



# OLDHAM COUNTY POLICE DEPARTMENT RECRUITMENT APPLICATION



Date: \_\_\_\_\_

This application must be filled out completely in order to be considered for employment. You may provide a resume, although you must also complete this application. Please print in ink and do not leave any blank spaces.

## **PLEASE PRINT**

Name \_\_\_\_\_ SSN \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_

State \_\_\_\_\_ Zip Code \_\_\_\_\_ Email Address \_\_\_\_\_

Day Phone \_\_\_\_\_ Evening Phone \_\_\_\_\_ Mobile Phone \_\_\_\_\_

How long at present address? \_\_\_\_\_ Previous address? \_\_\_\_\_

Are you 21 years or older of age?  Yes  No

Are you a veteran?  Yes  No

Are you lawfully eligible to be employed in this country?  Yes  No

Have you ever worked for Oldham County Fiscal Court in the past?  Yes  No

If yes, when? \_\_\_\_\_ What department? \_\_\_\_\_

Do you have any relatives working for Oldham County Fiscal Court?  Yes  No

If yes, whom? \_\_\_\_\_

Do you have a valid driver's license?  Yes  No Issuing State \_\_\_\_\_

Do you have a Commercial Driver's license?  Yes  NO  
License ID # \_\_\_\_\_

List endorsements (if any)  
\_\_\_\_\_

Expiration Date \_\_\_\_\_

Have you ever been convicted of a: Felony  Yes  No Misdemeanor  Yes  No  
 Traffic infraction  Yes  No If yes, please explain: \_\_\_\_\_

(A conviction does not automatically eliminate you from employment consideration. The nature of the offense, when it occurred and your truthfulness may be taken into consideration.)

**EDUCATION**

Name and Address	Did You Graduate	Diploma/Degree Completed	Field(s) of Study
High School			
College			
Other (i.e., military, Vocational, technical, Etc.			

Please list your professional memberships, certificates, designations, licenses, honors, awards, fellowships, etc.

1. \_\_\_\_\_ 2. \_\_\_\_\_
3. \_\_\_\_\_ 4. \_\_\_\_\_

**U.S. MILITARY SERVICE**

List below any and all military service you have had or are presently serving.

Branch: \_\_\_\_\_ Rank and Type of Service: \_\_\_\_\_  
 Training/Experience: \_\_\_\_\_

**EMPLOYMENT HISTORY**

(this section must be completed, it cannot be substituted with a resume)

List all experience in order starting with your present or most recent position and working backwards. Account for all periods of unemployment. Attach additional sheet(s), as needed.

Employer:	Date of Employment: From		To
Address:	City	State	
Telephone:	Supervisor's Name:	Job Title:	
Reason for Leaving:			

Description of Duties:
May we contact your employer? <input type="checkbox"/> Yes <input type="checkbox"/> No

Employer:	Date of Employment: From	To
Address:	City	State
Telephone:	Supervisor's Name:	Job Title:
Reason for Leaving:		
Description of Duties:		
May we contact your employer? <input type="checkbox"/> Yes <input type="checkbox"/> No		

Employer:	Date of Employment: From	To
Address:	City	State
Telephone:	Supervisor's Name:	Job Title:
Reason for Leaving:		
Description of Duties:		
May we contact your employer? <input type="checkbox"/> Yes <input type="checkbox"/> No		

Employer:	Date of Employment: From	To
Address:	City	State
Telephone:	Supervisor's Name:	Job Title:
Reason for Leaving:		
Description of Duties:		
May we contact your employer? <input type="checkbox"/> Yes <input type="checkbox"/> No		

**REFERENCES**

NAME	OCCUPATION	YEARS KNOWN	PHONE NUMBER

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**ALL APPLICANTS PLEASE READ THE FOLLOWING CAREFULLY BEFORE SIGNING:**

I understand that completion of this application does not indicate that there are any open positions and does not in any way obligate Fiscal Court to hire me or offer me a job.

