

**WAIVER OF PRIVACY ACT
RELEASE OF INFORMATION**

I, _____, give the Town of Star City, its Officers, or any of its agents, the right and permission to check any and all of my credit records. The permission to check shall include contact with the Credit Bureau, bank and loan institutions, and anyone with the knowledge of my financial status.

I, _____, give the Town of Star City, its Police Officers, or any of its agents, the right and permission to check any and all agencies, medical and/or mental institutions, law enforcement agencies and any agency which might be of concern for the completion of such investigation. This voluntary release form allows the Police Department to contact the agencies for release of information and accurate documentation concerning my past personal history, employment history, criminal history, and financial status.

I, _____, release the Town of Star City, its Police Officers or any of its agents, from any and all liability connected with the investigation of my credit records or financial status. This release of liability means that I can take no legal action against the Town of Star City, its Police Officers or its agents, regardless of the results of the investigation or how the investigation results are used.

I, _____, have read and understand the above release and give my permission for the investigation to begin.

Date

Applicant signature

Witness

ATTENTION APPLICANT

All persons who are testing for the position of Probationary Police Officer for the Town of Star City are required to perform a minimum standard in order to be considered for the position; which include a written test and physical agility test. You must achieve a written test score of 70% or higher on written test to proceed to the physical agility test.

Applicants will be required to take a physical agility test administered on the same date as the written test. All persons who pass physical agility test will then be issued a total score and be placed on a list in order from the highest to the lowest total score.

Applicants must successfully pass a pre-employment physical ability examination, which is the current LEPS requirement for entry into the Basic Law Enforcement Class at the WV State Police Academy. This test will be administered following the written test and after receiving your written test score. The minimum passing scores for employment are as indicated (this phase may be given prior to written exam):

- Sit-Ups: 28 properly executed sit-ups in 1 minute.
- Push-Ups: 18 properly executed push-ups in 1 minute.
- 1.5 Mile Run- Minimum standard for this test is completion of the run in 14 minutes and 36 seconds.

The tests described are graded as pass or fail; acceptance is based on successfully passing all 3 measures. A copy of the Physical Ability Standards for LEPS can be obtained on the [Division of Justice and Community Services website](#).

Certified officers will take only the written test (certified officers do not need to take the physical test since already certified through a WV Police Academy) and placed on the same list in scoring positions respectively.

If an applicant wishes to have veterans points added, he/she must provide a copy of their DD214 at the time of the application submission.

Star City Police is Hiring

The Star City Police Department is currently accepting applications for the Probationary Police Officer position. Full-time and part-time positions available (must already be certified for part-time position).

Applications may be picked up/dropped off at 370 Broadway Avenue, Star City, WV d26505; Monday through Friday between 8:00am and 4:30pm with a deadline date of March 9th, 2023 at 4:30pm.

On March 11th, 2023 the Civil Service Commission for the Star City Police department will conduct a written exam. Immediately following exam, a physical agility test will be conducted.

The starting wages for a Probationary Police Officer is \$18.08/hour.

Benefits include:

Paid vacation/ holiday/ sick time off

PEIA health insurance premium paid by city (including family plan)

Every other weekend off working 12 hour shifts (PITMAN SCHEDULE)

Participation in state retirement system

Equal Opportunity Employer: Federal and State regulations prohibit discrimination in employment practices related to recruitment, testing, selection, promotion, transfer, benefits, pay and other related functions because of race, color, religion, age, sex or national origin. Your application will be processed in accordance with all the provisions set forth in the regulations which are available for review in the Office of Personnel.

TOWN OF STAR CITY
370 Broadway Ave
Star City, WV 26505
p: 304.599.3550
f: 304.599.1130

Employment Application

Applicant Information

Full Name: _____ Date: _____
Last First M.I.

Address: _____
Street Address Apartment/Unit #

City State ZIP Code

Phone: _____ Email _____

Date Available: _____ Social Security No.: _____ Desired Salary: \$ _____

Position Applied for: _____

Are you a citizen of the United States? YES NO If no, are you authorized to work in the U.S.? YES NO

Have you ever worked for this company? YES NO If yes, when? _____

Have you ever been convicted of a felony? YES NO

If yes, explain: _____

Education

High School: _____ Address: _____

From: _____ To: _____ Did you graduate? YES NO Diploma: _____

College: _____ Address: _____

From: _____ To: _____ Did you graduate? YES NO Degree: _____

Other: _____ Address: _____

From: _____ To: _____ Did you graduate? YES NO Degree: _____

References

Please list three professional references. Do not list relatives or employers.

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 NO

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 NO

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 NO

Certifications

Please list any honors, licenses, certifications, registrations or other achievements that do not reflect sex, racial, ethnic, age or religious background. Include type and identifying numbers of each. _____

Disclaimer and Signature

I hereby certify that all answers and statements given by me on this application are true, complete and correct. I understand that if I am employed, that false statements on this application may be grounds for immediate dismissal. In addition, I am granting the Town of Star City authority to conduct work and character reference inquiries as needed, except where indicated otherwise by me. Further, if I am employed, I agree to undertake medical examinations, pre-employment and random drug screenings and written and oral examinations as may be required by the Town of Star City.

I further understand that authorized security checks, including background checks, will be made on my application for certain jobs where successful clearances are essential and declared to be a bona fide occupational qualification with the meaning of present laws and regulations.

I understand that any offer of employment with the Town of Star City is an at-will employment offer. West Virginia is an "employment at-will" state. This means that either the employer or the employee may end the employment relationship at any time and for any reason.

Signature: _____ Date: _____