



The City of Westover
Westover Police Department
 500 Dupont Road
 Westover, West Virginia 26501
 (304) 296-6576 Fax: (304) 225-3907
Application For Employment



 Name (Last) (First) (Middle) SS No.

 Street Address City State Zip Code

 Telephone No. Name & number of person who has contact with applicant

 Email Address:

 Date you are submitting this application:

 Position you are applying for: POLICE DEPARTMENT

Are you a U.S. Citizen? Yes No *If yes, please list how many years:* _____

Date of Birth: _____
 Month Day Year

Place of Birth: _____
 City County State

Are you claiming Veteran's Preference Points? Yes No (Please provide copy of DD-214)
If yes, dates of active duty From: _____ To: _____
 Mo/Day/Year Mo/Day/Year

Are you a member of the Reserves or National Guard? Yes No

How did you learn of this vacancy? _____

Have you ever filed an employment application with the City of Westover? Yes No
If yes, when? _____

Have you ever been discharged or asked to resign from employment? Yes No
If yes, please state on a separate sheet and attach it to this application.



Have you ever been convicted of a crime other than a minor traffic violation? Yes No

If yes, please state on a separate sheet and attach it to this application.

Are you able to perform the essential functions of the position for which you are applying, with or without accommodations? Yes No

Will reasonable accommodations be needed during the testing process for the position for which you are applying? Yes No

Do you object to inquiry of your present employer in regards to your character, work record, qualifications, or abilities? Yes No

Do you possess a valid motor vehicle operator's license? Yes No

If yes, State Issued: _____ Expiration Date: _____
 Type of license: _____ Driver License Number: _____

EDUCATION:

	Elementary/Middle School	High School	College or University	Graduate/Professional
School Name				
(Years completed)	1 2 3 4 5 6 7 8	9 10 11 12	1 2 3 4	1 2 3 4
Diploma/Degree				
Describe Course of study				
Describe any specialized training, apprenticeship, skills, and/or extra curricular activities				

Personal References: (List the names, phone numbers and addresses of five persons, not related to you and not former employers, who have known you personally for a period of five years or more.)

Name and Occupation	Address	Phone Number



EMPLOYMENT HISTORY:

List **ALL** work experience beginning with your present or most recent job and working back. Include **ALL** work experience - Full or Part time, Paid or Unpaid, Military Service, Summer jobs, Volunteer work, etc. If you have held more than one position title with the same employer, list each position title separately.

****If you need more space, photocopy this page and attach copies.**

Name of Company:	_____	Employed from:	_____
Address:	_____	to:	_____
Type of Business:	_____	Starting Salary \$	_____
Last position held:	_____		_____
Name of supervisor:	_____	Last salary \$	_____
Describe the work you did:	_____		_____
Reason for leaving:	_____	Part Time	Full Time
Phone Number:	_____		_____

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Tattoo and Personal Hygiene Guidelines Acknowledgement of Receipt

Per standards of General Order 121, and Westover Police Department Standard Operating Procedures, Uniforms Issued Equipment and Dress Code, requires members representing the department while on duty to demonstrate good judgement and a commitment to a professional work place by dressing appropriately and maintaining good personal hygiene. Department attire is the preferred manner of dress; however, certain jobs may require special types of clothing or gear for health, safety or security reasons. While on duty, a Westover Police Officer may be allowed to display tattoos so as long as they comply with Westover Police Departments' policy. If any officer of the Westover Police Department obtains a tattoo in violation of General Order 121 they are subject to termination.

To enhance public respect and recognition, members shall strive to keep a neat and clean personal appearance while on duty. It shall be considered unacceptable conduct for members to display poor personal hygiene or poor grooming, while in the performance of their duties as a member of the Westover Police Department.

121.04.10

Tattoos / Body Art / Body Modifications:

1. Tattoos, brands or scarification anywhere on the body that are extremist, indecent, or racist are prohibited;
2. Tattoos, brands or scarification of initials, acronyms or numbers that represent criminal activity, extremist organizations or gang activity are prohibited;
3. Extremist organizations or gang activity include, but are not limited to, People Nation, Blood, Crips, Folk Nation, Norteno, Sureno, Outlaw Motorcycle Extremist, prison or other miscellaneous gangs, as identified by national or regional crime enforcement network(s) are prohibited.
4. Extremist, indecent, sexist, racist symbols, words/markings, or other symbols, words or markings that commonly or are likely to elicit a strong negative reaction in the workplace or public or that are inconsistent with the Department's values or community relations objectives, including but not limited to symbols, words or markings that promote or are associated with violence are prohibited.
5. Anything contrary to the purpose of law enforcement, including, but not limited to depictions symbolizing or indicative of alcohol or narcotics, illegal or gang related activity, or symbols suggestive of activity that undermines the purpose of law enforcement are prohibited.
6. Illustrations, references, symbols, acronyms or the like that denigrate the United States or any subdivision of the government are prohibited.
7. Symbols, words or markings that represent political beliefs, political parties, political slogans, or that cast any political group in a negative light are prohibited .
8. Tattoos, brands or scarification which depicts the use or promotes the use of illegal drugs or drug paraphernalia, as prohibited by state law and/or federal law are prohibited.
9. Visible body piercings while on duty and/or in uniform, are prohibited, with the exception of one small earring per ear for female members.



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10. Body modifications to any area of the body visible in any authorized uniform or attire are prohibited. Body modifications include, but are not limited to:
 - Tongue splitting or bifurcation (of any body part);
 - The complete or trans-dermal implantation of any object(s) other than hair replacement;
 - Abnormal shaping of the ears, eyes, or nose;
 - Abnormal filing of the teeth; and
 - Branding or scarification.
11. Any tattoos, brands or scarification on the face, head or neck above the shirt collar is prohibited for sworn officers, uniformed personnel and plain clothes officers and civilian employees.

Failure to comply with or defiance of this section, 121.04.10, may result in termination from employment with the Westover Police Department. Anything not addressed in this policy may require permission from The Chief of Police in order to be displayed on duty.

Visible body piercings while on duty and/or in uniform, are prohibited, with the exception of one small earrings, not in excess of three sixteenth inches (3/16") per ear lobe. Males are prohibited from wearing earrings.

I acknowledge and understand that I have been advised of the above referenced Westover Police Department General Order 121 and the procedures related to personal appearance and understand that failure to comply with these provisions may disqualify my application from further consideration in the employment background process with WPD.

 Applicant name (Please Print)

 Applicant Signature

 Date

 Witness Signature

 Date

