

Be A WVU Police Student Cadet

Mission & Duties

The mission of the West Virginia University Police Cadet Program is to assist in improving the safety and welfare of the campus community, serve the residents of our community in a service-oriented fashion, assist WVU sworn police officers by providing an increased visible presence, and to reduce the impact of crime on the university by patrol, detection and assisting in the adjudication of criminal offenses.

The Cadet Program, Student Government Association, and the University Police Department are committed to the educational processes and total development of its cadet personnel. The administration of this department realizes the importance of this maturation and strives to continually enhance the learning processes of its student employees. The Police Cadet Program utilizes student employees in place of Police Officers where practical to provide general security services.

Non-Inclusive List of Duties of a UPD Cadet:

- Patrol of the campus by foot Thursdays, Fridays, and Saturdays from 10PM to 4AM
- Observe and report suspicious or criminal activity to supervisor who will contact officers as needed
- Assist with directing traffic at special events and during emergency situations
- Monitor and control crowds at special events, emergency situations and as directed by supervisor
- Assist police officers as directed
- Report unsafe conditions and inadequate lighting to be corrected
- Ensure safety of campus

Benefits

- Gain valuable experience while getting introductory level police training, which is not only interesting but also beneficial for future career pursuits
- Get paid \$9.00 per hour
- Looks good on a resume (Get a jump start on a law enforcement career)

Requirements

- MUST be a full time student at West Virginia University
- MUST maintain at least a 2.0 GPA
- MUST have a clean criminal history and driving record
 - Applicants cannot have any prior charges for domestic violence, underage consumption/possession, DUI or any other offense
- MUST be able to walk and stand for hours at a time during all types of weather conditions
- MUST have a good attitude
- MUST be willing to work weekends, during evenings, and into the early morning hours

Hiring Process:

1. Obtain an application for the WVU Police Department located at 992 Elmer Price Drive and complete the application in full with neat handwriting
2. Turn the application in at the WVU Police Department
3. Qualified applicants may be contacted for an interview as positions come open. (Interviews are normally held at the start of the Fall and Spring Semesters)
4. Applicants who performed well in the interview may begin the background investigation process.
5. Following a completion of a background investigation, which includes a check of criminal history, driving history, and reference check with previous employers, a candidate or several candidates may be offered a position.
6. If hired you must complete a series of training classes (such a Defensive Tactics, CPR/First Aid, Traffic Directing, etc.) and complete a probationary period of one full academic semester.

For more information please contact:

Sgt. Jeff Wright

jewright@mail.wvu.edu

Return in person or by mail in a manila envelope to:

West Virginia University Police Department
C/o Cadet Program Coordinator
PO Box 6563
992 Elmer Prince Drive
Morgantown, WV 26506
304-293-3136

APPLICATION FOR EMPLOYMENT AS A POLICE CADET

West Virginia University is an equal opportunity/affirmative action employer and does not discriminate on the basis of race, sex, age, disability, veteran status, religion, sexual orientation, color, or national origin.

****The WVU Police Department reserves the right to refuse any applications that are not completed in full or are illegible****

Date Application Received at UPD: _____ By whom: _____ (Initials)

Last Name:	First Name:	Middle Name:
Home Street Address:	City:	State/Zip Code:
Local Address:	City:	State/Zip Code:
Cell Phone: (_____) _____ Home Phone: (_____) _____		
Email Address:		

POSITION ELGIBILITY [Please Circle One]

Are you 18 years of age or older?

Yes No

Will you be legally authorized to work in the US specifically for WVU, at the time of employment?

Yes No

Are you a full time WVU Student with at least a 2.0 GPA?

Yes No

Are you willing/able to perform the duties of this job, which may include patrolling campus on foot for extended periods of time, in variable and sometimes inclement weather conditions?

Yes No

EMPLOYMENT HISTORY

This Section must be completed in FULL. Statements such as “see resume” do not substitute for completing any portion of the application. The full name of each supervisor MUST be listed in the correct field.

List your current or most recent employer **FIRST**.

May we contact your current employer? Yes No

A. Employer: _____ Supervisor: _____

Street Address: _____

State: _____ Zip Code: _____ Telephone #: (____) _____

Job Title: _____ From: _____ To: _____

Duties and Responsibilities:

Reason for Leaving: _____

B. Employer: _____ Supervisor: _____

Street Address: _____

State: _____ Zip Code: _____ Telephone #: (____) _____

Job Title: _____ From: _____ To: _____

Duties and Responsibilities:

Reason for Leaving: _____

C. Employer: _____ Supervisor: _____

Street Address: _____

State: _____ Zip Code: _____ Telephone #: (____) _____

Job Title: _____ From: _____ To: _____

Duties and Responsibilities:

Reason for Leaving: _____

Character Reference

This Section must be completed in FULL. List at least three character references not including family members.

A. Name: _____ Profession: _____
Street Address: _____
State: _____ Zip Code: _____ Telephone #: (____) _____
Relationship: _____ From: _____ To: _____

B. Name: _____ Profession: _____
Street Address: _____
State: _____ Zip Code: _____ Telephone #: (____) _____
Relationship: _____ From: _____ To: _____

C. Name: _____ Profession: _____
Street Address: _____
State: _____ Zip Code: _____ Telephone #: (____) _____
Relationship: _____ From: _____ To: _____

MILITARY RECORD
Military Service: Yes No If so, what branch? _____
Dates From: _____ To: _____
Duties: _____
Medals, Awards, and Commendations Received:

Reason for Leaving: _____

EDUCATION/TRAINING:

Circle the number that indicates the number of years of education you have completed:

1 2 3 4 5 6 7 8 9 10 11 12 GED 1 2 3 4 13 14 15 16 17 18 19 20 21
Grade School/High School Vocational College Graduate School

Complete the following. *DO NOT* include High School level and below in this section:

Name and Address of School: _____
From: _____ To: _____
Area of Study: _____
Total Credits Earned: _____

Name and Address of School: _____
From: _____ To: _____
Area of Study: _____
Total Credits Earned: _____

List any special certifications or licenses you have:

Some positions may require you to drive. Please complete this section.

