

WEST VIRGINIA STATE TROOPER EMPLOYMENT APPLICATION

- EQUAL OPPORTUNITY EMPLOYER -

Personnel Office
WEST VIRGINIA STATE POLICE
725 JEFFERSON ROAD
SOUTH CHARLESTON, WV 25309-1698
(304) 746-2117
WWW.WVSTATEPOLICE.COM

INSTRUCTIONS: TYPE OR PRINT LEGIBLY IN INK TO COMPLETE APPLICATION. BE CERTAIN TO FILL IN ALL SPACES ON THIS APPLICATION FORM, SPECIFY NOT APPLICABLE (N/A) IF NECESSARY. **IF ANY INFORMATION IS MISSING YOUR APPLICATION MAY BE REJECTED.** ALL INFORMATION WILL BE TREATED CONFIDENTIALLY. **USE ATTACHMENTS WHERE NECESSARY.** IT IS THE POLICY OF THE WEST VIRGINIA STATE POLICE TO BE FAIR AND EQUITABLE IN ALL ITS RELATIONS WITH ITS EMPLOYEES AND APPLICANTS FOR EMPLOYMENT WITHOUT REGARD TO RACE, COLOR, RELIGION, ANCESTRY, MARITAL STATUS OR DISABILITY.

NAME: _____ SOCIAL SECURITY # _____ / _____ / _____
LAST JR/SR FIRST MIDDLE
 DRIVER'S LICENSE _____ / _____
STATE NUMBER

List other name(s) that may be pertinent to checking previous employment and educational records: _____

HOME TELEPHONE # (____) _____ - _____ OTHER TELEPHONE # (____) _____ - _____

CURRENT ADDRESS: _____
STREET CITY COUNTY STATE ZIP

List **ALL** previous home addresses (attach additional sheets if necessary). _____

ARE YOU 21-39 YEARS OF AGE? YES NO

DO YOU HAVE A HIGH SCHOOL DIPLOMA OR GED? YES NO

EDUCATION

NAME AND LOCATION	YEARS COMPLETED	DID YOU GRADUATE?	DIPLOMA OR DEGREE
HIGH SCHOOL			
COLLEGE			
OTHER			

MILITARY (Answer both questions)

Have you ever served in any branch of the armed forces? YES NO

Have you ever been discharged from the armed forces under conditions other than honorable? YES NO

(Excluding a medical discharge) If yes, explain. _____

BRANCH OF THE MILITARY	FROM	TO	RANK OR GRADE
	/ /	/ /	
	/ /	/ /	

EMPLOYMENT HISTORY

List **ALL** areas of employment include any periods of part-time or temporary employment and **ALL** periods of unemployment (may result in ELIMINATION if not inclusive). **DO NOT LIST MILITARY SERVICE** as employment. Attach additional sheets if necessary.

FROM	To	EMPLOYER	TELEPHONE
JOB TITLE		ADDRESS	
IMMEDIATE SUPERVISOR		TYPE OF BUSINESS	
SALARY		SUMMARIZE THE NATURE OF WORK PERFORMED AND RESPONSIBILITIES	
FROM	To	PAST EMPLOYER	TELEPHONE
JOB TITLE		ADDRESS	
IMMEDIATE SUPERVISOR		TYPE OF BUSINESS	
SALARY		SUMMARIZE THE NATURE OF WORK PERFORMED AND RESPONSIBILITIES	
REASON FOR LEAVING			
FROM	To	PAST EMPLOYER	TELEPHONE
JOB TITLE		ADDRESS	
IMMEDIATE SUPERVISOR		TYPE OF BUSINESS	
Salary		SUMMARIZE THE NATURE OF WORK PERFORMED AND RESPONSIBILITIES	
Reason for leaving			

SKILLS AND QUALIFICATIONS

Summarize any training, skills, licenses and/or certificates you possess which you feel will be beneficial to you in this position: _____

REFERENCES

Give the NAME, ADDRESS, TELEPHONE AND OCCUPATION of five (5) reliable persons who have known you a greater part of your life. DO NOT LIST RELATIVES, FELLOW EMPLOYEES, FORMER OR PRESENT EMPLOYERS.

