

CITY OF ELKTON, KENTUCKY

PO Box 578 • 71 Public Square • Elkton, Kentucky 42220 • 270.265.9877 • www.elktonky.com

**POLICE AND FIRE DEPARTMENT
APPLICATION FOR EMPLOYMENT**

The City of Elkton, Kentucky is an Equal Opportunity Employer and does not discriminate on the basis of race, sex, color, religion, national origin, age, disability or veteran status in employment opportunities and benefits.

This application is but one part of the hiring and employment process. Other parts may include an interview, employment examination or test, physical examination or test, background check, and a demonstration of an ability to perform the essential functions of the job.

Prior to completing the application, be sure to read the job description of the position for which you are applying. As you complete this application, please bear in mind the following:

1. The City reserves the right to check all information for accuracy and completeness.
2. All applications for employment are a matter of public record.
3. Screening tests for illegal drug use and alcohol use is required prior to employment after an offer for employment is made and during employment with the city.
4. For employment with the city (including police and fire departments), state law permits a criminal records check as a condition of employment.
5. If you need an accommodation in order to complete any part of the hiring and employment process, please contact Elkton City Hall at 270-265-9877.

GENERAL INFORMATION

Date: _____ Position Desired: _____

Are you applying for: _____ Full time _____ Part time _____ Seasonal

If part time, what days/hours are you available? _____

Have you been employed by the City of Elkton before? _____ Yes _____ No

PERSONAL INFORMATION

Name: First: _____ Middle: _____ Last: _____

Social Security Number: _____

Day phone number: _____ Cell phone number: _____

Home address: _____

Do you have the legal right to work in the United States? _____ Yes _____ No

Are you over the age of 18? _____ Yes _____ No

Have you ever been convicted of a felony? (This may be relevant if job related, but may not bar you from employment) _____ Yes _____ No

If yes, please explain: _____

Driver's license number: _____

EDUCATION AND TRAINING

High school attended: _____
Name City, State

Do you have a high school diploma? _____ Yes _____ No

If no, do you have a GED? _____ Yes _____ No

Please list other education you have received:

<u>College or School</u>	<u>City, State</u>	<u>Degree Earned</u>	<u>Major Area of Study</u>

List other training received, for example special courses, work training programs, armed forces training, etc.:

Based on the job description of the position for which you are applying:

Are you able to perform the essential functions of the job for which you have applied (you may later be asked to demonstrate your ability to perform the essential functions)?

_____ Yes, but I will need reasonable accommodations in order to perform the essential functions (please complete the next question).

_____ Yes, and I will not need reasonable accommodations in order to perform the essential functions.

Please describe any accommodations you will need in order to adequately perform the essential functions of the position: _____

REFERENCES

Please list three persons other than relatives or former employers who have knowledge of your character and/or abilities:

<u>Name</u>	<u>Address</u>	<u>Years Known</u>	<u>Phone</u>

PRIOR EMPLOYMENT RECORD

Please list, in reverse order, previous employment and/or substantive volunteer work:

<u>Employer</u>	<u>Supervisor</u>	<u>Date Hired</u>	<u>Date Left</u>	<u>Reason</u>

I hereby affirm that the information provided on this application (and accompanying resume, if any) is true and complete to the best of my knowledge. I understand that falsified information or significant omissions may disqualify me and my application from further consideration for employment and may be considered justification for dismissal if discovered at a later date.

I waive any right of privilege, privacy, and/or confidentiality I may have in the information provided by references or others whom I have indicated may be contacted.

Signature _____
Date

Police Applications Only: I agree that if employed by the City of Elkton, I will reside within the City of Elkton, or within such a distance as approved by the commissioner of the department. Should I not comply within 90 days of date of employment, or be granted an extension of time by the commissioner, my employment may be immediately terminated.

Signature _____
Date