

**RALEIGH COUNTY DEPUTY SHERIFF  
CIVIL SERVICE COMMISSION**

215 Main Street  
Beckley, West Virginia 25801

This Application packet is for entry level Raleigh County Deputy Sheriff. The beginning salary range is \$45,620.00 to \$47,420.00. The nature of the work to be performed is general law enforcement duties. The minimum qualifications required for the entry level position are: to be between the ages of 18 and 45; a high school diploma or GED; pass all three aspects of the physical fitness test; pass the written examination (a 70 is considered passing); and undergo a complete background investigation. There is a \$5,000.00 sign on bonus for West Virginia Certified Officers possessing a current certification.

Read all instructions carefully and thoroughly. Neatly type or print all forms in blue or black ink. All persons interested in this position must return the completed application to the County Clerk's Office (215 Main Street, Beckley, West Virginia) or the Raleigh County Law Enforcement Office (201 S. Eisenhower Drive, Beckley, West Virginia), along with **legible** copies of the following documentation:

Birth Certificate

High School Diploma or GED

Driver's License

DD-214, if applicable

Certification by the West Virginia State Police Academy to serve as a police officer, if applicable

**ALL APPLICATIONS SUBMITTED WILL BE HELD UNTIL THE NEXT HIRING PHASE. UPON INITIATING THE NEW HIRING PHASE ALL APPLICANTS WILL RECEIVE AN EMAIL FROM THE SECRETARY OF THE CIVIL SERVICE COMMISSION, AS WELL AS AN ADDITIONAL PACKET THAT WILL NOTIFY OF THE PHYSICAL AGILITY TEST DATES AND EACH APPLICANT MAY CHOOSE THE DATE MOST CONVENIENT. THE ADDITIONAL PACKET MUST BE SUBMITTED IN A TIMELY MANNER AS INDICATED IN THE EMAIL FROM THE SECRETARY.**

**PLEASE NOTE THAT UPON RECEIPT OF THE APPLICATION PROVIDED HEREWITH, IN THE EVENT THAT THE APPLICATION IS INCOMPLETE OR INCORRECTLY COMPLETED AND/OR COPIES OF THE ABOVE ITEMS WERE NOT PROVIDED WITH THE APPLICATION, YOU WILL NOT BE PERMITTED TO TAKE THAT PHYSICAL AGILITY TEST AND THIS WILL RESULT IN IMMEDIATE DISCONTINUATION FROM THE APPLICATION PROCESS.**

The Civil Service Commission has adopted an Affirmative Action Plan and we encourage all minorities interested to apply. Equal Opportunity Employer.

Raleigh County Deputy Sheriff  
Civil Service Commission  
Benny G. Jones, Commissioner  
David D. Gentry, Commissioner  
Christopher Davis, Commissioner

**DEPUTY SHERIFF CIVIL SERVICE COMMISSION  
APPLICATION**

I hereby make application for the position of Deputy Sheriff in the County of Raleigh:

**APPLICANT FULL NAME:**

\_\_\_\_\_ FIRST MIDDLE LAST

**SOCIAL SECURITY NO:** \_\_\_\_\_ **EMAIL ADDRESS:** \_\_\_\_\_

**WV DRIVER'S LICENSE NO:** \_\_\_\_\_ **EXPIRATION DATE:** \_\_\_\_\_

**ATTACH A COPY OF YOUR DRIVER'S LICENSE TO THIS APPLICATION.**

**CURRENT MAILING ADDRESS:**

\_\_\_\_\_ COMPLETE ADDRESS CITY AND STATE ZIP CODE

**CURRENT PHYSICAL ADDRESS:**

\_\_\_\_\_ COMPLETE PHYSICAL ADDRESS CITY AND STATE ZIP CODE

**COMPLETE PHYSICAL ADDRESSES FOR THREE PREVIOUS YEARS, IF DIFFERENT FROM ABOVE:**

COMPLETE PHYSICAL ADDRESS	CITY AND STATE	ZIP

**HOME TELEPHONE NO:** \_\_\_\_\_ **CELL PHONE NO:** \_\_\_\_\_

**NEXT OF KIN:** \_\_\_\_\_ (FULL NAME) \_\_\_\_\_ (TELEPHONE NUMBER)

**COMPLETE ADDRESS:** \_\_\_\_\_

**I CERTIFY THAT I AM BETWEEN THE AGE OF 18 AND 45 YEARS** (YES) (NO)

**DATE OF BIRTH:** \_\_\_\_\_ **PLACE OF BIRTH:** \_\_\_\_\_  
**ATTACH A COPY OF YOUR BIRTH CERTIFICATE TO THIS APPLICATION.** (CITY, STATE, COUNTY)

