



*City of*  
**Moundsville**  
*Application For Employment*



*Moundsville Police Department*



Police Civil Service Commission  
\*Trevor Goode\* \*Karen Baker\* \*Don Shilling\*



# City of Moundsville Application For Employment



## INTRODUCTION

The Moundsville Police Department is a Civil Service Department subject to the provisions of the Moundsville Police Civil Service Commission.

For your application to be accepted for consideration, you must correctly complete the Accident Waiver. Two witnesses must also sign the waiver. **These forms should be returned to the City Clerk's Office at the City Building prior to the testing date.**

**The physical/agility phase test date and location will be announced.** A notice will be sent to the address submitted on the candidate's application. The physical/agility testing phase is a pass/fail segment. Failure to pass any one element of the Physical/Agility screening will exclude the candidate from proceeding in the testing.

**The date and location of the written examination will be announced. Photo identification must be presented at time of testing.** Test scoring will be done by members of the Police Civil Service Commission. A minimum standard score of 70% on the written exam must be achieved to be placed on a list of eligible candidates. The eligibility list shall remain valid for a period of two years or until such time that the Police Civil Service Commission conducts a new test. Those candidates achieving the minimum score or greater will have their name posted at the Moundsville City Building indicating their scores, including any additional points that they are entitled to.

Candidates proceeding beyond the physical/agility Testing and the written testing will be contacted by the City of Moundsville.

It will be the responsibility of each candidate on the eligibility list to inform the City of Moundsville Police Department of any changes in address, phone number, or employment status.



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### BENEFITS

- 40 Hour Work Week, overtime availability likely
- Salary: \$44,678.40
- Health, Dental and Vision Insurance, family plan – Fully funded by the City of Moundsville (First day of following Month after hire)
- Worker's Compensation coverage
- Employer Contribution to MAX105 – Covers all but first \$100.00 or \$200.00 of your deductible (First day of following Month after hire)
- Life insurance – Fully funded by the City of Moundsville (Eligible at 180 days)
- Police State Pension Plan – (Eligible from 1st day of employment with up to 8.5% Employer Match)
- Sick Leave: 96 Sick hours per Year (Start accruing time immediately, 48 hrs. available on 6-month anniversary) \*Employee accrues 8 hours every month. Maximum Accumulation 240 days.
- 1 Week Paid Vacation upon hire (to be used within hire date and December 31st of that year), and then 80 Vacation hours per year (1 week January 1st to be used at employee's discretion during that year, 2nd week granted on employee's 1 year anniversary to be used by December 31st of that year.) Effective July 1, 2023
- Sign on bonus of \$2,000 – Requires a two-year agreement
- Retirement: 20 Years Honorable Service - 50 years of age
- Clothing allowance (\$225.00 in February and July every year)
- Additional Clothing Allowance (December of every year) \*Council Votes Annually
- Longevity Bonus (\$100.00 per year at the start of employee's 3rd year with the City)  
\*\*Amount Subject to change
- Full time Employees receive an annual pool pass to Four Seasons Pool/Spouses and Children under the age of 18 in the employee's household receive an annual pool pass at 50% of the annual rate.

If you have questions, telephone (304) 845-1611 during the hours of 8:00 A.M. to 4:00 P.M.



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**EXAMINATION FOR ELIGIBILITY LIST FOR POLICE OFFICER  
MOUNDVILLE POLICE DEPARTMENT**

**SECTION 1.**

**PHYSICAL TEST:**

This part shall consist of screening elements testing a candidates trainability. The battery of tests described in this hand-out under the heading of Pre-employment Physical Agility Screening is a pass-fail test, with each requirement having a described minimum acceptable level.

**SECTION 2.**

**WRITTEN TEST:**

The standard mark of 70% must be obtained before the remainder of the test will be given to applicants. The written test will comprise 100% of the applicant's score, with possible additional points as described herein.

**SECTION 3.**

**TRAINING AND  
EXPERIENCE:**

This part shall be marked from the statements of education and experience contained in the application form or from such supplemental data as may be required. The Commissioners may investigate the truth of candidate's statements and govern their ratings accordingly. Training and experience scoring will be comprised of the following:

- A. Any applicant who is a certified academy trained police officer and can provide proof of such certification, will be awarded five (5) additional points toward the applicant's total score.
- B. Any applicant who has a college degree will receive 3 additional points for a 2 year degree, and 5 additional points for a 4 year degree, upon providing proof of such degree. This will be applied toward the applicant's total score.



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### **PRE-EMPLOYMENT PHYSICAL AGILITY SCREENING**

The ADA provides that “an employer may give a physical agility test to determine physical qualifications necessary for certain jobs prior to making a job offer if it is simply an agility test and not a medical examination.” Moreover, if an employer uses such a test, he must be prepared to demonstrate the job-relatedness of the test and that the test is consistent with the business necessity.

