

RECEIVED:

BY: _____

APPLICATION FOR EMPLOYMENT
PENDLETON COUNTY SHERIFF'S OFFICE
202 CHAPEL ST. FALMOUTH, KY
859-654-4511

INTERNAL USE ONLY
Qualified
Not Qualified

GENERAL INFORMATION

Evaluations of applications are based on individual merit. Information MUST BE COMPLETE so that all applications can be given equitable consideration. All qualified applicants will receive consideration for employment regardless of race, color, religion, sex, age, national origin or disability. The Sheriff's Office will hire only authorized workers, regardless of national origin. This application must be typed or printed. Please complete one application for this position for which you apply. YOU MUST SIGN AND DATE YOUR APPLICATION IN INK, AND IT MUST BE NOTARIZED. INCOMPLETE APPLICATIONS MAY BE REJECTED. RESUMES ARE NOT ACCEPTED IN LIEU OF A COMPLETED APPLICATION.

PERSONAL DATA

Social Security # _____

Position Desired _____ Salary Requirement _____

Name _____
(first) (middle initial) (last)

Address _____
(street) (apt. #) (city) (state) (zip code)

Telephone Numbers(____) (____) (____)
(home) (work) (other)

How did you hear of this opening? _____ Date available to begin work? _____

Have you ever worked for the Pendleton County? Yes No When & Where ? _____

Give name, relationship, and department of any relatives who are employed with the Pendleton County Fiscal Court or other county agency.

Will you accept: Temporary work? Yes No Part-time work? Yes No
Shiftwork? Yes No Week-end/Holiday? Yes No

Are you over 18 years old? Yes No

Are you a citizen of the U.S.? Yes No Are you legally eligible to work in the U.S. Yes No

NOTE: If offered employment you will be required to provide documentation to verify employment eligibility. Failure to provide the requested documentation may result in a determination that the applicant is ineligible for employment in the United States.

Do you have a Drivers License? Yes No License # _____ State _____

Do you have a valid Commercial Drivers License? Yes No What Classification ? _____ (not mandatory)

NOTE: Possession of a valid drivers license is an essential function of all employment offered by the County. Answering "No" to this question will Eliminate you from consideration for employment.

Have you received any traffic citations in the past 3 years? Yes No

Please indicate type of offenses and dates: _____

Have you (since the age of 18) ever been convicted of or plead guilty or no contest to a misdemeanor? Yes No

Have you (since the age of 18) ever been convicted of or plead guilty or no contest to a felony? Yes No

If YES, describe circumstances: _____

NOTE: Any applicant convicted of any criminal offense involving the manufacture, distribution, trafficking, or sale of a controlled substance, dangerous drugs or marijuana, or convicted of any felony involving a violent crimes, such as assault with a deadly weapon, aggravated assault, or murder, are ineligible for employment with the Sheriff's Office. Such applicant shall be automatically rejected. Applicants convicted of any other felony will be considered on a case-by-case basis. Any applicant who has been convicted of any felony or misdemeanor, and has received a pardon from the appropriate State Pardons/Parole Board, shall be eligible for employment with the County

Have you ever been suspended, dismissed, or asked to resign from any job? Yes No

If YES, explain in detail: _____

EDUCATION

HIGH SCHOOL

Name: _____ Location: _____

Circle the highest grade completed: 7 8 9 10 11 12 Graduated? Yes No

If not a high school graduate, do you have a GED ? Yes No

COLLEGES/UNIVERSITIES

NAME OF SCHOOL	CITY	STATE	HRS. EARNED	QTRS. EARNED	MAJOR	DEGREE EARNED

Describe special vocational or business courses you have taken which relate to the job for which you are applying:

Special skills, qualifications, and certifications (including language skills, typing skills, and business equipment or machine operating skills) which relate to the job for which you are applying:

NOTE: If additional room is necessary, please use back.

01-02(2)

WORK HISTORY

Describe your work history BEGINNING WITH YOUR CURRENT OR MOST RECENT JOB. Include military, volunteer experience and periods of unemployment. Failure to give complete information regarding each job held will result in your disqualification. Complete address with zip code and phone numbers for all employers are necessary. A resume may be attached only as additional information and will not be accepted in lieu of completing this section.

