



OLDHAM COUNTY POLICE DEPARTMENT
EMPLOYMENT APPLICATION



Date \_\_\_\_\_

Position Applied for \_\_\_\_\_ Recruit [ ] Lateral [ ] Civilian [ ] Other [ ]

Date you can begin work \_\_\_\_\_

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 or type and do not leave any blank spaces.

PLEASE PRINT

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

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

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

Phone Number (day) \_\_\_\_\_ (evening) \_\_\_\_\_ (mobile/pager) \_\_\_\_\_

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

Are you over 18 years of age? \_\_\_\_\_ Are you over 21 years of age? \_\_\_\_\_

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

(proof of citizenship or immigration status will be required upon employment)

Are you a veteran? Yes No

Have you ever worked for Oldham County Fiscal Court in the past? \_\_\_\_\_ 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? \_\_\_\_\_ Issuing State \_\_\_\_\_

Do you have a Commercial Driver's license? \_\_\_\_\_ License ID # \_\_\_\_\_

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

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

Have you ever been convicted of a: Felony? \_\_\_\_\_ Misdemeanor? \_\_\_\_\_ Traffic Infraction (moving violation)? \_\_\_\_\_

If yes, please explain:

Multiple horizontal lines for providing explanation of convictions.

(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.)



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### EDUCATION

Name and address	Did you graduate? Y or N	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. \_\_\_\_\_

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

Branch \_\_\_\_\_ Rank & 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 _____	Dates of Employment: From: _____ To: _____
Address _____	City _____ State _____
Telephone _____	Supervisor's name _____
Job Title _____	Reason for leaving _____
Description of Duties: _____	
_____	
_____	
_____	
May we contact this employer?    Yes    No	



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Employer \_\_\_\_\_ Dates of Employment: From: \_\_\_\_\_ To: \_\_\_\_\_  
Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_  
Telephone \_\_\_\_\_ Supervisor's name \_\_\_\_\_  
Job Title \_\_\_\_\_ Reason for leaving \_\_\_\_\_  
Description of Duties: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
May we contact this employer? Yes No

Employer \_\_\_\_\_ Dates of Employment: From: \_\_\_\_\_ To: \_\_\_\_\_  
Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_  
Telephone \_\_\_\_\_ Supervisor's name \_\_\_\_\_  
Job Title \_\_\_\_\_ Reason for leaving \_\_\_\_\_  
Description of Duties: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
May we contact this employer? Yes No

USE THIS SPACE FOR ANY SPECIAL QUALIFCAITONS YOU MAY HAVE RELEVANT TO THE POSTION FOR WHICH YOU ARE APPLYING.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



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**REFERENCES**

	NAME	OCCUPATION	YRS. KNOWN	PHONE NUMBER
1.	_____	_____	_____	_____
2.	_____	_____	_____	_____
3.	_____	_____	_____	_____

**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 myself, 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) \_\_\_\_\_



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APPLICANT CONSENT FORM TO INVESTIGATE AND DISCLOSE DATA

I, \_\_\_\_\_ hereby, allow Oldham County Fiscal Court 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 Fiscal Court requires all applicants to disclose pertinent data concerning previous 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 Fiscal Court 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 Fiscal Court (if I am offered a position with Oldham County Fiscal Court), 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 Fiscal court. Nonetheless, I hereby indemnify, release and forever discharge and hold Oldham County Fiscal Court 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

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

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

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

Name of Witness: \_\_\_\_\_



## OLDHAM COUNTY POLICE DEPARTMENT EMPLOYMENT APPLICATION



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

1. **Must be a minimum of 21 years of age**
2. **Must be a U.S. Citizen**
3. **Graduate from an accredited high school or G.E.D. Certificate.**
4. **Possess a valid driver's license.**
5. **If applicable, received an honorable discharge or general discharge under honorable conditions for serving in any branch of the armed forces of the United States.**
6. **Not have a felony conviction or any criminal action pending.**
7. **Not have had certification as a peace officer permanently revoked in another state.**
8. **Not be prohibited by federal or state law from possessing a firearm.**
9. **Recruit Applicants must pass a written general aptitude test.**
10. **Must pass physical agility test.**
11. **Must submit to an oral interview.**
12. **Must submit to a thorough background investigation.**
13. **Pass a pre-employment medical examination.**
14. **Pass a pre-employment polygraph examination**
15. **Take a psychological evaluation.**
16. **Pass drug screen.**
17. **Work a varied work schedule.**
18. **Recruit Applicants must be able to successfully complete training with the Kentucky Department of Criminal Justice.**
19. **Lateral Applicants must have completed training with the Kentucky Department of Criminal Justice or its equivalent**

**It should be noted that this list is not intended to be all inclusive.**



**OLDHAM COUNTY POLICE DEPARTMENT  
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OLDHAM COUNTY POLICE MERIT BOARD**



**B. ESSENTIAL JOB FUNCTIONS:**

1. Effect an arrest, forcibly if necessary, using handcuffs and other restraints; subdues 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 weapon 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 junctions of a law enforcement officer, with or without reasonable accommodations.



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### 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, the ability to manage personal finances and interpersonal skills. 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.

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APPLICANT SIGNATURE

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DATE





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**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 an 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: \_\_\_\_\_