

# **NITRO POLICE DEPARTMENT CIVIL SERVICE COMMISSION**

## **APPLICATION FOR APPOINTMENT**

### **INSTRUCTION TO APPLICANTS**

**APPLICATION:** Applicant must answer all questions correctly and in full. The information you give determines if your application will be accepted. If additional space is required for completion, additional pages may be added, making sure that they are properly marked to which they are a continuation of. The additional pages are then to be attached the application packet. If you do use additional pages please indicate this on each question that a continuation sheet is submitted.

Even if you have submitted an application previously, a new and complete application is required for each testing and hiring cycle. *All applicants will complete the Initial Application and upon passing the Physical Agility and Written exam will complete a more detailed application.* **APPLICATIONS MUST BE COMPLETED WITH BLUE INK OR TYPED AND SIGNED WITH BLUE INK.**

**MINIMUM QUALIFICATIONS AND REQUIREMENTS:** Applicants must be a high school graduate or equivalent, they must be eighteen (18) to forty (40) years of age (at the time the test is administered) and will be required to pass a competitive examination administered by the police Civil Service Commission, must pass medical and psychological examinations; must complete the basic training course for municipal police officers at the West Virginia State Police Academy and must furnish the following along with this application.

**IDENTIFICATION:**

- (1) COPY OF CURRENT DRIVER'S LICENSE**
- (2) COPY OF BIRTH CERTIFICATE**
- (3) COPY OF SOCIAL SECURITY CARD**
- (4) COPY OF HIGH SCHOOL DIPLOMA OR EQUIVALENT DEGREE**
- (5) PHOTOGRAPH NOT MORE THAN SIX (6) MONTHS OLD WITH NAME AND DATE TAKEN PRINTED ON THE BACK. (THIS CAN BE A DIGITAL PHOTO)**

**\*\*\*\*MUST BE SUBMITTED WITH YOUR APPLICATION.**

**PROBATION:** If you are appointed, you will be a probationary officer for a minimum of twelve (12) months.

**POLICITICS:** It is unlawful to seek to attempt to use any political endorsement in connection with an appointment. Once appointed, employees retain the right to vote as they please, but they shall not solicit or receive political contributions or take part in political management or campaigns.

**AFFIRMATION:** **BE SURE TO SIGN THIS SHEET.**

The Police Civil Service Commission reserves the right to verify information given in the application. Intentional misrepresentation or falsification is grounds for disqualification and dismissal. In signing this application you are certifying all statements are true and complete and that you are not omitting any information, which may have a bearing on your acceptability for appointment.

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SIGNATURE

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DATE

## **I. GENERAL:**

- A. Weight must be within the range for physical condition sufficient to perform the duties of a police officer.
- B. Applicant must pass a comprehensive drug test.

## **II. MENTAL AND PHYSICAL QUALIFICATIONS:**

The applicant must pass psychological and physical test(s) as required in Chapter 8, Article 22, And Section 16 of the West Virginia State Code.

**THE APPLICANT MUST ALSO PASS THE NON-COMPETITIVE PHYSICAL AGILITY TEST AS ESTABLISHED BY THE WV DIVISION OF JUSTICE & COMMUNITY SERVICES LAW ENFORCEMENT PROFESSIONAL STANDARDS WHICH INCLUDE: PUSH-UPS (18 IN ONE MINUTE) SIT-UPS (28 IN ONE MINUTE) MILE AND HALF RUN ( 14 MINUTES 36 SECONDS)**

### **TEST DATES ARE:**

**THURSDAY, FEBRUARY 29, 2024 6:00 PM**

**SATURDAY, MARCH 2, 2024 9:00 AM**

**REPORT TO THE FOOTBALL FIELD (TRACK) AT  
NITRO HIGH SCHOOL FOR THE PHYSICAL AGILITY  
TEST.**

**THE WRITTEN TEST WILL IMMEDIATELY FOLLOW  
AT THE NITRO POLICE DEPARTMENT.**

**TRAINING ROOM LOCATED AT 497 1<sup>ST</sup> AVE SOUTH,  
NITRO WV 25143.**



## Initial Application for Employment Nitro Police Officer

Name \_\_\_\_\_  
Last First Middle Suffix or Maiden

Telephone Day \_\_\_\_\_ Night \_\_\_\_\_ Other \_\_\_\_\_

Date of Birth \_\_\_\_\_ Place of Birth \_\_\_\_\_  
mm/dd/yyyy City County State

Drivers License No. \_\_\_\_\_ State \_\_\_\_\_ U.S. Citizen ☐ Yes ☐ No

Social Security No. \_\_\_\_\_ E-Mail Address \_\_\_\_\_

Mailing Address \_\_\_\_\_  
Address City State Zip Code

Home Address \_\_\_\_\_  
Address City State Zip Code

Previous Addresses (Last Five Years)

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Previous Employers (Last Five Years)

Employer \_\_\_\_\_ Address \_\_\_\_\_ Phone \_\_\_\_\_

Employer \_\_\_\_\_ Address \_\_\_\_\_ Phone \_\_\_\_\_

Employer \_\_\_\_\_ Address \_\_\_\_\_ Phone \_\_\_\_\_

This Initial Application should be  
hand delivered or mailed to:

**Nitro Police Department**  
**Attention: Police**  
**Recruiting**  
**497 1st ave South Nitro,**  
**WV 25143**

By signing this application, I swear or affirm that the information provided is true and complete. I also understand that providing false or incomplete information in this application is grounds for disqualification of my application or termination of my employment if hired. I also authorize the Nitro Police Department to check for and to obtain and review any criminal arrest history which I may have and to investigate and obtain a copy of my driving record for the purposes of determining my suitability for employment as a Nitro Police Officer. I realize this is an initial application and upon passing minimal requirements I will be required to fill out a detailed Police Officer Application and return it to the Nitro Police Department.

Signature \_\_\_\_\_

Date \_\_\_\_\_