

**West Virginia State Police**  
**APPLICATION FOR NON-UNIFORMED (Civilian) Employment**

**Department Headquarters, Personnel Section**  
**725 Jefferson Road, South Charleston, West Virginia 25309-1698 (304) 746-2117**

POSITION(S) FOR WHICH YOU ARE APPLYING: \_\_\_\_\_

List the COUNTIES in which you are interested in employment: \_\_\_\_\_

Rate of Pay Expected: \_\_\_\_\_ SSN: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

LAST NAME: \_\_\_\_\_ FIRST NAME: \_\_\_\_\_ MI: \_\_\_\_\_

Mailing Address: \_\_\_\_\_  
Street City County State & Zip

Home Telephone: ( ) \_\_\_\_\_ Other Telephone: ( ) \_\_\_\_\_

- \_\_\_ Yes \_\_\_ No Have you previously applied for a position with the West Virginia State Police?
- \_\_\_ Yes \_\_\_ No Have you previously held/currently hold a job as a WV State Government employee?
- \_\_\_ Yes \_\_\_ No Can you legally work in the U.S.A.?
- \_\_\_ Yes \_\_\_ No Are you over 18 years of age?
- \_\_\_ Yes \_\_\_ No Have you ever been convicted of a crime? If yes, please explain: \_\_\_\_\_

Provide any other name(s) you may have used that may be pertinent to checking employment and references, include maiden name if applicable:  
\_\_\_\_\_

Employment status seeking: \_\_\_ full-time \_\_\_ part-time \_\_\_ temporary \_\_\_ summer  
\_\_\_ Day Shift only \_\_\_ Evening Shift only \_\_\_ Night Shift Only \_\_\_ Any Shift

**EDUCATION** (If you need more space, provide the additional information on a plain sheet of paper.)  
Mark highest grade completed \_\_\_1 \_\_\_2 \_\_\_3 \_\_\_4 \_\_\_5 \_\_\_6 \_\_\_7 \_\_\_8 \_\_\_9 \_\_\_10 \_\_\_11 \_\_\_12 \_\_\_12+

SCHOOL NAME AND TELEPHONE	ADDRESS	MAJOR/MINOR	DID YOU GRADUATE?	DIPLOMA/DEGREE
High School				
College				
College (Graduate)				
Business, Vocational or Technical School				
Other (Specify)				

**EMPLOYMENT HISTORY** – List all work experience beginning with your present or most recent job and work back. Space is provided for 5 entries only. **If you have had more than 5 jobs over the course of your life, you must attach a supplemental list outlining the below information for these additional jobs.** Failure to report all previous employment may result in your disqualification.

Employer Name, Address, Telephone	Employment Dates (FT/PT)	Position Held and Description of Duties	Salary	Reason for leaving

**REFERENCES** (character references other than relatives)

NAME	ADDRESS	TELEPHONE NUMBER

Yes  No Do you have any military service? If so, please provide copy of DD-214. Military service should also be reflected in above section Employment History.

List all previous home addresses (attach additional sheet if necessary): \_\_\_\_\_

**AFFIRMATION.** I certify under penalty of law and disqualification that all statements are true and complete. I authorize the West Virginia State Police and any agent acting on its behalf to conduct an inquiry into any job-related information contained in this application. I release the State Police and any agent acting on its behalf from any and all liability by reason of the request for such information. I further authorize and request that each former employer, educational institution, or organization to provide all information that may be sought in connection with this application.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
 Applicant Signature required (BLUE INK)

**- EQUAL OPPORTUNITY EMPLOYER -**