The ADA Technical Assistance Manual, furthermore, clarifies that an agility test does not involve medical examinations or diagnoses by a physician. However, an employer, “can request that applicant’s physician to respond to a very restricted inquiry which describes the specific agility test and asks: “Can this person safely perform this test?”

In the light of the above and the necessity in policing that physical capacity to learn and perform essential tasks must be demonstrated, the West Virginia Governor’s Committee on Crime, Delinquency, and Correction has devised a Pre-Employment Physical Agility Screening Test. This test as presented has been adopted by the City of Moundsville Police Department and the City of Moundsville Police Civil Service Commission. The test is not a content-based test because they tend to have adverse impact and do not accurately predict actual candidate performance.

Based on the significant work of the Cooper Institute for Aerobics Research, the West Virginia Governor’s Committee on Crime, Delinquency, and Correction propose the battery of screening elements which are contained on the following page. The Committee recommends this process because its elements get to a candidate’s trainability and do not have adverse impact. Also, it is an expectation that these elements can and will be administered locally and determination of pass/fail made there as well. Failure in any one element is sufficient to exclude the person from proceeding any further in the selection process. The instructions titled, “How to Prepare for the Tests”, also follows below and should be distributed to the applicants well before test administration.

See Americans With Disabilities Act - A Technical Assistance Manual, U.S. EEOC, 1992, pp. IV-8/IV-9.



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**TO:** CANDIDATES FOR POSITION OF POLICE OFFICER

**SUBJECT:** PHYSICAL AGILITY TEST

All applicants before proceeding to the written test will take the Physical Agility Test. You will be notified of the test date, time and site. The required waiver must be signed and on file with the Police Civil Service Commission prior to any Physical Agility testing.

Those candidates wanting to take the physical agility test should appear with comfortable, suitable clothing and shoes to complete the physical agility test (sneakers, jogging apparel), and a towel.

Only candidates who have successfully completed the Physical Agility test will be permitted to take the written competency test and only after the required waiver has been signed and placed on file with the Civil Service Commission.



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### 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) set of three (3) groups of the number of repetitions you did in one (1) minute.

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 towards 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 CARDIOVASCULAR CAPACITY TEST

The following page will show 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, that is encouraged.



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Week (number)	Activity (type)	Distance (miles)	Time (minutes)	Frequency (times per week)
Week 1	Walk	1 mile	17-20 minutes	5 times
Week 2	Walk	1.5 miles	25-29 minutes	5 times
Week 3	Walk	2 miles	32-35 minutes	5 times
Week 4	Walk	2 miles	28-30 minutes	5 times
Week 5	Walk/Jog	2 miles	27 minutes	5 times
Week 6	Walk/Jog	2 miles	26 minutes	5 times
Week 7	Walk/Jog	2 miles	25 minutes	5 times
Week 8	Walk/Jog	2 miles	24 minutes	4 times
Week 9	Jog	2 miles	23 minutes	4 times
Week 10	Jog	2 miles	22 minutes	4 times
Week 11	Jog	2 miles	21 minutes	4 times
Week 12	Jog	2 miles	20 minutes	4 times

## PHYSICAL ABILITY STANDARDS

### #1 UPPER BODY STRENGTH

Applicants must be able to complete 18 properly executed push-ups within one minute.

The hands are placed about shoulder width apart. The administrator places a fist on the floor below the student's chest.

Starting from the up position, (elbows fully extended), the student must keep the back straight at all times and lower the body until the chest touches the administrator's fist. Student then returns to the up position.

### #2 MUSCULAR ENDURANCE

Applicants must be able to complete 28 properly executed sit-ups within one minute.

The student starts by lying on the back, knees bent, heels flat on the floor hands folded across the chest touching the shoulders.

A partner holds the feet down firmly.

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 would be done in the upright position.





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### #3 AEROBIC POWER

Applicants must be able to complete the 1.5 mile run within 14 minutes, 36 seconds.

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

The student should refrain from smoking or eating for 2 hours preceding the test.

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.

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.



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### Practice Test Information

Stanard and Associates, Inc.

[www.applytoserve.com/Study/](http://www.applytoserve.com/Study/)

Online POST Practice Test \$15

#### The National



Online POST Practice Exam: Prepare yourself by taking an online practice version of the POST test you will encounter on exam day. See if you can complete each test section in the time allowed, or review your work with any time remaining. After time expires or you submit your responses, you'll receive immediate feedback about your performance. Thorough explanations are provided for each incorrect response so you better understand how to improve. Please note that purchases are good for one attempt at the POST practice exam.

Online POST Study Guide \$5

#### The National



Online POST Study Guide: Learn more about the National Police Officer Selection Test (POST) before actually taking it. Includes sample questions in addition to information about test sections and time limits.



