



RECEIVED:

BY: _____

APPLICATION FOR EMPLOYMENT
CITY OF FALMOUTH
FALMOUTH POLICE DEPARTMENT
212 MAIN STEET
FALMOUTH, KY 41040
PHONE # 859-654-5555

INTERNAL USE ONLY

Qualified ☐

Not Qualified ☐

GENERAL INFORMATION

Evaluations of applications/applicants are based on individual merit. Information MUST BE COMPLETE so that all applications/applicants 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 City of Falmouth will hire only authorized workers, regardless of national origin. This application must be typed or printed. YOU MUST SIGN AND DATE YOUR APPLICATION IN INK. ANY INCOMPLETE APPLICATIONS WILL BE REJECTED. YOU MAY ATTACH A COPY OF YOUR RESUME TO THIS APPLICATION BUT ARE NOT ACCEPTED IN LIEU OF A COMPLETED APPLICATION.

PERSONAL DATA

Position Desired _____ Salary Requirement _____ hr/yr

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

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

Social Security # _____ Date of Birth _____

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

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

Have you ever worked for the City of Falmouth? ☐ Yes ☐ No When & Where? _____

Give name, relationship, and department of any relatives who are employed with the City of Falmouth.

Are you at least 21 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

The position you are applying for (Police Officer) requires that you be able to work a variety of shifts, a variety of hours, a variety of designated off days. Additionally, you will be required to wear a uniform and equipment and adhere to policies and procedures regarding such.

Are you willing to accept the shift work and wearing of the above stated? YES / NO

Do you have a Driver's License? ☐ Yes ☐ No OLN # _____ State _____

Do you have a Commercial Driver's License? ☐ Yes ☐ No What Classification? _____ (not mandatory)

NOTE: Possession of a valid driver's license is an essential function of all employment offered by the city. Answering "No" to this question will eliminate you from consideration for employment.

Have you received any traffic citations in the past five (5) years? ☐ Yes ☐ No

(If "YES" Please indicate type offenses and dates: _____

Since the age of eighteen (18) have you:

Ever been convicted of or charged with a misdemeanor offense? ☐ Yes ☐ No

Ever been convicted of or charged with a felony offense? ☐ 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 crime(s), such as assault with a deadly weapon, aggravated assault, or murder, are ineligible for employment with the City of Falmouth. Such applicants 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 City.

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

If "YES", explain in detail: _____

EDUCATION

Circle your highest grade completed including college/tech: 10 11 12 13 14 15 16

Did you graduate from High School? ☐ Yes ☐ No

Did you graduated College/Tech? ☐ Yes ☐ No

If not a high school graduate, do you have a GED? ☐ Yes ☐ No Do you plan to finish college? ☐ Yes ☐ No

HIGH SCHOOL

Name: _____ Location: _____

COLLEGES/UNIVERSITIES

NAME OF SCHOOL	CITY	STATE	HRS. 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:

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. A complete address with zip code and phone numbers for all employees are necessary. A resume may be attached but will not be accepted in lieu of completing this section.

Employer	Address:	City	State	Zip Code
Official Job Title	Dates Employed: From Mo/Yr To Mo/Yr	Telephone ()		
Name of Supervisor	Pay: Start: End:	Reason for leaving		

Describe Specific Job Duties:

Employer	Address:	City	State	Zip Code
Official Job Title	Dates Employed: From Mo/Yr To Mo/Yr	Telephone ()		
Name of Supervisor	Pay: Start: End:	Reason for leaving		

AUTHORIZATION TO RELEASE INFORMATION

I have made an application for employment with the City of Falmouth. I authorize my former employers to give any information regarding my employment and/or any information they may have regarding me, whether 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 City 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 City of Falmouth and cannot be returned. The information you have provided on the application is subject to public disclosure under the Kentucky Open Records Act.

