



WEBER CITY POLICE DEPARTMENT

POLICE OFFICER EMPLOYMENT APPLICATION

2758 US Hwy 23 N | Weber City, VA 24290 | (276) 386-1369

INSTRUCTIONS: Complete all sections. Print clearly or type. Use N/A when a question does not apply. Attach additional pages if needed and identify the section. Do not place a Social Security number, date of birth, medical information, or criminal-history details on this application. A separate background packet and authorizations may be required later in the process.

APPLICANT INFORMATION

Full legal name <i>Last, first, middle</i>			
Mailing address			
Primary phone		Alternate phone	
Email address		Preferred contact	Phone ☐ Email ☐

POSITION AND AVAILABILITY

Position		Date available	
Application date		Referral source	
Available for nights: Yes ☐ No ☐	Available for weekends: Yes ☐ No ☐		
Available for holidays: Yes ☐ No ☐	Available for emergency call-back: Yes ☐ No ☐		

MINIMUM ELIGIBILITY - ANSWER EVERY ITEM

At least 21 years of age: Yes ☐ No ☐	U.S. citizen as required by Virginia law: Yes ☐ No ☐
High school diploma or approved GED: Yes ☐ No ☐	Valid driver's license: Yes ☐ No ☐
Can maintain a valid driver's license: Yes ☐ No ☐	Legally eligible to possess and carry a firearm: Yes ☐ No ☐
Able to work assigned shifts and weather conditions: Yes ☐ No ☐	Willing to meet uniform, grooming, and safety standards: Yes ☐ No ☐

CERTIFICATION STATUS

Current Virginia DCJS-certified officer ☐	Former Virginia DCJS-certified officer ☐
Certified law-enforcement officer in another state ☐	Not currently certified ☐
If certified	State, certification number, expiration date, and employing agency

EDUCATION

High school / GED program	School or program name and city/state			
Credential received	Diploma ☐ GED ☐ Other: _____			
College / institution	City and state	Degree / certificate	Field of study	Completed?
Enter response				
Enter response				
Enter response				

LAW-ENFORCEMENT CERTIFICATIONS AND TRAINING

Certification / course	Issuing agency	Credential no.	Completion date	Expiration / status

RELEVANT SKILLS

Field Training Officer (FTO) ☐	General / specialty instructor ☐
Firearms instructor ☐	Defensive tactics instructor ☐
EVOC / emergency vehicle operations ☐	Radar / LIDAR ☐
Crisis Intervention Team (CIT) ☐	School Resource Officer ☐
Investigations ☐	Evidence / property management ☐
Electronic records-management systems ☐	Other relevant specialty ☐
Systems / software	
Other training or qualifications	

EMPLOYMENT HISTORY - MOST RECENT FIRST

List your employment for the past 10 years, beginning with your current or most recent employer. Include military and law-enforcement employment. Account for gaps on Page 4. Attach a continuation sheet if four employer blocks are not enough.

EMPLOYER 1

Employer / agency			
Address			
Telephone		Supervisor	
Job title		Full-time / part-time	
Start date		End date	
Primary duties			
Reason for leaving			
May we contact?	Yes ☐ No ☐ Later in process ☐ If no/later, explain: _____		

EMPLOYER 2

Employer / agency			
Address			
Telephone		Supervisor	
Job title		Full-time / part-time	
Start date		End date	
Primary duties			
Reason for leaving			
May we contact?	Yes ☐ No ☐ Later in process ☐ If no/later, explain: _____		

EMPLOYMENT HISTORY - CONTINUED

EMPLOYER 3

Employer / agency	Enter name		
Address	Street, city, state, ZIP		
Telephone	Enter number	Supervisor	Enter name/title
Job title	Enter title	Full-time / part-time	Enter status
Start date	MM/YYYY	End date	MM/YYYY or Present
Primary duties	Describe duties and responsibilities		
Reason for leaving	Enter reason		
May we contact?	Yes ☐ No ☐ Later in process ☐ If no/later, explain: _____		

EMPLOYER 4

Employer / agency	Enter name		
Address	Street, city, state, ZIP		
Telephone	Enter number	Supervisor	Enter name/title
Job title	Enter title	Full-time / part-time	Enter status
Start date	MM/YYYY	End date	MM/YYYY or Present
Primary duties	Describe duties and responsibilities		
Reason for leaving	Enter reason		
May we contact?	Yes ☐ No ☐ Later in process ☐ If no/later, explain: _____		

EMPLOYMENT GAPS

Identify any period of one month or more during the last 10 years when you were not employed, in school, or serving in the military.

