



# 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 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**

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.

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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.

\_\_\_\_\_  
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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## MINIMUM QUALIFICATIONS FOR POLICE APPLICANTS

### **1:9.11 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.

**(Revised 8/30/05)**

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.

### **1:9.5 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.

Any applicant who has used any illegal drug in the three years immediately preceding the time of application will be found unsuitable for employment.

**ENTRY LEVEL TEST 2006  
IMPORTANT DATES/INFORMATION**

**Applications with resumes** must be returned by **4:00 p.m. on Friday, October 13, 2006.** Applications can be obtained at the Kenton County Police Department, the Human Resources Department, or via the Internet at [www.kentoncounty.org](http://www.kentoncounty.org). (Completed applications can be returned to either location—KCPD or HR.)

The **test** is scheduled for **9:00 a.m. on Saturday, October 21, 2006.** It will be conducted at Simon Kenton High School, 11132 Madison Pike, Independence, KY.

The physical fitness test is tentatively scheduled for Saturday, November 13, 2004 at Simon Kenton High School. (I'll get a packet of information together regarding the PT test that we will give to people when they return their applications.)

**MINIMUM REQUIREMENTS**

**POLICE OFFICER**

1. A minimum of 21 years of age at the time of appointment.
2. A minimum of 60 semester or 90 quarter hours from an accredited college or university **or** a minimum of two years of law enforcement experience **or** 30 semester/45 quarter hours and one year of law enforcement experience **or** four years of active duty military service.
3. No felony convictions (certain misdemeanors will also disqualify applicants from consideration).
4. Must be legally allowed to possess firearms.
5. Must have a valid driver's license or be able to obtain one prior to hire.
6. Must have the ability to meet minimum standards on the physical agility test (see information below) and be able to successfully complete a physical, drug screen, polygraph examination, psychological assessment, and comprehensive background check if a position is offered.

**PHYSICAL FITNESS REQUIREMENTS**

Bench Press:	1 repetition of at least 73% of the applicant's body weight
Sit-ups:	1 minute time limit-18 repetitions
300 Meter Run:	65 seconds
Push-ups:	no time limit--25 repetitions
1.5 mile run:	16 minutes and 15 seconds