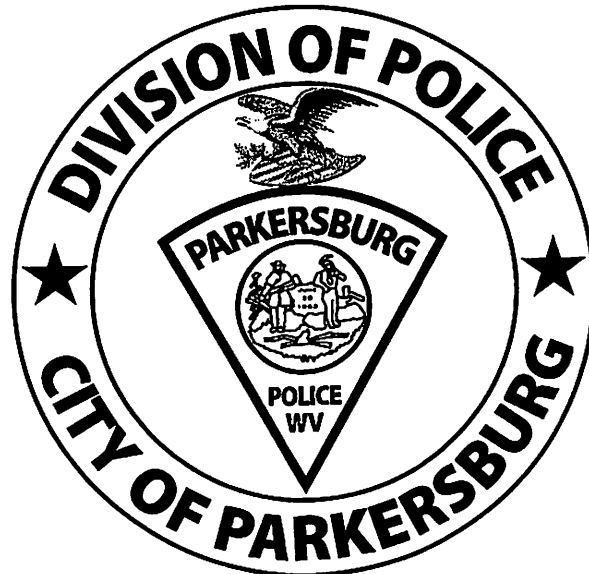


**PARKERSBURG POLICE
DEPARTMENT**
Parkersburg, West Virginia

EMPLOYMENT APPLICATION



HONOR...PRIDE...DUTY
Since 1873

The City of Parkersburg is an equal opportunity employer.

Revised 10-04-16



**PARKERSBURG POLICE DEPARTMENT
POLICE OFFICER
CIVIL SERVICE APPLICATION**

Position:

- Entry Level Police Officer

Basic Qualifications:

- Citizen of the United States
- Between the age of 18 and 40 at the time of application
- High School diploma or equivalent
- Valid driver's license
- Visible tattoos are prohibited

Applicant Information:

Last Name: _____ First Name: _____ MI: _____
SSN: _____ Date of Birth: _____
Place of Birth: _____ U.S. Citizen: Yes _____ No _____
Street Address: _____
City: _____ State: _____ Zip Code: _____
Home Phone: () _____ Cell Phone: () _____
Alternate Contact (if applicable): _____
Email Address: _____

Are you physically capable of performing all the essential functions of a police officer with or without an accommodation: Yes _____ No _____ If necessary, explain:

Have you ever been convicted of any felony or misdemeanor, including DUI but excluding moving traffic violations: Yes _____ No _____ If yes, explain:

Driver's License Information:

State of Issue: _____ License Number: _____ Expiration Date: _____
Has your license ever been suspended or revoked: _____ If yes, explain: _____

Employment History: (Complete for the past 5 years)

Present Employer: _____ Time Employed: _____
 Address: _____ Phone Number: () _____
 _____ Title/Position: _____
 _____ Supervisor: _____
 May we contact this employer: _____

Previous Employer: _____ Time Employed: _____
 Address: _____ Phone Number: () _____
 _____ Title/Position: _____
 _____ Supervisor: _____
 May we contact this employer: _____

Reason for Leaving: _____

Previous Employer: _____ Time Employed: _____
 Address: _____ Phone Number: () _____
 _____ Title/Position: _____
 _____ Supervisor: _____
 May we contact this employer: _____

Reason for Leaving: _____

Previous Employer: _____ Time Employed: _____
 Address: _____ Phone Number: () _____
 _____ Title/Position: _____
 _____ Supervisor: _____
 May we contact this employer: _____

Reason for Leaving: _____

Residential History:

(List dates and addresses of all places that you have resided for the past 5 years, beginning with the most recent.)

- | | |
|---|---|
| <p>1. Dates: _____
 Address: _____

 _____</p> | <p>2. Dates: _____
 Address: _____

 _____</p> |
|---|---|

3. Dates: _____
Address: _____

4. Dates: _____
Address: _____

Education:

High School Name: _____ Years Attended: _____
Address: _____ Did you graduate: _____
_____ Diploma: _____ G.E.D.: _____

University and/or College(s) attended to include address and degree/hours earned: _____

List other skills, educational and training experience: _____

Military Service:

Have you ever served in the military? Yes _____ No _____

Branch of Service: _____

Dates of Service: _____

Type of Discharge: _____

(If you feel you are eligible to receive Veteran's preference points in accordance with 6-13-1, it is your responsibility to submit a DD-214 with this application.)

Prior Law Enforcement Service: (\$2,500.00 sign-on bonus for WV certified officers)

Do you currently hold a WV LETC certification? Yes _____ No _____

Do you have prior law enforcement service? Yes _____ No _____

List all military or civilian law enforcement experience: _____

References:

(Do not list relatives or former employers. Provide a minimum of three (3) references.)

Name: _____ Phone: () _____
Address: _____ Years known: _____
_____ Occupation: _____

Name: _____ Phone: () _____
Address: _____ Years known: _____
_____ Occupation: _____

Name: _____ Phone: () _____
Address: _____ Years known: _____
_____ Occupation: _____

Applicant Acknowledgement & Release:

I certify that all of the information furnished in this employment application is true and complete to the best of my knowledge. I understand that the City of Parkersburg may investigate the information I have furnished and I realize that any misrepresentation or false information in this application may lead to withdrawal of any employment offer or termination after employment.

I hereby acknowledge that I, voluntarily and of my own free will, have applied for employment with the City of Parkersburg with the understanding that the City may use a variety of screening procedures to evaluate my qualifications and suitability for appointment. I have been advised that these screening procedures may include, but are not limited to, interviews, criminal record checks, driving record checks, polygraph examinations, written testing, reference checks, background investigations, psychological evaluations and medical examinations. I hereby understand that I would not be required to actually participate in a psychological evaluation or medical examination until after I have received a conditional offer of employment. I also acknowledge that I may also be subject to other screening procedures not specifically listed above. I further acknowledge that any such screening procedures, as reasonably required by the City of Parkersburg, are a prerequisite to my appointment to a position with the City of Parkersburg.

In addition, I also hereby understand that the City of Parkersburg cannot guarantee the confidentiality of the results of, or information obtained through, the aforementioned screening procedures. Rulings of the WV Supreme Court relative to the Public Records Act indicate that, with certain enumerated exceptions, records maintained by a governmental entity are a matter of public record and should a proper request be made by a member of the public for such records, the governmental entity would be required to make such records available to that member of the public within a reasonable period of time. Employment-related documents, with the exception of medical records, maintained by the City relative to the aforementioned screening procedures do not appear to fall within any of the enumerated exceptions.

Therefore, in consideration of my employment application being reviewed and considered by the City of Parkersburg I, being at least 18 years of age, and under no legal disability on behalf of my heirs and assigns, hereby release and agree to hold harmless, the City of Parkersburg and any of its agents, employees, or related officials from any and all liability, whatever the type and nature, resulting from the administration of any such screening procedures and/or the release of the results there from.

Signature: _____ Date: _____

The City of Parkersburg is an equal opportunity employer. If you feel you have been discriminated against on the basis of race, color, national origin, sex, religion, or Veteran's status, please report it to the Office of Personnel in the City of Parkersburg Municipal Building.

Return in person or mail to:

**Parkersburg Police Department
One Government Square
P.O. Box 1167
Parkersburg, WV 26101**

Office Use Only

Accepted by the Parkersburg Police Department:

By: _____ (Name/Title)

Date: _____