

EMPLOYMENT APPLICATION
An Equal Opportunity Employer



Date _____

Position Applied for _____ Full time Part-time

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

PERSONAL INFORMATION

Name _____ SSN _____

Address _____ City _____

State _____ Zip Code _____

Phone Number (day) _____ (evening) _____ (message) _____

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 Government** in the past? _____ If yes, when? _____

What department? _____ Your name when employed by Oldham County, if applicable _____

Do you have any relatives working for Oldham County Government? Yes No If yes, whom? _____

Do you have a valid drivers license? _____
License ID # _____ Expiration Date _____ Issuing State _____

Have you ever been convicted of a: Felony? ___ Misdemeanor? ___ Traffic Violation (moving violation)? ___ if yes, please explain and give dates: _____

(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? 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. _____

U.S. MILITARY SERVICE

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

Branch _____ Rank & Type of Service _____

Training / Experience Received _____

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	

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 QUALIFICATIONS YOU MAY HAVE RELEVANT TO THE POSITION FOR WHICH YOU ARE APPLYING:



REFERENCES

NAME	OCCUPATION	YRS. KNOWN	ADDRESS
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 the Sheriff's Office to hire me or offer me a job.

I understand that the Oldham County Sheriff's Office 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 the Oldham County Sheriff's Office information that may be required to arrive at an employment decision, and I hereby release the Oldham County Sheriff's Office, 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 any time, at the option of either the Oldham County Sheriff's Office 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 the Oldham County Sheriff's Office 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 this application is false or misleading. If hired, I agree to conform to the rules and regulations of the Oldham County Sheriff's Office as issued from time to time and that only those rules and regulations that are then in effect apply to my continued employment with the Oldham County Sheriff's Office. 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 _____

APPLICANTS PLEASE DO NOT WRITE BELOW THIS LINE

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 Sheriff's Office 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 activity, 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 Sheriff's Office.

Tell us how you learned about this job: _____

APPLICANT CONSENT FORM TO INVESTIGATE AND DISCLOSE DATA

I, _____, hereby allow the Oldham County Sheriff's Office 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 _____, the Oldham County Sheriff's Office 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 the Oldham County Sheriff's Office 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 I am offered employment by the Oldham County Sheriff's Office, and it is discovered that any material facts differ from those stated by me on my employment application, at my interview, or at any time prior to my commencing employment at the Oldham County Sheriff's Office any offer of employment will be rescinded. 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 the Oldham County Sheriff's Office. Nonetheless, I hereby indemnify, release and forever discharge and hold Oldham County Fiscal Court, the Oldham County Sheriff's Office, 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

Social Security Number: _____ - _____ - _____

Date: _____

Name of Witness: _____