



Kenton County Fiscal Court

(Police Department Only)

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: _____

Referral Source: _____Advertisement _____Walk-In _____Employment Agency

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

Have you ever been convicted of a felony?

YES NO

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
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

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.

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

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POLICE OFFICER MINIMUM REQUIREMENTS

Residency

Each applicant for employment in the Classified Service must be a citizen of the United States. Police Officers must assume a primary residence in the Commonwealth of Kentucky within 180 days of appointment

Age Limit.

Appointees to positions in the Police Department shall be 21 years of age at time of appointment.

Moral Character.

- (1) Each applicant shall be of good moral character and shall not have been convicted of any criminal offense involving any felony, class A misdemeanor, or any drug related offense.
- (2) Each applicant shall be required to adhere to the following criteria as it pertains to drug usage. Failure to meet these standards shall result in termination of the hiring process.
 - a. An applicant who has used any illegal drug while employed in any law enforcement or prosecutorial position, or while employed in a position which carries with it a high level of responsibility or public trust, will be found unsuitable for employment.
 - b. An applicant who is discovered to have misrepresented his/her drug history in completing the application will be found unsuitable for employment.
 - c. Any applicant who sold an illegal drug for profit at any time will be found unsuitable for employment.
 - d. Any applicant who has used any illegal drug in the three years immediately preceding the time of application will be found unsuitable for employment.

Education.

Applicants for the position of police officer shall have completed and be able to substantiate a minimum of 60 semester or 90 quarter hours from an accredited university or college or have a minimum of two years of experience as a law enforcement officer before the application can be accepted. A combination of 30 semester or 45 quarter hours from an accredited university or college supplemented by a minimum of one year of experience as a law enforcement officer will also be considered an acceptable level of education and training for a police officer applicant.

Four years of active-duty military service with any branch of the United States Military shall also satisfy the requirements of this section.

Law Enforcement Officer for the purposes of this regulation shall be defined as: a member of a lawfully organized police unit or police force of federal, state, county, city or metropolitan government who is responsible for the detection of crime and the enforcement of general criminal laws, as well as sheriffs, sworn deputy sheriffs, campus security officers, military police officers, jailers, public airport authority security officers, other public and federal peace officers responsible for law enforcement, and special local police officers licensed pursuant to KRS 61.360 or comparable statute of another state.

Applicants for all positions shall have completed and be able to substantiate at least a high school diploma from an accredited high school or a G.E.D. equivalency before the application can be accepted.

PHYSICAL FITNESS TEST

In order to obtain a passing score on the physical fitness assessment applicants must successfully meet or exceed the standards listed below. Failure to obtain a passing grade on every event will result in elimination from the hiring process.

Bench Press: 73% of body weight

Sit-up: 18 in one minute

300 Meter Run: 65 seconds or less

Pushup: 25

1.5 Mile Run: 16:15

KENTUCKY LAW ENFORCEMENT COUNCIL
 Peace Officer Professional Standards
 Funderburk Building
 Eastern Kentucky University
 521 Lancaster Ave
 Richmond, KY 40475-3102
 (859) 622-6218
 Fax: (859) 622-5943

FORM T-1
Medical Release – Phase I Testing

NAME: _____

Date of Birth ____/____/____ SS# ____-____-____

	YES	NO	
1.			Has a doctor ever said you have heart trouble?
2.			Do you frequently suffer from chest pains?
3.			Do you often feel faint or have severe spells of dizziness?
4.			Are you over age fifty (50) and not accustomed to vigorous exercise?
5.			Has a doctor ever said you have an abnormal electrocardiogram (ECG)?
6.			Do you have diabetes?
7.			Do you have a close family relative (mother, father, sister, brother) who has heart disease before age 50?
8.			Has a doctor ever said you have high cholesterol or blood fats?
9.			Has a doctor ever said you have high blood pressure?
10.			If you are 35 or older: Do you smoke?
11.			Has a doctor ever told you that you have a muscle, skeletal, or joint problem which would stop you from doing any type of exercise?
12.			Do you know your readings on the following: Blood Pressure: SBP _____ DBP _____
13.			Blood lipids: Total Cholesterol _____ Total to HDL Ratio _____

- If any one item (1-11) is checked "YES," the attached Physician's Medical Release Form (T-1a) must be completed by a licensed physician. The physician medical release must be received by POPS along with this form "Medical Release—Phase I Testing" on or by the scheduled date for POPS Phase I Testing.

I hereby verify that the above information is true and accurate.

Signed this _____ day of _____, 20_____.

Signature of Applicant

Printed Name of Applicant

KENTUCKY LAW ENFORCEMENT COUNCIL
Peace Officer Professional Standards
Funderburk Building
Eastern Kentucky University
521 Lancaster Ave
Richmond, KY 40475-3102
(859) 622-6218
Fax: (859) 622-5943

FORM T-1a
Physician's Medical Release Form

NAME: _____

Date of Birth ____/____/____ SS# ____ - ____ - ____

Peace officer applicants in the Commonwealth of Kentucky are required to perform a variety of essential physically demanding tasks including the following:

- Walking for extended periods
- Short sprints
- Long pursuit running lasting over 2 minutes
- Jumping over and around obstacles
- Lifting and carrying objects sometimes up and down stairs
- Using hands and feet in use of force situations
- Using force in short and long term (greater than 2 minutes) efforts
- Bending and reaching
- Dragging people and objects as in extracting victims from vehicles

To measure an individual's capacity to perform these critical tasks all applicants must undergo a physical fitness test consisting of the following (5) items:

1. 1.5 mile run to measure aerobic power
2. 300 meter run to measure anaerobic power
3. 1 minute sit up to measure abdominal muscular endurance
4. Maximum push up to measure upper body muscular endurance
5. 1 repetition maximum bench press to measure upper body absolute strength

Your professional opinion is requested as to whether the individual can safely participate in physical agility testing.

PLEASE CHECK ONE:

_____ There are no contraindications to the individual either 1) being capable of performing the essential physical tasks or 2) being capable of undergoing the physical agility test items.

_____ There are contraindications and it is not recommended that the individual participate in the physical agility test items.

I hereby verify that the above information is true and accurate.

Signed this ____ day of _____, 20 ____.

Signature of Physician

Printed Name of Physician