

Martinsburg Police Dept. Employment Application



City of Martinsburg Police Department  
Attn: City Recorder  
232 N. Queen Street Martinsburg, WV 25401

The City of Martinsburg is an equal opportunity employer and considers all applications for employment without regard to race, color, religion, creed, gender, national origin, disability, marital or veteran status, sexual orientation or any other legally protected status. **Per WV State law, all applicants must be between 18-40 years of age.**

How did you hear about us?  advertisement?  employment agency?  friend or relative?  
 inquiry? Other? \_\_\_\_\_

Date of Application: \_\_\_\_\_ Position: \_\_\_\_\_

Date of Birth:

Last Name First Name Middle Name

\_\_\_\_\_

Physical Address (address requirements must be met, see attached)

\_\_\_\_\_

Mailing Address (if different)

\_\_\_\_\_

Home number Cell number Email address

\_\_\_\_\_

Have you applied with us before? If yes, give date. \_\_\_\_\_

Have you been employed with us before? If yes, give dates \_\_\_\_\_

Reason for leaving? \_\_\_\_\_

Do any of your friends or relatives work for the City? \_\_\_\_\_ If so, what department? \_\_\_\_\_

Are you currently employed? \_\_\_\_\_ If yes, may we contact your employer? \_\_\_\_\_

Are you prevented from lawfully becoming employed in this country for any reason? \_\_\_\_\_

Proof of citizenship will be required upon employment.

On what date will you be available for work? \_\_\_\_\_ Subject to any lay-off recall? \_\_\_\_\_

Desired salary range? \_\_\_\_\_

Can you travel if the position requires it? \_\_\_\_\_

Have you ever been convicted of a felony? \_\_\_\_\_

## Martinsburg Police Dept. Employment Application

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Beginning with your current or most recent employment, please complete the following. Be sure to list any job-related military service assignments and volunteer activities. You may exclude organizations which indicate race, color, religion, gender, national origin, disabilities or other protected status if you wish.

Employer: \_\_\_\_\_ Dates employed: \_\_\_\_\_ to \_\_\_\_\_  
Work performed \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Rate of pay, starting: \_\_\_\_\_ final \_\_\_\_\_

Job Title \_\_\_\_\_ Supervisor \_\_\_\_\_

Reason for leaving \_\_\_\_\_

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Employer: \_\_\_\_\_ Dates employed: \_\_\_\_\_ to \_\_\_\_\_  
Work performed \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Rate of pay, starting: \_\_\_\_\_ final \_\_\_\_\_

Job Title \_\_\_\_\_ Supervisor \_\_\_\_\_

Reason for leaving \_\_\_\_\_

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Employer: \_\_\_\_\_ Dates employed: \_\_\_\_\_ to \_\_\_\_\_  
Work performed \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Rate of pay, starting: \_\_\_\_\_ final \_\_\_\_\_

Job Title \_\_\_\_\_ Supervisor \_\_\_\_\_

Reason for leaving \_\_\_\_\_

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Employer: \_\_\_\_\_ Dates employed: \_\_\_\_\_ to \_\_\_\_\_  
Work performed \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Rate of pay, starting: \_\_\_\_\_ final \_\_\_\_\_

Job Title \_\_\_\_\_ Supervisor \_\_\_\_\_

Reason for leaving \_\_\_\_\_

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Please list additional experience on separate page.

Martinsburg Police Dept. Employment Application

**Education**

	Name and Address	Course of Study	Diploma/degree
High School			
Undergraduate College			
Graduate/Professional			
Other (specify)			
Other (specify)			

Foreign Languages

	Fluent	Well	Fair
<b>Speak</b>			
<b>Read</b>			
<b>Write</b>			

**Describe any specialized training, apprenticeship, skills and extra-curricular activities**


**Describe any job-related training received in the U.S. Military**


Martinsburg Police Dept. Employment Application

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**Summarize special job-related skills and qualifications acquired from employment or other experience.**


**List Professional, trade, business or civic activities and offices held.**  
*You may exclude membership which would reveal gender, race, religion, national origin, age, ancestry, disability or other protected status.*


Computer Skills

\_\_\_ Microsoft Word

\_\_\_ Excel

\_\_\_ Other \_\_\_\_\_

Equipment Used (Please List)

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**List any additional information, skills, or equipment used that you may feel would be helpful in considering your application. Please include any certifications earned**


References

You must list at least four (4) references. **Do NOT include family members or past supervisors.**

Name	Address	Phone	Relationship

### Applicant Statement

- I certify that answers given herein are true and complete to the best of my knowledge.
- I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision.
- This application for employment shall be considered for a period of time not to exceed **2 years**. Any applicant wishing to be reconsidered for employment after this time should file a new application.
- I hereby understand that, unless otherwise defined by applicable law, any employment relationship with this organization is of an at will nature, which means that the employee may resign at any time and the employer may discharge employee at any time with or without cause. It is further understood that this at will employment relationship may not be changed by any written document or by conduct unless change is specifically acknowledged in writing by an authorized executive of this organization.
- In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in discharge. I understand, also, that I am required to abide by all rules and regulations of the employer.