I understand that Oldham County Fiscal Court is an equal opportunity employer and selects individuals based upon job-related qualifications regardless of race, color, religion, sex, national origin, age or handicapped status. In the processing of my application, an investigation will/may be made whereby information is obtained from former employers and references. Permission is hereby granted to any school, person, firm, or corporation whether my former employer or otherwise, to give Oldham County Fiscal Court information that may be required to arrive at an employment decision, and I hereby release Oldham County Fiscal Court, its officers, employees, representatives, or agents from any and all liability and/or damage incurred by myself, in obtaining such information.

I understand that employment and compensation can be terminated, with or without cause, or notice at my time, at the option of either Oldham County Fiscal Court or me, and that no manager or supervisor has the authority to enter into an employment agreement for any specified period of time or to make agreement contrary to the foregoing.

I understand that Oldham County Fiscal Court reserves the right to use any method of investigation which, at its sole discretion, it deems reasonable and necessary to determine whether any employee has engaged in conduct warranting disciplinary action, including, but not limited to, a search of any property of mine on Oldham County Fiscal Court premises. As a condition of continued employment, if hired, I agree to cooperate in any such investigation.

I understand that if hired, my continued employment is predicated upon the truthfulness and accuracy of the statements contained herein, and that I am subject to termination if any statement in the application is false or misleading. If hired, I agree to conform to the rules and regulations of Oldham County Fiscal Court as issued from time to time and that only those rules and regulations that are then in effect apply to my continued employment with Oldham County Fiscal Court. I understand this application will remain active for six (6) months and if I have not been hired by that date, I must renew my application to be considered for future employment.

Signature \_\_\_\_\_ Date \_\_\_\_\_

**FOR OFFICE USE ONLY**

Interviewed By:	(1)	(2)	(3)
Starting Date:	Rate:	Classification:	
Approved By:	(1)	(2)	(3)

**CONFIDENTIAL INFORMATION**

This form must be completed and submitted along with an Oldham County Fiscal Court Employment Application form. This information will not be used for making employment decisions and will not be kept with your application for employment. It is needed to assure compliance with State and Federal Equal Employment Opportunity laws and to meet reporting requirements.

Sex:  Female  
 Male

Race:  White  
 Black (non-Hispanic)  
 Hispanic  
 American Indian/Alaskan Native  
 Asian/Pacific Islander

Are you disabled?  Yes  No

“Disabled person” means any person who has a physical or mental impairment which substantially limits one or more major life activities, has a record of such impairment, or is regarded as having such impairment.

The following information will help us to learn of the most effective way of informing people about the job opportunities with the Oldham County Fiscal Court.

Tell us how you learned about this job

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## APPLICANT CONSENT FORM TO INVESTIGATE AND DISCLOSE DATA

I, \_\_\_\_\_ hereby, allow the Oldham County Police Department the right to contact and investigate my former and current employers, and all other pertinent parties, including, but not limited to, educational institutions where I enrolled, to fully investigate my background.

I understand that as part of the interview process, since I am applying for the position of \_\_\_\_\_, Oldham County Police Department requires all applicants to disclose pertinent data concerning pervious work history, police and military records, and educational activities.

The purpose and procedures used in this investigation have been fully described to me and I completely understand the reasons and potential uses of such investigations. I authorize Oldham County Police Department to use any and all information acquired to make decisions regarding my employment, which may be disclosed to third parties.

I understand and agree that if any material facts are discovered which differ from those stated by me on my employment application, at my interview, or at any time prior to my commencing employment at Oldham County Police Department (if I am offered a position with Oldham County Police Department), I will not be offered the job. Furthermore, I understand and agree that if material facts are later discovered which are inconsistent with or differ from facts I furnished before taking the job, I will be disciplined, including immediate discharge without warning.