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[www.applytoserve.com/Study/](http://www.applytoserve.com/Study/)

Is this your first time here?

For access to tests, you will need to take a minute to create a new account for yourself on this web site. Please follow the steps below:

Fill out the New Account form with your details.

You will receive an email from payments@stanard.com. Please check spam folders if you do not receive this email.

Read your email, and click on the web link it contains.

Your account will be confirmed and you will be logged in.

Now, select the test you want to participate in.

You can now access the test. From now on you will only need to enter your personal username and password to log in and access any test you have paid for.

Please Note: All purchases are non-refundable.

#### Login Page

By accessing this testing website, you agree that:

- 1.) you are duly authorized to access the website;
- 2.) the website, tests and any related content are the exclusive property of Stanard & Associates, Inc. (S&A) and that you will not publish, copy, transmit or adapt these materials, in part or in whole, for any purpose or by any means;
- 3.) you will not use or enable others to use the website or tests for purposes of advance study other than designated online practice tests;
- 4.) you will not supply or enable any other person to access the website or tests, in whole or in part, during or after the examination period;
- 5.) and in no event will S&A be liable to you for any claims or damages arising out of or relating to your use of or access to the website, tests, or any failure during the examination period to access or complete the tests, including without limitation due to failures of Internet access, network availability, electronic transmission or use of outmoded equipment.

(Cookies must be enabled in your browser) 



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PLEASE PRINT

Date of application: \_\_\_\_\_ Position(s) applying for: \_\_\_\_\_

Full Name:
Full Address:
Phone Number(s):
E-mail:

If you are under the age of 18, can you provide required proof of your eligibility to work?  Yes  No

Are you prevented from lawfully becoming employed in this country because of Visa or Immigration Status?  Yes  No  
*\*Proof of citizenship or immigration status will be required upon employment*

Are you currently employed?  Yes  No

May we contact your present employer?  Yes  No

Are you currently on "lay-off" status and subject to recall?  Yes  No

Have you ever filed an application with the City of Moundsville?  Yes  No

If yes, give the dates. \_\_\_\_\_

Have you ever been employed with the City of Moundsville?  Yes  No

If yes, give the position and dates. \_\_\_\_\_

On what date would you be available to begin employment with the City of Moundsville? \_\_\_\_\_

Can you travel if the job requires it?  Yes  No

Are available to work:  Full Time  Part Time  Shift Work  Temporary (Please check all that apply.)

Have you been convicted of a felony? *\*Conviction will not necessarily disqualify an applicant from employment.* \_\_\_\_\_

If yes, please explain \_\_\_\_\_



**WE ARE AN EQUAL OPPORTUNITY EMPLOYER**

**We consider applicants for all positions without regard to race, color, religion, creed, gender, national origin, age, disability, marital status, veteran status, sexual orientation, or any other legally protected status.**



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### Education

	Name and Address of School	Course of Study	Years Completed	Diploma or Degree
High School				
Undergraduate College				
Graduate Professional				
Other (Specify)				

### Experience

Describe any apprenticeships, specialized training, job-related training and extra-curricular activities. Also include any equipment or machinery you are familiar with.

Computer Skills -

Are you proficient using: Microsoft Word Yes No Excel Yes No Outlook Yes No

### Additional Information

State any additional information you feel may be helpful to us in considering your application.

### References

Name	Address	Phone Number
1		
2		
3		



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### Employment Experience

Start with your **present** or last job. Include any job-related military service assignments and volunteer activities. You may include organizations which indicate race, color, religion, gender, national origin, disabilities or other protected status.

Employer		Dates Employed		Work Performed
Address		From	To	
Phone Number		Hourly Rate/Salary		
Job Title	Supervisor	Starting	Final	
Reason For Leaving				

Employer		Dates Employed		Work Performed
Address		From	To	
Phone Number		Hourly Rate/Salary		
Job Title	Supervisor	Starting	Final	
Reason For Leaving				

Employer		Dates Employed		Work Performed
Address		From	To	
Phone Number		Hourly Rate/Salary		
Job Title	Supervisor	Starting	Final	
Reason For Leaving				



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### Employment Experience Continued

Employer		Dates Employed		Work Performed
Address		From	To	
Phone Number		Hourly Rate/Salary		
Job Title	Supervisor	Starting	Final	
Reason For Leaving				

Employer		Dates Employed		Work Performed
Address		From	To	
Phone Number		Hourly Rate/Salary		
Job Title	Supervisor	Starting	Final	
Reason For Leaving				

**If you need additional space, please continue on a separate sheet of paper.**

**List professional, trade, business or civic activities and offices held.**

*\*You may exclude membership which would reveal gender, race, religion, national origin, age, disability or other protected status:*

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### AUTHORIZATION AND RELEASE TO OBTAIN INFORMATION

I, \_\_\_\_\_ authorize the Moundsville Police Department to conduct a personal background investigation in connection with my application for employment.