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Signature

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Date of Application

## Equal Employment Survey Questionnaire

The Equal Employment Opportunity Commission (EEOC) requires organizations with 100 or more employees to complete an EEO-1 report each year. Completion of this data is voluntary and will not affect your opportunity for employment or terms and conditions of employment. This form will be used for EEO-1 reporting purposes only and will be kept separate from all other personnel records only accessed by Human Resources Department.

**Position applied for:**

**Today's Date:**

\_\_\_\_\_

\_\_\_\_\_

**Birth Date:**

**Gender:**

\_\_\_\_\_

\_\_\_\_\_

### Racial or Ethnic Background

Please check only one (1) which best describes your primary racial/ethnic background.

- Black/African American (non-Hispanic)** A person having origins in any of the black racial groups of Africa.
- White (non-Hispanic)** A person having origins in any of the original peoples of Europe, the Middle East or North Africa.
- American Indian or Alaskan Native (non-Hispanic)** a person having origins in any of the peoples of the original peoples of North or South America (including Central America) and who maintain tribal affiliation or community attachment
- Asian(non-Hispanic)**-A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian Subcontinent, including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand and Vietnam.
- Native Hawaiian or Other Pacific Islander (non-Hispanic)** a person having origins in any of the peoples of Hawaii, Guam, Samoa or other Pacific Islands.
- Hispanic or Latino** A person of Cuban, Mexican, Puerto Rican, South of Central American, or other Spanish culture or origin regardless of race.
- Two or more races (non Hispanic)** all persons who identify with more than one of the above five races.

### Disability of Veteran Status

Check any that applicable:

Disabled Individual

Disabled Veteran

Date of Discharge \_\_\_\_\_

Vietnam Era Veteran

Date of Discharge \_\_\_\_\_

Military service in a campaign for which a campaign badge was authorized and received

Campaign \_\_\_\_\_

Date of Discharge \_\_\_\_\_

Office Use Only

Department receiving application \_\_\_\_\_

**Return to: City of Martinsburg 232 N. Queen Street Martinsburg, WV 25401**

## **Rule IV: Qualifications for Positions as Probationer Police Officers**

### **Section One**

All applicants for the position of probationer police officer shall, in addition to the general requirements of Rule III, comply with the following qualifications prior to submission of an application:

- (a) Be not less than eighteen (18) nor more than forty (40)<sup>1</sup> years of age at date of application.
- (b) Hold a high school diploma or G.E.D. certificate.
- (c) Be required to have been honorably discharged in the event of past previous military service.
- (d) Submit documentary proof of birth and education. DD 214 is required if the applicant has previous military service.
- (e) Must possess a valid operator's license from any state in the Union at the time of filing of the application and must possess a valid West Virginia operator's license prior to employment.
- (f) Meet the residency requirements as outlined in Rule X.

### **Section Two**

Each applicant shall be furnished with this Rule IV at the time he/she is given an application form.

### **Section Three**

The provisions of Section One of this Rule shall be incorporated into any publication of notice of examination.

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<sup>1</sup> As of 2011 WV State Legislation

## **Rule X: Residency Requirements for Appointees to the Martinsburg Police Department**

To ensure that an adequate number of personnel are available at all times and that off-duty police officers will be available for call-back with a reasonable response time in emergency situations, the City finds it necessary to require that its police officers reside no further than a specified distance from their work place. Consequently, the following residency requirements shall apply:

1. Any police officer employed by the City of Martinsburg with an appointment date after the effective date of these residency requirements<sup>2</sup> shall establish and maintain his/her permanent physical residence within a twenty-five (25) mile radius of the Berkeley County Court House, located at the intersection of Queen and King Streets, Martinsburg, West Virginia and shall continue his/her permanent physical residence within the residency area for the entire period of his/her active employment with the Martinsburg Police Department.
2. Any police officer who does not reside within the area at the time of his appointment shall establish his/her physical permanent residence within the specified area within ninety (90) calendar days of the date he/she receives notice that he/she has been awarded regular employment status with Police Department. An extension of this period for a period of not to exceed ninety (90) calendar days may be granted by the Police Civil Service Commission upon receipt of a written request from the police officer requesting such an extension. Any such request will be considered by the Commission only upon sufficient evidence that strict enforcement of the requirement would present a substantial hardship on the police officer requesting the extension. In no case will the Commission delay the enforcement of this rule beyond a ninety (90) calendar day extension period.
3. Any and all disputes involving the enforcement of this rule shall be decided by the Commission.

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<sup>2</sup> June 28, 2004