

Information for Applicants for Entry Level Police Officer Position City of Vienna Test Date Saturday, February 22, 2020

Please read the following information carefully before returning your application.

Applicants must be at least 18 years of age and not more than 40 years of age at the time of the examination. Successful applicants must be free of illness or impairment that would render them unable to perform the duties of a police officer.

- All successful applicants will be expected to meet the following fitness standards for admission to training at the West Virginia State Police Academy:

Upper body strength - 18 push-ups within one minute

Muscular endurance - 28 sit-ups within one minute

Aerobic power - 1.5 mile run within 14 minutes, 36 seconds

Details of fitness standards are in "Employment" at www.wvstatepolice.com

- Please attach photocopies (**not** originals) of your birth certificate and high school diploma or equivalency document to your application. If you have attended college, you may attach a copy of your college transcript or diploma instead of the high school diploma. You will also be required to have a doctor's medical release for the fitness test and a consent form for a background investigation. Downloadable forms are available at: www.viennapolice.com/application.zip
- All applications will be confirmed by letter sent to the address listed on the application. It is the applicant's responsibility to keep the Vienna Police Department apprised of his or her current address.
- The written test will be administered Saturday, February 22, 2020 at 9 a.m. at the Jackson Middle School (1601 34th Street Vienna, WV) in the cafeteria. Doors will open at 8:30 a.m. Plan to arrive early to allow time to check in. The fitness test will be administered at Jackson Middle School at 1 p.m. on the same date.
- The written test requires no prior knowledge of law or law enforcement. It is a multi-part test covering basic mathematics; reading comprehension, grammar, punctuation & spelling, and writing. A passing score of at least 70% must be achieved on each of the four parts.
- Applicants who achieve a passing score on the written examination and who pass the fitness test will be scheduled for interviews with the Civil Service Commission. The written test counts a total of up to 100 points and the interview up to 20 additional points. Applicants who have received a campaign badge or expeditionary medal in military service are entitled to 5 bonus points. Applicants who are West Virginia Certified Police Officers are entitled to 5 bonus points. Verification will be required at the time of the interview. The group of applicants with the highest combined scores will be subject to polygraph examination and background checks before being considered for certification by the Commission.

Application deadline: Return your completed application to the Vienna Police Department, 604 29th St., Vienna WV 26105 no later than midnight on Wednesday, February 12, 2020. The lobby of the police station is staffed 24 hours a day. Each applicant will receive a letter confirming receipt of his/her application and the time and place of the examination.

Vienna Police Civil Service Commission December 15, 2019
Application materials downloadable at www.viennapolice.com

CITY OF VIENNA

Employment Application

APPLICANT INFORMATION

Last Name				First			M.I.	Date		
Street Address							Apartment/Unit #			
City				State			ZIP			
Phone				E-mail Address						
Date Available				Social Security No.			Desired Salary			
Position Applied for										
Are you a citizen of the United States?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If no, are you authorized to work in the U.S.?				YES <input type="checkbox"/>	NO <input type="checkbox"/>		
Have you ever worked for this company?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If so, when?							
Have you ever been convicted of a felony?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If yes, explain							
Driver's License No:				State of Issuance:			Exp. Date:			

EDUCATION

High School				Address						
From		To		Did you graduate?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Degree			
College				Address						
From		To		Did you graduate?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Degree			
Other				Address						
From		To		Did you graduate?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Degree			

Equipment or other skills:

REFERENCES

Please list three professional references.

Full Name				Relationship						
Company				Phone						
Address										
Full Name				Relationship						
Company				Phone						
Address										
Full Name				Relationship						
Company				Phone						
Address										

PREVIOUS EMPLOYMENT			
Company		Phone	
Address		Supervisor	
Job Title	Starting Salary	\$	Ending Salary \$
Responsibilities			
From	To	Reason for Leaving	
May we contact your previous supervisor for a reference? YES <input type="checkbox"/> NO <input type="checkbox"/>			
Company		Phone	
Address		Supervisor	
Job Title	Starting Salary	\$	Ending Salary \$
Responsibilities			
From	To	Reason for Leaving	
May we contact your previous supervisor for a reference? YES <input type="checkbox"/> NO <input type="checkbox"/>			
Company		Phone	
Address		Supervisor	
Job Title	Starting Salary	\$	Ending Salary \$
Responsibilities			
From	To	Reason for Leaving	
May we contact your previous supervisor for a reference? YES <input type="checkbox"/> NO <input type="checkbox"/>			

MILITARY SERVICE	
Branch	From To
Rank at Discharge	Type of Discharge
If other than honorable, explain	

DISCLAIMER AND SIGNATURE	
I certify that my answers are true and complete to the best of my knowledge.	
If this application leads to employment, I understand that false or misleading information in my application or interview may result in my release.	
The City of Vienna is hereby authorized to make any investigation of my personal history, financial and credit record through any investigative or credit agencies or bureaus of their choice.	
Signature	Date



Vienna Police Department

Michael A. Pifer
Chief of Police

INVESTIGATION WAIVER

NAME: _____
(PRINT)

ADDRESS: _____

SOCIAL SECURITY NUMBER: _____

The above named individual has made application for employment with the City of Vienna, WV Police Department and hereby gives permission to the Vienna Police Department to conduct an investigation for the purpose of employment.

I, _____ hereby give permission to the Vienna Police Department, Vienna, WV to conduct an investigation concerning my credit rating, arrest records, school records, previous employment records, medical records from any hospital or doctor and with any person the Vienna Police Department believes to have information concerning my character. I also give permission to any person or place contacted by the Vienna Police Department to release the information they might have. I will hold no one liable for any information released.

The investigation is for the purpose of employment with the Vienna Police Department and will be held in confidence.

Dated this _____ day of _____, _____
(year)

Signature

Witness: _____

DOCTOR'S CERTIFICATION OF FITNESS TO PERFORM PHYSICAL AGILITY TEST

I have reviewed the attached three (3) elements of the West Virginia Governor's Committee on Crime, Delinquency and Corrections for the physical agility test and find that the candidate identified below **CAN / CANNOT (circle one)** perform the elements of the test safely.

Candidates Name: _____

Agency to which application is being made: **Vienna Police Department**

Date of Examination: _____

Doctor's Signature: _____

Doctor's Address: _____

Doctor's Phone Number: _____

Upper body strength – 18 push-ups within 1 minute
Muscular endurance – 28 sit-ups within 1 minute
Aerobic power – 1.5 mile run within 14 minutes, 36 seconds

Standards for the PAT (Physical Ability Test)

These changes were required as set in Legislative Rule 149-2-8.6a as the test levels are set per performance levels at the 40th percentile of the Cooper Institute of Aerobics Research, Single Standard Norm. These will be the performance levels that officers entering the entry level training program at the West Virginia State Police Academy will have to meet.

Sit-ups 28 in one minute

Push-ups 18 in one minute

Mile and half run 14 minutes 36 seconds