



WETZEL COUNTY DEPUTY SHERIFFS  
CIVIL SERVICE COMMISSION



APPLICATION FOR EXAMINATION  
FOR DEPUTY SHERIFF

TYPE OR PRINT LEGIBLY IN INK. APPLICATION NOT COMPLETED IN ITS ENTIRETY MAY BE REJECTED.

NAME \_\_\_\_\_

First

Middle

Last

SOCIAL SECURITY# \_\_\_ / \_\_\_ / \_\_\_ -

DRIVERS LICENSE# \_\_\_ / \_\_\_\_\_

State

Date of Birth \_\_\_\_\_

Email \_\_\_\_\_

RESIDENCE \_\_\_\_\_

Street

City

State

Zip

TELEPHONE# ( \_\_\_ ) \_\_\_\_\_

OTHER PHONE#( \_\_\_ ) \_\_\_\_\_

**MINIMUM QUALIFICATIONS**

*(Check all that apply and attach verification)*

At Least 18 years old

High School Diploma/GED

**EDUCATION**

NAME AND LOCATION	YEARS COMPLETED	DIPLOMA OR DEGREE
High School		
College		
Other		

**MILITARY**

BRANCH OF ARMED SERVICES	FROM	TO	RANK OR GRADE
	/	/	/
	/	/	/



APPLICATION FOR EXAMINATION  
FOR DEPUTY SHERIFF



**EMPLOYMENT**

FROM/TO	EMPLOYER	ADDRESS	DUTIES
/			
/			
/			

**REFERENCES**

*(List four, do not list relatives)*

NAME AND ADDRESS	VOCATION	PHONE NUMBER

**SKILLS**

*(Outline additional specialized experience or skill you possess)*

---



---



---

**Q&A**

Have you had a valid driver's license for two years prior to the date of this application? \_\_\_ Yes \_\_\_ No

Has your driver's license ever been revoked or suspended? \_\_\_ Yes \_\_\_ No If Yes explain

---

Have you ever been convicted of a misdemeanor crime? \_\_\_ Yes \_\_\_ No If Yes explain

---

Have you ever been convicted of a felony \_\_\_ Yes \_\_\_ No If Yes explain

---

---



APPLICATION FOR EXAMINATION  
FOR DEPUTY SHERIFF

Have you ever been convicted of a traffic violation? \_\_\_ Yes \_\_\_ No If Yes explain\_\_\_\_\_

\_\_\_\_\_

Have you ever been convicted of a "crime of domestic violence"? \_\_\_ Yes \_\_\_ No If yes explain

\_\_\_\_\_

Have you ever been convicted of any crime relating to a firearm? \_\_\_ Yes \_\_\_ No If yes explain

\_\_\_\_\_

**CERTIFICATION**

I hereby certify that there are no willful misrepresentations in and falsifications of the above statements and answers to questions. I am aware that should Investigation disclose such misrepresentations and falsifications, my application will be rejected and I will be disqualified from applying in the future for any position under the Jurisdiction of the Civil Service Commission for Wetzel County.

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

\_\_\_\_\_  
Date

**ADDITIONAL DOCUMENTS REQUIRED**

*(Submit **COPIES** only)*

- BIRTH CERTIFICATE (**Hospital Certificate Unacceptable**)
- HIGH SCHOOL DIPLOMA/GED
- MILITARY FORM DD214
- LAW ENFORCEMENT CERTIFICATION CERTIFICATE

Five points will be awarded for Military Service **OR** Currently Certified Police Officer

**A PICTURE ID MUST BE PRESENTED AT TIME OF EXAMS**



WETZEL COUNTY SHERIFF'S OFFICE  
JOB DESCRIPTION  
DEPUTY SHERIFF



**Job Title:** Entry-Level Deputy Sheriff

**General Statement:** Under regular supervision, performs basic law enforcement services in accordance with the mission, goals and objectives of the Wetzel County Sheriff's Office and in compliance with governing federal, state, and local laws.

**List of Essential Functions:**

- 1) Arrest and Detain Persons
- 2) Enforce Traffic Laws
- 3) Operate Patrol Vehicles
- 4) Use Physical Force to Control Persons
- 5) Conduct Initial and Follow-up Investigations of Various Crimes and Events
- 6) Read and Write Reports and Other Documents
- 7) Present Testimony for Court Proceedings
- 8) Transport Prisoners and Mental Hygiene Patients
- 9) Serve Civil and Criminal Process





WETZEL COUNTY DEPUTY SHERIFF'S  
CIVIL SERVICE COMMISSION



PHYSICAL AGILITY TEST

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

SIT UPS

Designed to measure abdominal muscular endurance. The score is the number of bent knee sit-ups performed in one (1) minute. The minimum standard for this test is **28** sit-ups.

P F

PUSH-UPS

Designed to measure upper body muscular endurance and absolute strength. The score is the number of conventional push-ups performed in one (1) minute. The minimum standard for this test is **18**.

P F

1.5 MILE RUN

Designed to measure cardiovascular capacity. The score is in minutes and seconds. The Minimum standard for this test is completion of the run in **14** minutes and **36** seconds.

MIN SEC

Each test is graded as PASS or FAIL. Acceptance is based upon successfully passing all three measures.

Signature of Test Administrators: \_\_\_\_\_

# DOCTOR'S CERTIFICATION OF FITNESS TO PERFORM AGILITY TEST

I have reviewed the attached three (3) elements of the West Virginia Governor's Committee on Crime, Delinquency and Correction Physical Agility Test and find that the candidate identified below can/cannot (*circle one*) perform the elements of the test safely.

CANDIDATE'S NAME: \_\_\_\_\_

AGENCY TO WHICH  
APPLICATION IS MADE: \_\_\_\_\_

DATE OF EXAMINATION: \_\_\_\_\_

DOCTOR'S SIGNATURE: \_\_\_\_\_

**(This form is required to be completed and turned in on date on test)**

Law Enforcement: (304) 455-2430

Tax Office: (304) 455-8218

Fax Number: (304) 455-2975

Fax Number: (304) 447-2055



*Office of*  
***Sheriff and Treasurer Wetzel County***

*Michael L. Koontz, Sheriff and Treasurer*

PO Drawer "D"

New Martinsville, WV 26155

## Pre-Employment Background Investigation

I attest to the accuracy and truthfulness of the information provided in my employment application, and that any misstatement of material facts will be grounds for disqualifying me from further consideration in the selection process, or, if hired, grounds for discharge. I further understand that consideration for employment is condition upon the results of a reference check, and that the Wetzel County Sheriff's Office is authorized to investigate all statements made by me on the application, to contact former employers, supervisors and references, and to advise contacted persons that they may respond to questions. I hereby release all such persons from liability of damage resulting from such information. This will include providing all personnel records, criminal and civil records, psychological records, and medical records disclosure.

I understand that nothing contained in my employment application or in the granting of an interview is intended to create an employment contract between the Wetzel County Sheriff's Office and myself for either employment or for providing of any benefit. No promises regarding employment have been made to me, and I understand no such promise or guarantee is binding upon the Wetzel County Sheriff's Office unless made in writing.

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_