



APPLICATION FOR EMPLOYMENT

CITY OF PARKERSBURG

POLICE DEPARTMENT

PO BOX 1167

PARKERSBURG, WV 26102

Telephone: 304-424-8444

**\*AN EQUAL OPPORTUNITY EMPLOYER\***

(Please print in ink or type)

NAME: \_\_\_\_\_ Social Security Number: \_\_\_\_\_

Present Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_ Zip: \_\_\_\_\_

Length of time at present address: \_\_\_\_\_ Phone \_\_\_\_\_

Last two previous addresses, not including present address, list most recent and work back:

Street Number	City	State	Zip Code	How Long
_____	_____	____	_____	_____
_____	_____	____	_____	_____

Are you a citizen of the U.S.? \_\_\_\_\_ Yes \_\_\_\_\_ No

If not a citizen, do you have permission to remain permanently in U.S.? \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Birth place: \_\_\_\_\_

Do you have any limiting physical handicaps?

Yes \_\_\_\_\_ No \_\_\_\_\_ If yes, describe: \_\_\_\_\_

Have you any serious illness or injury within the past five years?

Yes \_\_\_\_\_ No \_\_\_\_\_ If yes, describe: \_\_\_\_\_

Have you ever been addicted to alcohol or a controlled substance? \_\_\_\_\_ Yes \_\_\_\_\_ No

Have you ever pleaded or been found guilty of a crime? \_\_\_\_\_ Yes \_\_\_\_\_ No

If yes, describe: \_\_\_\_\_

Driver license number: \_\_\_\_\_ State: \_\_\_\_\_ Chauffeur's License: \_\_\_\_\_

EDUCATION

Highest grade completed: \_\_\_\_\_

Name and address of high school \_\_\_\_\_

General Equivalency Diploma (G.E.D.): \_\_\_\_\_ Yes \_\_\_\_\_ No

College Credits received:

<u>Name of School</u>	<u>Address</u>	<u># of Credits or Degree Received</u>	<u>Major/Minor</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

List other special skills, training or knowledge: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Military Service - Were you in the U.S. Armed Forces? \_\_\_\_\_ Yes \_\_\_\_\_ No If yes, give branch, dates of enlistment and discharge and duties performed.

<u>Branch</u>	<u>Enlistment Date</u>	<u>Discharge Date</u>	<u>Duties</u>
_____	_____	_____	_____
_____	_____	_____	_____

References (Do not use relatives):

<u>Name and Occupation</u>	<u>Address</u>	<u>Telephone</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Employment: Start with your present or most recent employer and give company's name, address. Include service in the armed forces if applicable. Show all periods of unemployment during the last ten-year period. If former employers are out of business, state so. If in business for yourself, give nature of business and location. Be accurate-all of your time for the last ten years must be accounted for. If you do not have sufficient space to give a complete employment record for the last ten years, attach an additional sheet, but do not attach a resume'.

Last or Present Employer:	From:	Wage:	Position & Duties:	Reason Left:
_____	To:	_____	_____	_____
_____	_____	_____	_____	_____
(Address)				
Previous Employer:	From:	Wage:	Position & Duties:	Reason Left
_____	To:	_____	_____	_____
_____	_____	_____	_____	_____
(Address)				
Previous Employer:	From:	Wage:	Position & Duties:	Reason Left
_____	To:	_____	_____	_____
_____	_____	_____	_____	_____
(Address)				
Previous Employer:	From:	Wage:	Position & Duties:	Reason Left
_____	To:	_____	_____	_____
_____	_____	_____	_____	_____
(Address)				
Previous Employer:	From:	Wage:	Position & Duties:	Reason Left
_____	To:	_____	_____	_____
_____	_____	_____	_____	_____
(Address)				

I hereby certify there are no willful misrepresentations in or falsification of my statements and answers to questions. I am aware that should investigation disclose such misrepresentations or falsification, my application will be rejected.

I also authorize my former employers to give any information regarding my employment. I hereby release them and their company for any damage whatsoever for issuing same.

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

---

\*The City of Parkersburg is an Equal Opportunity Employer. If you feel you have been discriminated against in employment on the basis of race, color, creed, sex, age, blindness, or national origin, please report it to the Office of Personnel in the City Hall or to a member of the Police Department Affirmative Action Advisory Board.

---

PARKERSBURG DIVISION OF POLICE  
EMPLOYMENT APPLICATION PACKET  
FOR PATROLMAN POSITION

Please return the Investigation Waiver, signed and witnessed (not notarized), along with the four-page application, a copy of your birth certificate, copy of diplomas (high school, college, etc.), and DD214, if applicable, to:

Attention Training Division  
Parkersburg Police Department  
PO Box 1167  
Parkersburg, WV 26102

Any questions regarding the application/hiring process should be directed to the training division at 304-424-8444, extension 549.

