

NOTICE

Please be advised that all Entry Level (Probationary) Police Officer candidates are not permitted to have any tattoo above the neck line or on the arms below the hem of a short sleeve shirt.

THANK YOU.

Received by: _____ (initials) Date: _____

Entered: _____

CITY OF WHEELING

POLICE CIVIL SERVICE COMMISSION

APPLICATION FOR ADMISSION TO COMPETITIVE EXAMINATION FOR

ENTRY LEVEL (PROBATIONARY) POLICE OFFICER I

AN EQUAL OPPORTUNITY EMPLOYER - Unlawful discrimination on the basis of race, color, religion, age (between 18 and 35), sex, national origin or ancestry is prohibited by City, State and Federal Laws.

A COMPETITIVE EXAMINATION FOR ENTRY LEVEL (PROBATIONARY) POLICE OFFICER WILL BE HELD ON SATURDAY, JANUARY 23, 2010 AT 7:30 A.M. AT WHEELING JESUIT UNIVERSITY, 316 WASHINGTON AVENUE, WHEELING WV 26003. YOU MUST HAVE A VALID PHOTO ID TO BE ADMITTED FOR TESTING.

THIS APPLICATION MUST BE COMPLETED IN INK AND RETURNED NO LATER THAN 4:30 P.M., FRIDAY, JANUARY 8, 2010 TO: CITY OF WHEELING, HUMAN RESOURCES DEPARTMENT, 1500 CHAPLINE STREET / ROOM 301, CITY-COUNTY BUILDING, WHEELING, WV 26003.

THIS APPLICATION MUST BE COMPLETED IN DETAIL, SIGNED, AND SWORN TO BEFORE A NOTARY PUBLIC OR EQUIVALENT OFFICER. THE COMMISSION RESERVES THE RIGHT TO RETURN OR REJECT ANY INCOMPLETE APPLICATION.

NOTE: MUST BECOME A RESIDENT OF THE CITY OF WHEELING OR OHIO COUNTY WITHIN SIX (6) MONTHS OF EMPLOYMENT.

IT IS YOUR RESPONSIBILITY TO NOTIFY THE HUMAN RESOURCES DEPARTMENT OF ANY CHANGE IN ADDRESS, TELEPHONE NUMBER OR STATUS. FAILURE TO DO SO MAY BE CAUSE TO REMOVE YOUR NAME FROM THE ELIGIBILITY LIST.

PLEASE TYPE OR PRINT CLEARLY

1. YOUR FULL NAME _____
Last First Middle

2. PRESENT PLACE OF RESIDENCE: _____
CITY, STATE, ZIP CODE _____

3. MAILING ADDRESS, IF DIFFERENT FROM ABOVE: _____

4. HAVE YOU LIVED ANYWHERE ELSE DURING THE LAST (5) YEARS? _____

4a. IF SO, WHERE? _____

5. HOME TELEPHONE NUMBER: () _____

6. OTHER TELEPHONE NUMBER WHERE YOU CAN BE REACHED: () _____

7. YOUR SOCIAL SECURITY NUMBER: _____ - _____ - _____ (FOR RECORD CHECK)

8. ARE YOU A UNITED STATES CITIZEN? _____

9. ARE YOU BETWEEN 18 AND 35 YEARS OF AGE? _____

10. DATE OF BIRTH: _____ (FOR RECORD CHECK) PLACE OF BIRTH: _____

11. ARE YOU A MILITARY VETERAN? _____ (FOR RECORD CHECK)

IF YES, BRANCH OF SERVICE: _____ DATES: _____

IF YOU FEEL YOU ARE ELIGIBLE TO RECEIVE VETERAN'S PREFERENCE POINTS IN ACCORDANCE WITH S6-13-1, IT IS YOUR RESPONSIBILITY TO SUBMIT A DD-214 WITH THIS APPLICATION.

12. DO YOU HAVE A HIGH SCHOOL DIPLOMA OR GED EQUIVALENCY? _____

13. NAMES OF HIGH SCHOOL(S) ATTENDED: _____

14. GIVE HIGHEST GRADE OR LEVEL OF EDUCATION COMPLETED: _____

15. LIST COLLEGES OR OTHER POST-HIGH SCHOOL TRAINING PROGRAMS YOU HAVE ATTENDED: _____

16. ARE YOU PHYSICALLY CAPABLE OF PERFORMING ALL THE ESSENTIAL FUNCTIONS OF A POLICE OFFICER WITH OR WITHOUT AN ACCOMMODATION? _____

17. HAVE YOU EVER SERVED IN THE POLICE DEPARTMENT OF THE CITY OF WHEELING? _____

18. HAVE YOU EVER BEEN CONVICTED OF ANY FELONY OR MISDEMEANOR, INCLUDING DUI BUT NOT INCLUDING MOVING TRAFFIC VIOLATIONS? _____

19. GIVE DETAILS OF ALL CONVICTIONS: _____

20. HAVE YOU POSSESSED, PURCHASED, SOLD OR DELIVERED ILLEGAL SUBSTANCES IN THE LAST FIVE(5) YEARS: _____

21. LIST BELOW YOUR PRESENT OR MOST RECENT EMPLOYMENT OR BUSINESS AND ALL PREVIOUS EMPLOYMENTS AND BUSINESS FOR THE LAST (5) YEARS:

