



# Kenton County Fiscal Court

## 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 18<sup>th</sup> 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:** \_\_\_\_\_

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**Next Previous Employer** \_\_\_\_\_

**Address** \_\_\_\_\_

**Supervisor** \_\_\_\_\_ **From:** \_\_\_\_\_ **To:** \_\_\_\_\_ **Wages:** \_\_\_\_\_ **/per** \_\_\_\_\_

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**Nature of Work Done:** \_\_\_\_\_

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**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.

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APPLICANT SIGNATURE

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DATE

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Human Resource Director

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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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APPLICANT SIGNATURE

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DATE

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Human Resource Director

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