NAME AND HOME ADDRESS		YEARS KNOWN	TELEPHONE NUMBER
Name _____ Occupation _____	Street _____ City _____ State _____ Zip _____		(_____) _____ - _____ Area Code _____
Name _____ Occupation _____	Street _____ City _____ State _____ Zip _____		(_____) _____ - _____ Area Code _____
Name _____ Occupation _____	Street _____ City _____ State _____ Zip _____		(_____) _____ - _____ Area Code _____
Name _____ Occupation _____	Street _____ City _____ State _____ Zip _____		(_____) _____ - _____ Area Code _____
Name _____ Occupation _____	Street _____ City _____ State _____ Zip _____		(_____) _____ - _____ Area Code _____

Q & A

Are you legally authorized to work in the United States? YES NO
 Have you ever held a position of trust, such as handling money or confidential material? YES NO
 Have you had a valid driver's license for two (2) years prior to the date of this application? YES NO
 Has your driver's license ever been revoked or suspended? YES NO
 IF YES, explain. _____
 Have you ever been convicted of a misdemeanor crime? YES NO
 IF YES, explain. _____
 Have you ever been convicted for domestic violence? YES NO
 Have you ever been convicted of a felony crime? YES NO
 Have you ever been convicted of a traffic violation? (Include moving and non-moving offenses.).... YES NO
 IF YES, explain. _____
 Are you currently using illegal drugs? YES NO
 Do you drink alcoholic beverages? YES NO
 Have you applied for the position of police officer at another agency? YES NO
 IF YES, where? _____
 Have you previously applied for employment with the West Virginia State Police? YES NO
 Have you been employed by the West Virginia State Police? YES NO
 Have you previously tested for the position of West Virginia State Trooper? YES NO
 If you checked YES to any of the questions pertaining to a previous application with the West Virginia State Police please give details. _____

Before a person is selected for enlistment entries made in his/her application are verified and a careful and complete character investigation is conducted. You may use this space to explain any irregularities that may be disclosed by our investigations.

CERTIFICATION

I attest to the accuracy and truthfulness of the information provided and that any misstatement of material facts will be grounds for disqualifying me from further consideration in the selection process, or, if hired, grounds for discharge. I further understand that consideration for employment is conditioned upon the results of a reference check, and that the state police is authorized to investigate all statements made by me on the application, to contact former employers and references and to advise contacted persons that they may respond to questions. I hereby release all such persons from any liability of damage resulting from such information.

I understand that nothing contained in this employment application or in the granting of an interview is intended to create an employment contract between the West Virginia State Police and myself for either employment or for the providing of any benefit. No promises regarding employment have been made to me, and I understand that no such promise or guarantee is binding upon the West Virginia State Police unless made in writing. If an employment relationship is established, I understand that I have the right to terminate my employment at any time and the West Virginia State Police retains the same right.

I understand that prior to being offered employment with the West Virginia State Police I may be requested to take an employment examination. In the event I have a disability which will affect my ability to take the test, I will so inform the West Virginia State Police prior to the administration of the test in order for a reasonable accommodation to be made. Requested accommodations may include accessible testing sites, modified testing conditions and accessible testing formats. The West Virginia State Police reserves the right to require medical documentation concerning the need for these accommodations.

I understand that if employed, policies and rules which are issued are not conditions of employment and that the employer may revise policies or procedures, in whole or part, at any time.

I understand that this application will be retained for one (1) year upon receipt, or after taking action on the application, whichever is later, after which time I would have to reapply in accordance with the established West Virginia Police procedures.

_____ / ____ / ____
 Applicant Signature (BLUE INK) Date