**ARE YOU A CITIZEN OF THE UNITED STATES?** (YES) (NO)

**MILITARY SERVICE?** (YES) (NO)

IF YES, DATE OF ENLISTMENT: \_\_\_\_\_ AND DATE OF HONORABLE DISCHARGE OR  
RELEASE FROM ACTIVE DUTY: \_\_\_\_\_

**ATTACH A COPY OF YOUR DISCHARGE (DD214) TO THIS APPLICATION.**

**ARE YOU A CERTIFIED POLICE OFFICER?** (YES) (NO) IF YES, DATE OF CERTIFICATION: \_\_\_\_\_

**ATTACH A COPY OF YOUR CERTIFICATION TO THIS APPLICATION.**

**DO YOU HAVE ANY HEATH OR PHYSICAL CONCERNS TO PREVENT YOU FROM SERVING IN THE POSITION OF DEPUTY SHERIFF? (YES) (NO)**

**IF YES, PLEASE DESCRIBE THE HEATH AND/OR PHYSICAL CONCERNS:**

**EDUCATION BACKGROUND:**

YEARS (FROM /TO)	SCHOOL ATTENDED	CITY AND STATE	YEAR OF GRADUATION	TYPE OF DEGREE

**ATTACH A COPY OF YOUR HIGH SCHOOL DIPLOMA OR GED TO THIS APPLICATION.**

**BUSINESS AND EMPLOYMENT: PLEASE PROVIDE AT LEAST THREE YEARS OF EMPLOYMENT HISTORY, BEGINNING WITH YOUR MOST RECENT EMPLOYER.**

YEARS (FROM /TO)	NAME OF EMPLOYER	EMPLOYER ADDRESS (city & state)	EMPLOYER'S PHONE #	REASON FOR LEAVING

**I ACKNOWLEDGE THAT IT IS NECESSARY FOR THE CIVIL SERVICE COMMISSION AND THE RALEIGH COUNTY SHERIFF’S OFFICE TO OBTAIN ALL PRIOR RECORDS, INCLUDING SCHOOL AND EMPLOYMENT RECORDS. BY SIGNING BELOW, I GIVE PERMISSION FOR ALL NECESSARY RECORDS TO BE RELEASED TO THE DEPUTY SHERIFF CIVIL SERVICE COMMISSION AND THE RALEIGH COUNTY SHERIFF’S OFFICE.**

**I FURTHER DECLARE THAT THE STATEMENTS AND ANSWERS HEREIN CONTAINED, WHETHER IN WRITING OR IN PRINT, ARE TRUE AND MADE UNDER THE PENALTIES OF PERJURY.**

\_\_\_\_\_  
**PLEASE PRINT SIGN AND DATE**  
**(Applicant's Hand Written Signature Required)**

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

## **PHYSICAL ABILITY STANDARDS**

### **PUSH-UPS (18 in one minute)**

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

1. The hands of the applicant are placed about shoulder width apart. The administrator places a fist on the floor below the applicant's chest.
2. Starting from the up position (elbows fully extended), the applicant must keep the back straight at all times and lower the body to the floor until the chest touches the administrator's fist. Applicant then returns to the up position.

### **SIT-UPS (28 in one minute)**

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

1. The applicant starts in the up position, knees bent, heels flat on the floor, hands folded across the chest touching the shoulders.
2. The deputy holds the feet of the applicant down firmly.
3. In the up position, the applicant should pass the elbows over the knees then return until the shoulder blades touch the fist of the deputy / administrator. Any resting should be done in the up position.

### **1.5 MILE RUN (14 minutes 36 seconds)**

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

**EQUIPMENT:** A stopwatch or clock with a sweep second hand; an indoor or outdoor track or another suitable running area measured to 1.5 miles; testing forms to record data.

1. The applicant should refrain from smoking or eating for two hours preceding the test.
2. Allow adequate time prior to the test for stretching and warm-up exercises.
3. During the administration of the test, the applicant can be informed of the time. If several applicants run at once, their individual times at the finish can be called out and recorded.
4. An important consideration at the end of the run is the "cool down" period. The applicant is cautioned about sitting or standing around immediately after the run to prevent venous pooling. Applicant should walk an additional five minutes or so in order to enhance venous return and aid in recovery.

**AT ANY TIME, APPLICANT FAILS ANY PORTION OF THE PHYSICAL ABILITY STANDARDS TEST THAT IS A TOTAL FAILURE OF THE ENTIRE TEST AND THE APPLICANT'S PARTICIPATION CEASES AT THAT MOMENT.**