Name of Organization or Firm:	Telephone: ()-	Dates Employed: From Mo/Yr To Mo/Yr
Address:	City State Zip Code	Total Time Employed:
Official Job Title:	Name of Supervisor:	Pay: Start: End:
Describe Specific Job Duties:		
Specific Reason for Leaving:		

Name of Organization or Firm:	Telephone: ()-	Dates Employed: From Mo/Yr To Mo/Yr
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Address:	City State Zip Code	Total Time Employed:
Official Job Title:	Name of Supervisor:	Pay: Start: End:
Describe Specific Job Duties:		
Specific Reason for Leaving:		

Please use this space for additional information pertinent to you education, training, and experience:

AUTHORIZATION TO RELEASE INFORMATION

I have made application for employment with the Pendleton County Sheriff's Office. I authorize my former employers to give any information regarding my employment and/or any information they have regarding me, whether or not it is in their records. I hereby release them from any damage whatsoever for issuing same.

May we contact your present employer? Yes No Other _____
 You must sign the "Authorization to Release Information" statement to enable us to contact prior employers, even though we may not contact your present employer.

Date _____ Applicant's Signature _____

APPLICANTS CERTIFICATION AND AGREEMENT

I certify that the facts set forth in this application for employment are true and complete to the best of my knowledge. I am aware that the falsification of this application or the omission of complete information will result in disqualification, or upon discovery, termination of employment. The County is hereby authorized to make any investigation of my prior educational and work history.

Date _____ Applicant's Signature _____

Resumes, letters of reference, etc. submitted with the application become property of the Pendleton County Sheriff's Office and cannot be returned. The information you have provided on the application is subject to public disclosure under the Kentucky Open Records Act.

PENDLETON COUNTY SHERIFF'S OFFICE
BACKGROUND QUESTIONNAIRE
APPLICATION ATTACHMENT

NOTE: THE PENDLETON COUNTY SHERIFF'S OFFICE IS AN EQUAL OPPORTUNITY EMPLOYER. THE PERSONAL DATA REQUESTED BELOW IS USED ONLY TO CREATE AN APPLICANT DATABASE AND IS NOT USED AS A SCREENING TOOL.

LAST, FIRST, AND MIDDLE NAME

DATE OF BIRTH

RACE

SEX

SOCIAL SECURITY NUMBER

(AREA CODE) HOME PHONE

(AREA CODE) WORK PHONE

(AREA CODE) CELL NUMBER

SHERIFF'S OFFICE APPLICANT

The Pendleton County Sheriff's Office maintains strict hiring guidelines that all applicants must satisfactorily meet or surpass in order to be considered for positions within protective services.

The following questions address several of the areas covered in the hiring guidelines. Your responses will be verified during the background investigation process and pre-employment polygraph examination. Completed and honest responses are required. Any negative information contained within the information provided in the questionnaire will be evaluated to determine compliance with the Office's hiring guidelines. Any false or misleading information identified during the background investigation process will result in the immediate disqualification of your employment application. Therefore, it is imperative that you answer all of these questions truthfully and to the best of your ability.

1. If applying for a sworn law enforcement position you must be at least 21 years of age.
2. Are you at least 21 years of age? _____ (Examples of sworn positions are Police Officer, Deputy Sheriff, and Court Security Officer)
3. Are you a citizen of the United States of America? _____ **This is a requirement** for the Sworn positions. (ex. Police Officer, Deputy Sheriff, and Court Security Officers)
4. Did you graduate from High School or do you have a G.E.D.? _____ **This is a requirement.**
5. Have you ever applied for a position with the Pendleton County Sheriff's Office? _____ If yes, please provide the position applied for and the year you made the application. _____
6. List all traffic citations received within the past TEN years.