From	To	Explanation
Enter response	Enter response	Enter response
Enter response	Enter response	Enter response
Enter response	Enter response	Enter response

LAW-ENFORCEMENT EXPERIENCE

Total sworn experience	<i>Years / months</i>	Total supervisory experience	<i>Years / months</i>
Current / last rank	<i>Enter rank</i>	Current / last agency	<i>Enter agency</i>
Currently employed as sworn officer: Yes ☐ No ☐		Leaving / left agency in good standing: Yes ☐ No ☐ N/A ☐	
Pending investigation or disciplinary action: Yes ☐ No ☐ N/A ☐		Break in sworn service over 24 months: Yes ☐ No ☐ N/A ☐	
If yes or explanation needed	<i>Explain status, dates, and agency. Attach a page if more space is needed.</i>		

PRIMARY LAW-ENFORCEMENT ASSIGNMENTS

Agency	From	To	Rank / assignment	Primary duties
<i>Enter response</i>	<i>Enter response</i>	<i>Enter response</i>	<i>Enter response</i>	<i>Enter response</i>
<i>Enter response</i>	<i>Enter response</i>	<i>Enter response</i>	<i>Enter response</i>	<i>Enter response</i>
<i>Enter response</i>	<i>Enter response</i>	<i>Enter response</i>	<i>Enter response</i>	<i>Enter response</i>
<i>Enter response</i>	<i>Enter response</i>	<i>Enter response</i>	<i>Enter response</i>	<i>Enter response</i>

JOB-RELATED NARRATIVE

Community policing	<i>Describe experience building public trust, resolving concerns, or working with community partners</i>
Judgment under pressure	<i>Provide a brief example of sound decision-making during an emergency or difficult situation</i>
Why Weber City	<i>Briefly explain your interest in serving the Town of Weber City</i>

SUPPORTING DOCUMENTS

Resume attached ☐	DCJS certification record attached ☐
Training certificates attached ☐	Employment continuation sheet attached ☐
Other relevant document attached ☐	No supporting documents attached ☐

PROFESSIONAL REFERENCES

List three professional references who are not relatives and who can speak to your work, character, judgment, or public-service experience.

#	Name	Relationship / occupation	Phone and email	Years known
1	<i>Enter response</i>	<i>Enter response</i>	<i>Enter response</i>	<i>Enter response</i>
2	<i>Enter response</i>	<i>Enter response</i>	<i>Enter response</i>	<i>Enter response</i>
3	<i>Enter response</i>	<i>Enter response</i>	<i>Enter response</i>	<i>Enter response</i>

HIRING PROCESS AND PRIVACY NOTICES

Criminal history	This initial application does not request arrest, charge, or conviction information. Consistent with Virginia law governing localities, any permitted criminal-history inquiry will occur during or after a staff interview. A fingerprint-based state and FBI background investigation is required for law-enforcement employment.
Medical information	Do not provide medical or disability information on this application. Any required physical examination, psychological examination, or drug screening will occur only at the legally appropriate stage, including after a conditional offer when required.
Accommodation	Applicants who need a reasonable accommodation to participate in the application or interview process may contact Weber City Town Hall at (276) 386-1369.
Separate background packet	Applicants who advance may be required to complete a detailed personal-history statement and sign specific releases or authorizations. That packet is separate from this application.

APPLICANT CERTIFICATION AND AUTHORIZATION

I certify that the information provided in this application and any attachments is true, complete, and accurate to the best of my knowledge. I understand that a material omission, misrepresentation, or false statement may disqualify me from consideration or, if discovered after employment, may result in discipline up to and including termination, subject to applicable law and Town policy. I authorize the Town of Weber City to verify the employment, education, certifications, training, and references identified in this application. I understand that this application is not a contract or guarantee of employment and that employment is contingent upon completion of all lawful hiring requirements for the position.

Applicant signature	<i>Sign here</i>	Date	<i>MM/DD/YYYY</i>
Printed name	<i>Print full legal name</i>	Town received by	<i>Name / date</i>

EQUAL EMPLOYMENT OPPORTUNITY

The Town of Weber City is an Equal Opportunity Employer. Employment decisions are made without regard to race, color, religion, sex, pregnancy or related conditions, sexual orientation, gender identity, national or ethnic origin, age, marital status, disability, military status, genetic information, or other status protected by law.