**CITY OF FALMOUTH POLICE DEPARTMENT
BACKGROUND QUESTIONNAIRE
APPLICATION ATTACHMENT**

NOTE: THE CITY OF FALMOUTH 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

(____)_____
HOME PHONE

(____)_____
WORK PHONE

(____)_____
CELL NUMBER

POLICE DEPARTMENT APPLICANT

The City of Falmouth Police Department maintains strict hiring guidelines that all applicants must satisfactorily meet or surpass 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 Department'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 these questions truthfully and to the best of your ability.

1. List all traffic citations received within the past ten (10) years.

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

2. In the past ten (10) years, have you been involved as a driver in a motor vehicle accident? YES / NO
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>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

3. Has your driver's license ever been suspended and/or revoked for any reason? YES / NO
If yes, please provide date of suspension: _____ Reason Suspended: _____
Date Reinstated: _____
4. Have you ever been convicted or charged with a Misdemeanor offense? YES / NO
If yes, please explain and provide: Date: _____ charge: _____
Location: _____ Disposition: _____
5. Have you ever been convicted or charged with a Felony offense? YES / NO
If yes, please explain and provide: Date: _____ charge: _____
Location: _____ Disposition: _____
6. Have you ever enlisted or attempted to enlist in the Armed Forces of the USA (Military)? YES / NO
If yes, please explain and provide: Branch: _____ Number of years served: _____
Type of discharge: Honorable / Dishonorable
While serving in the Military, were you ever the subject of disciplinary action? YES / NO
If yes, please explain _____

** If additional space is needed, use the back of this sheet, and indicate with an arrow **

7. Have you ever been suspended, terminated, or FORCED to resign from any place of employment? YES / NO
If yes, please explain _____
8. Have you ever been disciplined for any reason by your present or past employer? _____
9. Over the past three years, how would you describe your credit standing? _____
10. Have you ever used an illegal drug or narcotic prescribed or non-prescribed to include but not limited to, marijuana, cocaine, heroin, methamphetamine, PCP, LSD, mushrooms, steroids, bath salts, prescription pills (illegally), etc? YES / NO
If yes, please explain below:

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

11. Have you ever been involved in the SALE, DISTRIBUTION, OR MANUFACTURE of any illegal drugs and/or narcotics? YES / NO
If yes, please explain: _____

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

13. At this time, do you have any pending criminal charges against you, including but not limited to, traffic citations, domestic violence, or any other crime YES / NO
If yes, please explain _____

14. Over a period, the duties and responsibilities of a Police Officer will tend to change. This may arise from technological changes, or changes in departmental policies and procedures. Are you willing to accept changes in the duties and responsibilities for the position which you are seeking employment? YES / NO
15. **Have you been completely honest with us when completing your application for employment and this questionnaire? YES / NO**
If no, please explain _____

Signature of Applicant

Date Signed

Answering “Yes” to any of the 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.

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

Acceptable _____ Unacceptable _____

FALMOUTH POLICE DEPARTMENT

REQUIRED INFORMATION

Please attach the following items with your application, if applicable.

All applications submitted without them will be rejected.

1. Copy of Birth Certificate
2. Copy of High School Diploma/G.E.D.
3. Copies of 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 Military DD214 (If applicable)
8. Application for Employment

****NOTE ****

As part of the hiring process, if you are considered for employment, and proceed in the selection process beyond this point, you will be required to test and pass, but not limited to:

- Physical fitness agility test
- Medical Examination
- Written Examination
- Psychological Examination
- Polygraph Examination
- Drug Testing
- Oral Board Examination
- Extensive Background Examination
- Peer Examination / Review
- 20-week Academy
- 8-week FTO
- 6-month probationary period

***** Please Note *****

If you are considered for employment and a background investigation is to be conducted, you will be asked to provide username(s) and password(s) for all social media accounts including but not limited to Facebook, Twitter, Instagram or any other "social media". If it is discovered that a history of such account(s) exists presently or previously and the information is not provided, the application for possible employment will be rejected.