The cost of this investigation will be paid by Oldham County Police Department. Nonetheless, I hereby indemnify, release and forever discharge and hold Oldham County Police Department and its subsidiaries and affiliated companies, agents and employees, as well as all third parties supplying such information, harmless from any and all claims, demands, judgments and legal fees arising out of or in connection with this investigation, the results, or any lawful use of the results or disclosure thereto.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name of Applicant

Social Security Number: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

\_\_\_\_\_  
Signature of Witness

\_\_\_\_\_  
Printed Name of Witness

## **A. MINIMUM QUALIFICATIONS: POLICE OFFICER**

1. Must be a minimum of 21 years of age.
2. Graduation from an accredited high school or G.E.D. Certificate.
3. Possess a valid driver's license.
4. Must have completed or be able to successfully complete Kentucky Department of Criminal Justice Training (600 hours).
5. Must pass written examination.
6. Must pass physical agility test.
7. Must pass oral interview.
8. Must submit to and satisfy background investigation.

## **B. ESSENTIAL JOB FUNCTIONS**

1. Effect an arrest, forcibly if necessary, using handcuffs and other restraints; subdue resisting suspects using maneuvers and weapons and resort to the use of hand and feet and other approved weapons in self-defense.
2. Prepare investigative and other reports, including sketches, using appropriate grammar, symbols and mathematical computations.
3. Exercise independent judgment in determining when there is reasonable suspicion to detain, when probable cause exists to search and arrest, and when force may be used and to what degree.
4. Operate a law enforcement vehicle during both the day and night.
5. Communicate effectively and coherently over law enforcement radio channels while initiating and responding to radio communications.
6. Gather information through criminal investigations by interviewing and obtaining the statements of victims, witnesses, suspects and confidential informers.
7. Pursue fleeing suspects and perform rescue operations which may involve quickly entering or exiting law enforcement patrol vehicles; lifting, carrying oneself over obstacles; jumping down from elevated heights, dragging objects; climbing over and pulling through openings; jumping over obstacles, ditches, streams, crawling in confined areas; balancing on uneven or narrow surfaces and using body force to gain entry through barriers.
8. Load and unload, aim and fire both strong-handed and weak-handed, from a variety of body positions handguns, shotguns and any other weapons used by the officer in range qualification or under conditions of stress that justify the use of deadly force and at levels of proficiency prescribed in certification standards.
9. Perform searches of people, vehicles, buildings and large outdoor areas which may involve feeling and detecting objects, walking for long periods of time, detaining people and stopping suspicious vehicles and persons.
10. Conduct visual and audio surveillance for extended periods of time.
11. Effectively communicate with people, including juveniles, by giving information and directions, mediating disputes and advising of rights and processes.
12. Demonstrate communication skills in court and other formal settings.
13. Detect and collect evidence and substances that provide the basic criminal offenses and infractions and that indicate the presence of dangerous conditions.
14. Maintain composure and control while enduring verbal and mental abuse when confronted with the hostile views and opinions of suspects and other people encountered in an antagonistic environment.

15. Perform rescue functions at accidents, emergencies and disasters including directing traffic for long periods of time, administering emergency medical aid, lifting, dragging and carrying people away from dangerous situations and securing and evacuating people from particular areas.

**NOTE:** The successful applicant must be able to perform essential job functions of a law enforcement officer, with or without reasonable accommodations.

### **C. PERSONAL CHARACTERISTICS**

Since law enforcement officers are required to enforce the law and they are exposed to certain temptations to show favoritism, corruption, or unlawful monetary gain, it is a “business necessity” that officers exhibit a history and characteristics of honesty, reliability, ability to manage personal finances and interpersonal skill. Additionally, law enforcement officers are frequently placed in a position of physical and mental stress. Therefore, a history of mental or physical disability may be grounds for denying employment. These factors are a consideration of the hiring process. Applicants posing a substantial risk of injury to themselves, other officers, and the public are at a substantial disadvantage in the hiring process.

