



KENTON COUNTY FISCAL COURT

Human Resource Department
303 Court Street 2nd Floor Room 208 • Covington, Ky. 41011
(859) 392-1400

APPLICATION FOR EMPLOYMENT AN EQUAL OPPORTUNITY EMPLOYER

(Please Type or Print)

Date: _____

Name: _____
Last First Middle

Address: _____
Number Street City State Zip Code

Phone: Home() Business() S.S. No. | |

Position(s) Applied For: _____

What other work can you do? _____ Hobbies: _____

Are you a current participant or retired from any of the Kentucky Retirement Systems?
Yes ___ No ___ If so, what system and when? _____

Salary or Wages Expected: _____

Are you 18 or older? ___ Yes ___ No Valid Driver's License? ___ Yes ___ No

Have you filed an application here before? ___ Yes ___ No If yes, give date: _____

Have you ever been employed here before? ___ Yes ___ No If yes, give date: _____

Are you employed now? ___ Yes ___ No

May we contact your present employer? ___ Yes ___ No

Are you prevented from lawfully becoming employed in this country because of Visa or Immigration Status? ___ Yes ___ No
(Proof of citizenship or immigration will be required upon employment)

On what date would you be available for work? _____

Are you available to work: ___ Full-time ___ Part-time ___ Seasonal

Are you on lay-off and subject to recall? ___ Yes ___ No

Can you perform the essential functions of the position for which you are applying?
___ Yes ___ No

What equipment can you operate pertaining to the job you are applying for: _____

CRIMINAL CONVICTIONS

Have you ever been convicted of an offense against the law or forfeited collateral or are you now under charges for any offense against the Law except (1) traffic violations for which you paid a fine \$65.00 or less; and (2) any offense committed before your 18th birthday which was finally adjudicated in a juvenile court or under a Youth Offender law..... YES NO

CONVICTIONS FOR ALL APPLICANTS YES NO
Have you ever been convicted of a felony? _____

While in the military service were you ever convicted by a general court-martial? YES NO

If you answer is "Yes", give details below. Show for each offenses:
(1) date, (2) charge, (3) place, (4) court, and (5) action taken.

NOTE: A conviction does not automatically mean you cannot be appointed. What you were convicted of, and how long ago, are important. Give all of the facts so that a decision can be made, Use additional sheets of paper if necessary

EDUCATION

	Name of Institution	Dates	Degree/Subject/Yrs Completed
High School:	_____		
College:	_____		
College:	_____		
Other:	_____		
Other:	_____		
Training:	_____		
Certification:	_____		
Certification:	_____		
Certification:	_____		

EMPLOYMENT HISTORY

**GIVE THE NAMES OF THE COMPANIES FOR WHOM YOU HAVE WORKED
(Please Print)**

Present or Last Employer _____

Address _____

Supervisor _____ **From:** _____ **To:** _____ **Wages:** _____ **/per** _____

Title/Occupation: _____ **Reason for leaving:** _____

Nature of Work Done: _____

Next Previous Employer _____

Address _____

Supervisor _____ **From:** _____ **To:** _____ **Wages:** _____ **/per** _____

Title/Occupation: _____ **Reason for leaving:** _____

Nature of Work Done: _____

Next Previous Employer _____

Address _____

Supervisor _____ **From:** _____ **To:** _____ **Wages:** _____ **/per** _____

Title/Occupation: _____ **Reason for leaving:** _____

Nature of Work Done: _____

Next Previous Employer _____

Address _____

Supervisor _____ **From:** _____ **To:** _____ **Wages:** _____ **/per** _____

Title/Occupation: _____ **Reason for leaving:** _____

Nature of Work Done: _____

REFERENCES

Name	Address	Phone	Business
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State any additional information you feel may be helpful in considering your application

PLEASE READ THIS CAREFULLY BEFORE SIGNING

CERTIFICATION: I certify that all of the information contained on this application as well as any resumes or attachments submitted with this application, are true, complete, and correct, to the best of my knowledge and belief and are made in good faith. Failure to comply with these terms may result in my termination. I hereby acknowledge I have been advised that the processing of this application may require a routine inquiry concerning my character, general reputation, personal characteristics, mode of living, and that school, employment, police and criminal records may be reviewed. I am further advised that Public Law 91-508 gives me the right to additional information on the nature and scope of such investigations, upon written request from me within a reasonable time. If selected as a candidate for employment with the County, I agree to be tested for illegal drugs prior to being hired.

It is our policy that all employees who do not have a separate, individual employment contract with the County for a specific, fixed term of employment are employed at the will of the County for an indefinite period. Employees may resign from the County at any time, for any reason, and may be terminated by the County at any time, for any reason, and with or without notice. No County representative except the Judge/Executive of the County is authorized to modify this policy for any employee or to enter into any agreement, oral or written, contrary to this policy. Supervisory and management personnel shall not make any representations to employees or applicants concerning the terms or conditions of employment with the County which are not consistent with the above.

Signature of Applicant

Date



KENTON COUNTY FISCAL COURT

APPLICANT RELEASE

I FOREVER RELEASE AND DISCHARGE THE KENTON COUNTY FISCAL COURT, MY PREVIOUS EMPLOYERS AND THEIR RESPECTIVE AGENTS AND ANY INDEPENDENT CONTRACTORS FROM ANY CLAIMS, DAMAGES, LOSSES, LIABILITIES, COST AND EXPENSES RELATED TO GATHERING AND REPORTING INFORMATION ABOUT MY PRIOR EMPLOYMENT, CRIMINAL RECORD INFORMATION PURSUANT TO THIS RELEASE AND FROM ANY OTHER CHARGES OR COMPLAINTS FILED WITH ANY AGENCY RELATED TO OBTAINING AND/OR REPORTING ANY INFORMATION PURSUANT TO THIS RELEASE.

APPLICANT SIGNATURE

DATE

Human Resource Director

DATE

NOTE: A COPY OF THIS RELEASE SHOULD ACCOMPANY ANY REQUEST FOR INFORMATION REGARDING THE APPLICANT FROM A PREVIOUS OR PRESENT EMPLOYER

NOTE: THE ORIGINAL COPY OF THIS FORM AND THE APPLICATION IS TO BE SENT AND FILED IN THE KENTON COUNTY HUMAN RESOURCE DIRECTOR'S OFFICE.



KENTON COUNTY FISCAL COURT

APPLICANT RELEASE FOR CREDIT INVESTIGATION

I FOREVER RELEASE AND DISCHARGE THE KENTON COUNTY FISCAL COURT, MY PREVIOUS EMPLOYERS AND THEIR RESPECTIVE AGENTS AND ANY INDEPENDENT CONTRACTORS FROM ANY CLAIMS, DAMAGES, LOSSES, LIABILITIES, COST AND EXPENSES RELATED TO GATHERING AND REPORTING INFORMATION ABOUT MY **CREDIT INFORMATION** PURSUANT TO THIS RELEASE AND FROM ANY OTHER CHARGES OR COMPLAINTS FILED WITH ANY AGENCY RELATED TO OBTAINING AND/OR REPORTING ANY INFORMATION PURSUANT TO THIS RELEASE.

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DATE

Human Resource Director

DATE

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