Date	Charge	Location	Disposition
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

7. In the past ten years, have you been involved as a driver in a motor vehicle accident? _____
If yes, please provide the following information:

<u>Date of Accident</u>	<u>Type of Accident</u>	<u>Citation Issued</u>	<u>Driver at Fault</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

8. Do you presently hold a valid driver's license? _____ If no, explain _____

State: _____ License Class: _____ Expiration Date: _____ Driver's License # _____

9. Has your driver's license ever been suspended and/or revoked for any reason? _____ If yes, please provide date of suspension: _____ Reason Suspended: _____ Date Reinstated: _____

10. Have you ever been convicted of or pled nolo to D.U.I.? _____ If yes, please explain. Provide date, location, and disposition of the case: _____

11. Have you ever been convicted or pled nolo to a Misdemeanor offense? _____ If yes, please provide date, charge, location, and actual disposition of the case. _____

12. Have you ever been convicted or pled nolo to a Felony offense? _____ If yes, please provide date, charge, location, and actual disposition of the case. _____

13. Have you ever enlisted or attempted to enlist in the military? _____ If yes, which branch? _____
Number of years served: _____ Type of discharge: _____ While serving in the military, were you ever the subject of any court martials, Article 15, company punishment, or disciplinary action? _____
If yes, please explain _____

14. Have you ever been suspended, terminated, or forced to resign from any place of employment? _____
If yes, please explain _____

15. Have you ever been disciplined for any reason by your present or past employer? _____

15. Do you have any commitments that would not allow you to work on various shifts, weekends, holidays, or other periods? _____
If yes, please explain _____

16. Have you ever committed any undetected crimes(crimes that you have not been arrested for)? _____
If yes, please explain _____

17. If you had to place a dollar amount on the property that you have taken throughout your lifetime, what would that amount be? This amount should also include any theft from an employer, including but not limited to pens, paper, other office supplies. \$ _____ Please describe the items taken _____

18. Over the past three years, how would you describe your credit standing? _____

19. Have you ever used an illegal drug, to include but not limited to, marijuana, cocaine, heroin, angel dust/PCP, LSD/acid, or other hallucinogenic, crack opium, quaaludes, speed, crank, mushrooms/peyote, ecstasy/MDMA, Ice, hashish, steroids, crystal, methadone, morphine, valium, etc? _____ If yes, please explain below:

<u>DRUG USED</u>	<u>DATE FIRST USED</u>	<u>DATE LAST USED</u>	<u>NUMBER OF ITEMS</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

20. Have you ever been involved in the SALE, DISTRIBUTION, OR MANUFACTURE of any illegal drugs? _____
If yes, please explain. _____

21. Have you ever consumed any drugs prescribed for another person? _____ If yes, please explain, providing name or type of drug(s), dates, number of time taken. _____

22. Have you ever consumed any alcoholic beverage or used any type of illegal drugs while working? _____ If yes, please explain. _____

23. Is there anything that you would like to tell us about yourself that you have not addressed to this point? _____
If yes, please explain. _____

24. At this time, do you have any pending criminal charges against you, including but not limited to, traffic citations or domestic violence? _____ If yes, please explain _____
- _____
- _____
25. At this time, are you under subpoena or involved in any criminal or civil litigation either as plaintiff or defendant? _____ Are you currently serving probation for any offense? _____ If yes, please explain _____
- _____
26. Over a period of time the duties and responsibilities of a position will tend to change. This may arise from technological changes, or changes in department policies and procedures. Are you willing to accept changes in the duties and responsibilities for the position, which you have applied? _____ Yes _____ No
27. **Have you been completely honest with us when completing your application for employment and this questionnaire? _____ If no, please explain _____**
- _____

Signature of Applicant

Date Signed

Based on the information provided in the questionnaire, this applicant appears to be:

Acceptable _____

Unacceptable _____

Answering "Yes" to any of the aforementioned questions will not necessarily result in your disqualification from the hiring process. Any intentional omissions or dishonesty in any documents submitted as part of your application or any other part of the hiring process, will be cause for immediate removal from further consideration.

APPLICATIONS MUST BE NOTARIZED BY A VALID NOTARY PUBLIC.

Signed to and sworn before me this the _____ day of _____, 20____ by

_____.

Notary: _____

Comm. Expires _____

State of _____

PENDLETON COUNTY SHERIFF'S OFFICE

REQUIRED INFORMATION

Please attach the following items with your application, if applicable. All applications submitted without them will be rejected.

1. Birth Certificate
2. High School Diploma/G.E.D.
3. College Transcripts (If applicable)
4. Certified Copy of Police Academy Certificate (If applicable)
5. Copy of Social Security Card
6. Copy of a valid Driver's License
7. Copy of DD214 (If applicable)
8. Copy of Credit Report from one of the three credit bureaus.