PRESENT EMPLOYER: _____ EMPLOYED FROM _____ TO _____
ADDRESS: _____
POSITION HELD: _____ EARNINGS: _____
REASON FOR LEAVING: _____
MAY WE CONTACT? _____

PREVIOUS EMPLOYER: _____ EMPLOYED FROM _____ TO _____
ADDRESS: _____
POSITION HELD: _____ EARNINGS: _____
REASON FOR LEAVING: _____
MAY WE CONTACT? _____

PREVIOUS EMPLOYER: _____ EMPLOYED FROM _____ TO _____
ADDRESS: _____
POSITION HELD: _____ EARNINGS: _____
REASON FOR LEAVING: _____
MAY WE CONTACT? _____

(You may continue this listing on the back of this sheet. You must list all previous employments and businesses, including temporary and part-time work)

22. REFERENCES: GIVE THREE (3) REFERENCES (OTHER THAN RELATIVES OR EMPLOYERS ABOVE) WHO CAN COMMENT ON YOUR CHARACTER AND REPUTATION AND ON YOUR ABILITY TO PERFORM THE DUTIES OF A POLICE OFFICER.

NAME	ADDRESS	PHONE
1.		
2.		
3.		

ALL APPLICANTS MUST SIGN THE FOLLOWING CERTIFICATE:

The City of Wheeling does not discriminate in hiring or employment on the basis of race, color, religion, sex, national origin, age, disability, veteran's status or status within any other protected group. Many questions on this application are required by WV Code §8-14-12. No question on this application is intended to secure information to be used for discriminatory purposes.

This application will be given every consideration, but does not imply that you will be offered employment. The application is not intended to create an employment contract between the City of Wheeling and you. Should this application result in your employment, you have the right to terminate your employment at any time and for any reason and the City retains a similar right. You further understand that this entire statement applies to the period to or after you may be employed.

I hereby certify that there are no willful misrepresentations in, falsification of or omissions in the above statements and answers to questions. I am aware that should investigation disclose such misrepresentations, falsifications or omissions, my application will be rejected, or may be cause for subsequent dismissal if hired.

By signing this statement, I certify that I understand each of the above statements and hereby I believe I qualify in every respect. I further believe I have the abilities and skills to perform the duties of a Police Officer I.

PRINT YOUR NAME

SIGNATURE OF APPLICANT

DATE

CITY OF WHEELING POLICE DEPARTMENT

**AUTHORIZATION AND RELEASE
BY WHEELING POLICE DEPARTMENT APPLICANT**

As part of the application process, it has been disclosed to me that a background investigation will be conducted on me. This background investigation will include but not be limited to the following, investigative consumer report, character investigation, employment history including reasons for termination thereof, educational background, driving history, criminal behavior, domestic violence check, medical history and polygraph examination.

Therefore, I hereby voluntarily authorize the City of Wheeling Police Department to conduct an inquiry into my work experience, business activities, credit history, education, general reputation, character, personal characteristics, medical history, mode of living and/or past activities. This inquiry may be conducted either by the City, its employees or an independent agency retained by the City. I authorize and request any and all of my former employers, personal references, education institutions, law enforcement and credit agencies and/or any other person to furnish the City of Wheeling or its agents any information that they may have concerning the above referenced matters.

I hereby release the City of Wheeling, or any agency retained by the City, from all liability and responsibility, in connection with making the aforesaid inquiry, including their agents and employees. Further, I hereby release from any and all liability whatsoever all persons, institutions, employers, organizations and/or agencies providing information pursuant to this authorization and release.

I understand the City of Wheeling shall utilize this information solely for the purpose of evaluating issues that it deems pertinent to my eligibility for employment or if hired, retention as an employee, reassignment or promotion. This authorization and release is made the ____ day of ____ 20__, and it is my intent that it shall continue in full force and effect until revoked by me in writing. A copy of this authorization and release shall have the same force and effect as the original.

Signature: _____

Printed Name: _____

Witnessed and accepted for the City of Wheeling Police Department:

Date: _____ By: _____

Title: _____

OATH

THIS OATH MAY BE TAKEN BEFORE ANYONE AUTHORIZED TO ADMINISTER OATHS. THE APPLICATION WILL NOT BE ACCEPTED UNLESS SWORN TO.

State of WV

County of Ohio

The undersigned applicant, being first duly sworn, says that he/she is the person mentioned in the foregoing application, and that the answers or statements herein are true to the best of his/her knowledge and belief.

Applicant's Signature

Sworn to and subscribed in my presence this _____ day of _____, 20__.

Notary Public

My Commission Expires:

ENTRY LEVEL (PROBATIONARY)
POLICE OFFICER

RECRUITMENT SURVEY

Dear Applicant:

In an effort to determine the effectiveness of our recruiting sources used for this position, please indicate how you heard about this job by placing an (X) next to the appropriate source/or sources:

Newspaper Ad

- Wheeling News Register or Intelligencer _____
- The Times Leader _____
- Other newspaper _____

Other

- Notified by a friend. _____
- Notified by a City of Wheeling employee. _____
- Notified by WV or OH Employment Services. _____
- Notified by _____.
- Jefferson Community College _____
- West Virginia Northern Community College _____
- Other (specify) _____.
- Billboard _____

Thank you for your assistance.

City of Wheeling
Human Resources Department

Please return to: Human Resources Department
City of Wheeling
1500 Chapline Street / Room 301
Wheeling WV 26003