782-3960 or cpdrecruiting@chandleraz.gov