### **D. EQUAL EMPLOYMENT OPPORTUNITY**

1. Oldham County seeks to provide equal opportunity to all of its employees and applicants for employment and to prohibit discrimination based on race, color, religion, sex, national origin, political affiliation, physical or mental handicap, veteran status, age, or marital status. The County promotes equal opportunity in matters of hiring, promotion, transfer, compensation, benefits and other terms, privileges and conditions of employment.
2. It is the policy of the County to adhere to the requirement of Title VII of the Civil Rights Act of 1964 and the Age Discrimination Law of 1968.
3. In a work environment free from all forms of discrimination, it is believed that all employees should also be free from any form of sexual harassment. Because it undermines the integrity of any relations, no employee shall subject to unwelcome sexual advances, request for sexual favors, or other verbal or physical actions of a sexual nature. Whether committed by a supervisor or by coworkers, sexual harassment is a violation of County Policy. The County encourages any employee who feels sexually harassed to seek assistance through the normal supervisory channels. If the complaint involves someone in the employee’s direct line of command, then the employee may go to a member of the Police Merit Board with the complaint. Employees guilty of sexual harassment shall be dealt with under appropriate County disciplinary procedures.
4. The Oldham County Police Department complies with the American Disability Act, Section 504, employment provisions.

**APPLICANT'S ACKNOWLEDGEMENT**

I have read and understand the foregoing information. I also acknowledge that I have met the minimum qualifications set forth above. I understand that I will be required with proper training and supervision, to perform ALL of the essential job functions of a law enforcement officer, **UNASSISTED AND WITHOUT DELAY.**

I also acknowledge the Equal Employment Standards listed above.

\_\_\_\_\_  
APPLICANT SIGNATURE

\_\_\_\_\_  
DATE

\_\_\_\_\_  
Printed Name of Applicant

## **POLICE RECRUIT**

SALARY: \$34,751.60

### **FILING PERIOD**

Application deadline: February 4, 2011

### **THE POSITION**

Performs Police work in the protection of life and property through the enforcement of laws and ordinances. Police officers may work weekends, overtime, holidays, and variable shifts.

### **BENEFITS**

**EQUIPMENT ALLOWANCE:** All equipment is provided.

**VEHICLE:** Take-home vehicle if an Oldham County Residence.

**HEALTH INSURANCE:** Employee paid and portion of family.

**DENTAL INSURANCE:** Employee partially paid.

**VACATIONS:** Annual vacations range from 40 to 160 hours.

**HOLIDAYS:** Officers receive 96 hours of holiday time per year.

**SICK LEAVE:** Accumulated at the rate of 8 hours per month.

### **MINIMUM REQUIREMENTS**

1. High school graduation, GED or equivalent
2. Applicants must be of good moral character with no felony convictions
3. U.S. Citizenship
4. Kentucky Resident at time of employment
5. Possession of valid Kentucky driver's license at time of employment
6. Candidates hired into this position are required to live in Kentucky within fifty (50) miles of the Oldham County Police Department
7. Applicants must be in excellent physical condition.
8. Candidates must successfully complete the KLEC POPS exit test

### **PHYSICAL AGILITY TEST: (PASS/FAIL)**

This Physical Agility Test includes:

1. Bench pressing 73 percent of your body weight
2. Complete 18 sit-ups within one minute
3. Finish a 300-meter run within 65 seconds
4. Perform 25 push-ups
5. Run 1.5 miles within 16 minutes and 15 seconds.

## BACKGROUND INVESTIGATION:

Applicants must have a good reputation and be of sound moral character. An applicant's background will be carefully investigated and the answers, which are supplied on the application and written examination, are subject to verification. An applicant who has intentionally made a false statement or practiced, or attempted to practice any deception or fraud in this application, in any examination, interview, application, or in securing eligibility for appointment may be rejected from the process. Any intentional misstatement of fact is reason for disqualification from the selection process, and may be punished by law.

## MEDICAL/PSYCHOLOGICAL STANDARDS

If an offer of appointment as a recruit to the Oldham County Police Department is tendered to an applicant, it will be conditional upon successful completion of a medical examination and a psychological evaluation. A medical examination will be given during which the ability to perform the essential functions of the position will be evaluated by a Physician. Each potential recruit will be required to authorize access to all health records. The potential recruit will also be required to provide urine samples for drug testing analysis. If the Physician should determine that an applicant is unable to perform the essential functions of the position, the conditional offer of appointment will be withdrawn. A psychological evaluation is also conducted. Applicants who successfully complete this phase may be offered an appointment to the Oldham County Police Department.

**NOTE:** Candidates must pass all phases of the testing process to be further considered.