



Employment Application Information Civilian, Uniformed Civilian, and Temporary

The Missouri State Highway Patrol only accepts applications for posted vacant positions. All vacancies are posted on the Missouri State Highway Patrol [web site](#), at each MSHP Troop Headquarters, and General Headquarters.

APPLICATION for CIVILIAN EMPLOYMENT (ACE)

Applications are available on this website through the Application for Civilian Employment (ACE) system and are submitted electronically. Applicants without access to a computer should contact the facilitator for assistance in applying for current vacancies. **A resume cannot be substituted for the application.** College transcripts and resumes can be electronically attached to the application.

Individuals applying for a position which requires a typing score must complete the [on-line typing test](#) available through our web site. (The Patrol also accepts typing tests completed at any Missouri Career Center, which may be scanned and attached to the electronic application or mailed directly to the facilitator.) Individuals who have previously completed an application can login to the Application for Civilian Employment (ACE) system and update their information at any time. The system also provides the ability to apply for multiple vacancies.

The Missouri State Highway Patrol only processes applications for currently posted vacant positions. Applications received in the ACE system for positions that are not posted will be acknowledged by return email; but, will not be considered for a position. Applicants for current vacancies will receive written and/or verbal notification of their status throughout the application process. All applications are kept in the ACE system for a minimum of 12 months. Individuals who have completed an application in the ACE system and wish to be considered for a newly posted vacancy must access the ACE system and submit their application for the newly posted vacancy.

SCREENING PROCESS

After the application deadline, all applications meeting the minimum qualifications will be reviewed by the facilitator. The volume of applications received can make this process time consuming and highly competitive. Therefore, applicants are encouraged to complete the ACE as thoroughly as possible, attaching additional pages if necessary.

INTERVIEW PROCESS

Individuals selected for interviews will be asked to undergo a panel interview. This interview panel normally consists of three board members who ask job-related interview questions to each applicant. Questions referencing the Highway Patrol benefits, salary, probationary period, etc. should be addressed to the listed facilitator or the Human Resources Division. Interviews for temporary positions are conducted one-on-one with the troop commander, division director, or their designee.

The interview process takes approximately thirty minutes to one hour to complete. All individuals with disabilities pertaining to the interview process will be given the opportunity to have accommodations provided to them to ensure that he/she is given fair treatment during the interview process.

EQUAL EMPLOYMENT/AFFIRMATIVE ACTION

The Missouri State Highway Patrol is firmly committed to a policy of equal employment opportunity and of nondiscrimination in public service. The Patrol will administer personnel policies and conduct employment practices in a manner that treats employees and qualified applicants on the basis of qualifications, experience, and other work-related criteria without regard to race, color, religion, sex, age, national origin, veteran status, ancestry, sexual orientation, or disability. Equal opportunity will be provided in all personnel practices, such as recruitment, hiring, training, promotion, classification/compensation, transfer, demotion, termination, layoff, disciplinary action, benefits, and social or recreational programs.

Affirmative Action dictates that positive steps be taken to ensure persons from all cultures of the community be represented in our workforce. We are further committed to assuring that individuals with disabilities be given the same consideration for employment as applicants without disabilities. If an applicant is disabled and needs assistance in accessing the application process, contact the Human Resources Division at telephone number (573) 526-6117. For hearing impaired applicants, the Telecommunications Device for the Deaf (TDD) telephone number is (573) 751-3313.

This information is provided to assist you in applying for Civilian, Uniformed-Civilian, or Temporary positions with the Missouri State Highway Patrol. It does not pertain to the Trooper Selection Process.

Missouri State Highway Patrol
Human Resources Division
1510 E. Elm Street, P.O. Box 568
Jefferson City, MO 65102-0568
Phone (573) 526-6117
TDD (573) 751-3313
Fax (573) 751-9924