Do you possess a valid driver's license? Yes No Driver's License #: _____
State: _____ Class: _____ Endorsements: _____

Please Provide a Brief statement regarding why you would like to be a cadet:

CONVICTIONS OR PLEAS

Please Note:

The question in this application regarding any convictions or pleas (of guilty or no contest) pertain to ANY felony or ANY misdemeanor convictions including offenses that have been expunged, dismissed, deferred or diverted. You should list ALL offenses including, but not limited to; Driving Under the influence (DUI), reckless driving, driving while license is revoked or suspended, worthless checks, sex related offenses, underage consumption/possession of alcohol, public intoxication, drug offenses including simple possession and shoplifting or theft offenses.

If you are in doubt, we suggest you list it on the application. Having a conviction will not necessarily bar you from employment however having any type of a criminal record and purposefully not disclosing the same will be cause for rejection of your application and/or termination of employment.

I have read and understand the above information in regard to identifying convictions and/or pleas in the completion of my application for employment with the WVU Police Department and I certify that information disclosed in this section is complete, accurate and truthful to the best of my knowledge.

Signature: _____

Date: _____

Have you ever been convicted or plead guilty or no contest to any criminal offense or any routine traffic violation?

Yes No **** (A conviction will not necessarily prevent you from being employed). ****

If yes, please explain: (Include type of offense, date(s) of conviction(s), where convicted – city/state)

TERMINATIONS/DISCHARGES/FORCED RESIGNATIONS

Have you ever been discharged, forced or asked to resign from any job (including military)?

Yes No

If yes, please explain:

CERTIFICATION STATEMENT

I certify that the statements made by me in this application are true, complete and correct to the best of my knowledge. I understand that any material misrepresentation or omission from this application may be grounds for rejection of termination of subsequent employment with the University. I understand and agree that any employee handbook I may receive will not constitute an employee contract, but will be merely a gratuitous statement of West Virginia University's current policies.

I hereby authorize West Virginia University (WVU) and/or its agents to make an independent investigation of my background, references, past employment, credit history, education, criminal or police records, including those maintained by both public and private organizations and all public records for the purpose of confirming the information contained on my application and/or obtaining other information which may be material to my qualifications or suitability for employment. In addition, I hereby authorize my current and former employer(s) to release information pertaining to my work record, my work habits, and my work performance while in their employment and any school (college, university, or vocational/trade) to release my official records to West Virginia University and its agents as per WVU's request.

I release West Virginia University, its employees and agents, and any person or entity which provides information pursuant to this authorization, from any and all liabilities, claims, or lawsuits in regards to the information obtained from any and all of the above.

I understand that at West Virginia University they are concerned about employees' health and safety and to that end, they support the Drug Free Workplace Act and the Drug Free Schools and Communities Act. Federal and state laws and the WVU policies prohibit the unlawful manufacture, distribution, possession or use of a controlled substance in the workplace or reporting to work under the influence of a controlled substance. I agree to abide by these requirements if employed by WVU.

As a condition of employment, applicants for safety sensitive positions covered under the Department of Transportation Drug and Alcohol Program will be required to undergo and pass drug and alcohol testing prior to employment and if hired, will be subject to drug and alcohol testing throughout their period of employment. Certain positions may be subject to ongoing medical monitoring.

By filing this application, I waive any and all rights that I may have to review background information including references for employment obtained as part of the hiring process.

YOUR APPLICATION WILL BE CONSIDERED INCOMPLETE IF THIS STATEMENT IS NOT SIGNED AND DATED

The following is my true and complete legal name:

PLEASE PRINT: Full Name: _____
Other names used: _____
Present Address: _____

Former Address: _____

Signature: _____ Date: ____/____/____

Application Self-Identification Form

West Virginia University would appreciate your assistance in completing information requested on this form. This information will be used to access the effectiveness of WVU's Affirmative Action Plan and in meeting compliance obligations under state and federal law. Completion of this form is voluntary and will not be used in the evaluation of applications.

Please Print:

Last Name:	First Name:	Middle Name:
{ } Male	{ } Female	

Race/Ethnic Identification

<ul style="list-style-type: none">— White (All persons having origins in any of the original peoples of Europe, North Africa, and the Middle East)— Black (All persons having origins in any of the black racial groups)— Hispanic (All persons of Mexican, Puerto Rican, Central, or South American, or Spanish Culture or origin.)— Asian or Pacific Islander (All persons having origin in any of the original peoples of the Far East, Southeast Asia, the Indian Subcontinent, or the Pacific Islands. This includes, for example, China, Japan, Korea, the Philippine Islands, and Samoa).— American Indian or Alaskan Native (All persons having origin in any of the original peoples of North America, and who maintain cultural identification through tribal affiliation or community recognition).
--

Where did you hear about this position?

- WVU JOBS Bulletin
- Job Fair or Student Employment Fair
- Newspaper Advertisement
- Internet
- Referred by an employment agency or placement office? Name: _____
- Referred by a training center (high school, technical trade, college, etc.) Name: _____
- Encouraged by a friend or relative
- Encouraged by a former WVU employee
- Encouraged by a current WVU employee Name: _____
- Called or visited HR Department
- Referred by WVU Office of Student Employment
- Flyer
- Brochure
- Poster
- Other, Explain: _____