



HUMAN RESOURCES DEPARTMENT  
CITY OF WHEELING  
1500 CHAPLINE STREET  
WHEELING WV 26003

**City of Wheeling, WV Police Civil Service Commission  
Announces  
Open Competitive Examination for  
ENTRY LEVEL POLICE OFFICER**

**Sign up period begins MARCH 25, 2013 through APRIL 12, 2013. The physical ability and written test will be JUNE 1, 2013.**

Applications are available:

- Monday through Friday, 9:00 until 4:00 in the Human Resources Department, Room 301, City-County Building, 1500 Chapline St. Wheeling WV
- [www.wheelingwv.gov](http://www.wheelingwv.gov) or [www.wheelingpd.com](http://www.wheelingpd.com)
- Or by contacting Lisa Gruber at 304-234-3694

To be eligible to take the Entry Level Police Officer Examination, the applicant must meet the following requirements:

- Age: 18 to 40 at time of application
- High School Diploma or G.E.D. Equivalent
- Valid Driver's License
- No Convictions for the following criminal offenses-Domestic Assault or Domestic Battery, DUI, or any Felony
- Must be a bona-fide resident of the City, Ohio County or approved area in Brooke and Marshall Counties. Employees must meet this requirement prior to appointment or within six (6) months thereafter.
- Citizen of the United States
- Minorities, Veterans, and Women are encouraged to apply – EOE

**\*\* Candidates are not permitted to have any tattoo(s) above the neck line or on the arms below the hem of the short sleeve shirt. \*\***

Candidates who meet the above requirements are mandated to pass a physical agility test (pass/fail) then pass a written civil service exam (70% or higher). Candidates are ranked and placed on an eligibility list based on their written test scores. Veteran's preference points will be awarded in accordance with WV State Code 6-13-1. A DD-214 or other suitable military document must be submitted with the application. The eligibility list is valid for two (2) years or until the list is exhausted.

When a vacancy exists the next eligible candidate on the current list will be contacted by the Wheeling Police Department. The candidate is required to successfully pass a Background Investigation, Polygraph Examination, Psychological Examination, and Pre-Employment Medical Physical. The final stage of the hiring process is an interview with the Chief of Police.

Once the appointment has been made to the Wheeling Police Department the officer is ranked as a Probationary Police Officer (PO), the PO must complete the following within the one (1) year Probationary Period:

- Four (4) weeks of training with the department training unit
- Successfully complete a sixteen (16) week Basic Police Officer Training course at the West Virginia State Police Academy located in Institute, WV
- WPD Field Training Officer (FTO) program and must successfully complete this fourteen (14) week course

#### Compensation and Benefits:

- Starting Salary of \$33, 410, after completion of the Probationary one year period the salary increases to \$33, 926.
- \$5,000 Sign on bonus for WV Certified Police Officers who have not been out of law enforcement service for more than two years. These candidates will not be required to attend WVSP Academy.
- Major Medical Health Insurance
- Eye and Dental Insurance
- Life Insurance
- Uniforms and Duty Equipment, Service Pistol and a Portable Radio are provided by WPD.
- 300.00 Clothing Allowance
- Uniform Cleaning Service
- Twelve (12) paid holidays a year (number may vary during election years)
- Two (2) weeks of accrued vacation after the first year of employment. Four (4) weeks of accrued Vacation Time after ten (10) years of employment.
- Accrued Sick Leave each pay period
- Eligible for retirement at age 50 and 20 years of service

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 40), 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, June 1, 2013 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 4:00 P.M., FRIDAY, APRIL 12, 2013 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 MEET THE RESIDENCY REQUIREMENT 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 \_\_\_\_\_  
City State Zip

3. MAILING ADDRESS, IF \_\_\_\_\_  
DIFFERENT FROM ABOVE: \_\_\_\_\_  
City State Zip

EMAIL ADDRESS: \_\_\_\_\_

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 40 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 §6-13-1, 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

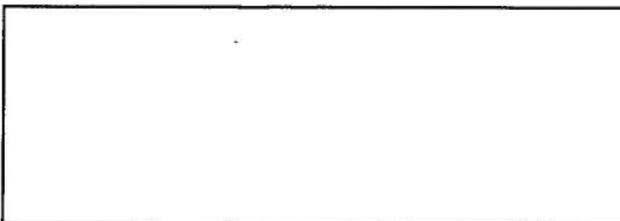
The undersigned applicant, being first duly sworn, says that he/she is the person mentioned in the foregoing application, and that the answers or statements herein are true to the best of his/her knowledge and belief.

\_\_\_\_\_  
**Applicant's Signature**

Sworn to and subscribed in my presence this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

\_\_\_\_\_  
**Notary Public**

My Commission Expires:



# CITY OF WHEELING

## EQUAL EMPLOYMENT QUESTIONNAIRE

Answers to the following questions are completely optional. You do not have to answer any of the questions; however, your assistance will aid the City of Wheeling in tracking equal employment opportunity statistics.

The information, if provided, will only be used to evaluate the City of Wheeling's recruitment procedures. The form will be maintained separately from your application for employment and will not be used in the hiring process.

Please write clearly:

<b>SOCIAL SECURITY NUMBER:</b> _____ - _____ - _____
<b>BIRTHDATE:</b> ____ / ____ / ____
<b>GENDER:</b> MALE                      FEMALE
<b>Do you have a disability which substantially limits one or more of the major life activities?</b> YES    NO
Please circle the one number below which best describes your primary racial/ethnic background.  1. <b>BLACK</b> - a person having origins in one of the Black racial groups of Africa.  2. <b>HISPANIC</b> - a person of Mexican, Puerto Rican, Cuban, Central American, South American or other Spanish culture.  3. <b>WHITE</b> - a person having origins in of the original people of Europe, North Africa or the Middle East.  4. <b>AMERICAN INDIAN OR ALASKAN NATIVE</b> - a person having origins in any of the original people of North America and who maintains cultural identification through tribal affiliations or community recognition.  5. <b>ASIAN OR PACIFIC ISLANDER</b> - a person having origins in any of the original people of the Far East, Southeast Asia, the Indian subcontinent, or any of the Pacific Islands. This area includes, for example, China, India, Japan, Korea, the Phillipines and Samoa.
<b>Are you veteran?</b> YES            NO

Thank you for your interest in employment with the City of Wheeling. Your cooperation with completing this form is greatly appreciated.

ENTRY LEVEL (PROBATIONARY)  
POLICE OFFICER

RECRUITMENT SURVEY

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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