

**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.

SIGNATURE

DATE