Please see the attached fitness standards, which must be successfully completed for academy entrance and prior to being considered for employment.

The Doctor's Certification for must be completed and presented at the time of physical agility testing.

## FITNESS STANDARDS FOR ACADEMY ENTRANCE

### #1 Upper Body Strength

Applicants must be able to complete 27 properly executed push-ups within one minute.

1. The hands are placed about shoulder width apart. The administrator places a fist on the floor below the student's chest.
2. Starting from the up position (elbows fully extended), the student must keep the back straight at all times and lower the body to the floor until the chest touches the administrator's fist. Student then returns to the up position.

### #2 Muscular Endurance

Applicants must be able to complete 29 properly executed sit-ups within one minute.

1. The student starts by lying on the back, knees bent, heels flat on the floor, hands folded across the chest touching the shoulders.
2. A partner holds the feet down firmly.
3. In the up position, the student should touch the elbows to the knees and then return until the shoulder blades touch the floor. Any resting should be done in the up position.

### #3 Aerobic Power

Applicants must be able to complete the 1.5 mile run within 14 minutes, 52 seconds.

Equipment: A stopwatch or clock with a sweep second hand; an indoor or outdoor track or another suitable running area measured to 1.5 miles; testing forms to record data.

1. The student should refrain from smoking or eating for two hours preceding the test.
2. Allow adequate time prior to the test for stretching and warm-up exercises.
3. During the administration of the test the students can be informed of their lap times. If several students run at once, their individual times at the finish can be called out and recorded later.
4. An important consideration at the end of the run is the "cool down" period. The students should be cautioned about sitting or standing around immediately after the run to prevent venous pooling. They should be instructed to walk an additional five minutes or so in order to enhance venous return and aid in recovery.

#### #4 Flexibility

Applicants must be able to complete the sit-and-reach at 16 ½ inches.

Equipment: box, yardstick on box with 15" mark at edge.

1. The student should warm up.
2. The shoes must be removed.
3. The feet are placed securely against the box.
4. The knees remain extended throughout the test.
5. The hands are placed exactly together, one hand on top of the other, fingers extended.
6. The yardstick is set on the box so that the 15" mark is flush with the edge of the box.
7. The student leans forward without lunging or bobbing and reaches as far down the Yardstick as possible. The hands must stay together and even.
8. Record the reach to the nearest ½ inch reached.

Exhaling on the reach is recommended.

This information is provided by Criminal Justice and Highway Safety, Law Enforcement Training Division, 1204 Kanawha Boulevard East, Charleston, WV 25301.

## HOW TO PREPARE FOR THE TESTS (Consult your physician prior to starting this exercise program).

The following guidelines are presented based on a twelve (12) week period preceding screening.

Preparing for the MUSCULAR ENDURANCE test:

The progressive routine is to do as many bent-leg sit-ups (hands folded across the chest with someone holding your feet) as possible in one minute. At least three (3) times per week do three (3) sets (three (3) groups of the number of repetitions you did in one (1) minute).

Preparing for the FLEXIBILITY test:

Performing sitting types of stretching exercises daily will increase this area. There are two (2) recommended exercises:

Sit and Reach – Do five (5) repetitions of the exercise. Sit on the ground with legs Straight. Slowly extend forward at the waist and extend the fingertips toward the toes while keeping the legs straight. Hold for twenty (20) seconds.

Towel-Stretch - Sit on the ground with the legs straight. Wrap a towel around the feet holding the ends with each hand. Lean forward and pull gently on the towel extending the torso toward the toes.

Preparing for the UPPER BODY STRENGTH test.

Determine how many push-ups you can do in one (1) minute. At least three (3) times per week do three (3) sets of the amount you can do in one (1) minute.

Preparing for the CARDIOVASCULAR CAPACITY test:

Below is a gradual schedule that would enable you to perform a maximum effort for the 1.5 mile run. If you can advance the schedule on a weekly basis, then proceed to the next level. If you can do the distance in less time, then that is encouraged.

WEEK	ACTIVITY	DISTANCE (Miles)	TIME (Minutes)	FREQUENCY (Week)
1	Walk	1	17-20	5
2	Walk	1.5	25-29	5
3	Walk	2	32-35	5
4	Walk	2	28-30	5
5	Walk/Jog	2	27	5
6	Walk/Jog	2	26	5
7	Walk/Jog	2	25	5
8	Walk/Jog	2	24	4
9	Jog	2	23	4
10	Jog	2	22	4
11	Jog	2	21	4
12	Jog	2	20	4

Revised: 07/16/97