This investigation may include information from current and/or former employers, educational institutions, physicians and/or medical records, mental health records, listed personal references, and/or other appropriate sources.

I fully understand all information gained from such an investigation is confidential and will be released only to authorized persons in the employment process.

I agree to give any further information which may be required and hereby certify that there are no willful misrepresentations, omissions, or falsifications in any of the applications and/or documents furnished for the position and/or answers to questions. I am aware that should an investigation disclose any willful misrepresentations, omissions or falsifications, my application will be rejected; or if already employed, my employment may be terminated.

I hereby release the Moundsville Police Department, Moundsville, West Virginia and any of its agents or representatives, and any persons so furnishing information, from any liability for damages from the release of records, documents, and other information for the investigation made by the Moundsville Police Department.

**\*\*All applications shall have signature notarized prior to turning in application.**

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

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

STATE OF WEST VIRGINIA, MARSHALL COUNTY, MOUNDVILLE, WEST VIRGINIA

On this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, \_\_\_\_\_ whose name is signed to the foregoing instrument, personally appear before me, acknowledged the foregoing signature to be his/hers, and having been duly sworn by me, made oath that the statements made on the said instrument are true.

My commission expires \_\_\_\_\_.

\_\_\_\_\_  
Notary Public



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**PERSONAL BACKGROUND INFORMATION**

This information is to be used solely by the Moundsville Police Department for background investigation.

Name:	
Address:	
Driver's License Number:	State:
Social Security Number:	Date of Birth:
Place of Birth:	



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**EMPLOYEE NEPOTISM POLICY REGULATIONS**

The purpose of a nepotism policy is to establish policy for the employment of immediate relatives in order to assure the reality and appearance of fairness in the best interest of the City.

It is the City's policy that immediate relatives will not be employed in regular full-time or regular part-time positions where:

1. One relative would have the authority to supervise, appoint, remove, discipline or evaluate the performance of the other.
2. One relative would be responsible for auditing the work of the other.
3. Other circumstances exist which would place the relatives in a situation of actual or reasonably foreseeable conflict between the City's interest and their own.

Where business necessity requires the limitation of employment opportunity of spouses, the means chosen to meet the business necessity shall be those which have the least adverse impact on spouses or members of either sex. For example: The exclusion should be limited to the job, work crew, shop or unit where the reason for exclusion exists, and should not bar the person from the whole work force, unless the reason applies to the whole work force. When it is necessary to exclude a person because of what his or her spouse does, then the employees will be asked to determine which spouse shall keep the job. The City may require one spouse to quit 60 days after marriage if they become in violation of this policy and a mutually-agreeable solution cannot be reached between the City and the employee.

**DEFINITIONS:**

Immediate Family - Includes spouse, child, parent, brother, sister, grandparents, parent-in-law, daughter-in-law, son-in-law, grandchildren, aunts and uncles.

ADOPTED: March 6, 2012

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I certify, as the applicant for a position with the City of Moundsville, I am in compliance with the attached nepotism policy currently in effect in the Policy Regulations.

SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_



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**ACCIDENT WAIVER**

WHEREAS, the Police Civil Service Commission of the City of Moundsville, West Virginia has called examinations to be held for the position of POLICE OFFICER.

WHEREAS, \_\_\_\_\_, the undersigned, residing at \_\_\_\_\_, State of \_\_\_\_\_, has presented to said Civil Service Commission my signed application to participate in this examination and have been informed that as a part of the examination given for this position, it will be necessary for me to demonstrate my strength, endurance and physical agility in a series of tests.

NOW, THEREFORE, I, for myself, my heirs, executors, administrators, or assigns hereby waive any or all claims against the City of Moundsville, its officers, and employees and the Police Civil Service Commission, and now or hereafter to accrue for, on account of, because of any injury or damage that I may sustain because of, in connection with, or an account of this physical, strength, agility, and endurance test and hereby release the City of Moundsville, its officers and employees and the Police Civil Service Commission from any or all liability or claim for damages for any injury occurring as a result of these tests.

IN WITNESS WHEREOF, I have hereunto set my hand and seal this \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_\_.

SIGNED: \_\_\_\_\_

WITNESS: \_\_\_\_\_  
\_\_\_\_\_



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I, \_\_\_\_\_, certify that the 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 active for a period of time not to exceed 45 days. Any applicant wishing to be considered for employment beyond this time period should inquire as to whether or not applications are being accepted at that time.

I hereby understand and acknowledge 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 an 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.

Signature of Applicant: \_\_\_\_\_

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

NOTES: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_