



City of Elsmere

318 Garvey Avenue

Elsmere, Kentucky 41018

(859) 342-7911

APPLICATION FOR EMPLOYMENT

“An Equal Opportunity Employer”

Part I Personal Information

(Please print or Type)

Date of Application: _____

Name: _____
Last First Middle Maiden

Address: _____

How long have you lived at your present address? _____ Please list your previous address if you have not lived at your current address longer than ten (10) years: _____

Contact Phone Number: _____ Email Address: _____

Social Security Number: _____ Are you at least 18 years old? (Circle) YES NO

Are You a Citizen of the United States: _____ If not, what is your immigration status? _____

Do you have a valid Driver's License? (Circle) YES NO If so, State of Issue: _____

Date of Issue: _____

Have you ever been convicted of a felony or a misdemeanor which resulted in imprisonment in the past ten years which has not been annulled or expunged or sealed by a court? _____ If yes, describe in full

Have you ever been bonded? _____ If yes, on what jobs _____

Are you able to perform the essential functions of the job for which you are applying, with or without a reasonable accommodation? _____ If no, please explain: _____

**Part II
General Information**

Position Applied For: _____

If Applying as a Police Officer are you certified? _____ What State are you certified _____

Are You Applying for: Full Time _____ Part Time _____ Seasonal _____

If Part Time, What Days/Hours are you available? _____

Shifts You Would Accept: Days _____ Nights _____ Evenings _____ Weekends _____

Are You Employed Now (Circle) Yes No May we contact you present employer (Circle) Yes No

On What date would you be available for work: _____

Salary Desired: _____ Minimum Acceptable Salary: _____

Have You Been Employed By The City of Elsmere Before (Circle) YES NO

If yes please provide the following: Date(s) _____ Department _____

**Part III
Education and Training**

HIGH SCHOOL

High School Attended: _____

City

State

Do you have a High School Diploma? (Circle) YES NO

If not did you receive your GED? (Circle) YES NO

COLLEGE

Name of College or University: _____

Address: _____

Dates Attended: _____ Diploma/Degree: _____

Major: _____ Minor: _____

List other training received (special courses, work training programs, etc.):

List special qualifications and skills (licenses, skills with machines, publications, etc.): _____

Were you in the Armed Services? (Circle) YES NO Branch of Service _____

Dates of Service: From _____ To _____

Rank at Discharge: _____ Honorable Discharge? (Circle) Yes No

List Duties in the service including special training

PART IV

EMPLOYMENT HISTORY

Please list all present and past employment, beginning with your most recent

Employer: _____

Address: _____

Phone Number: _____

Dates Employed: From: _____ To: _____

Salary: Starting: _____ Ending: _____

Job Title: _____ Supervisor: _____

Reason for leaving: _____

Employer: _____

Address: _____

Phone Number: _____

Dates Employed From: _____ To: _____

Salary: Starting: _____ Ending: _____

Job Title: _____ Supervisor: _____

Reason for leaving: _____

Employer: _____

Address: _____

Phone Number: _____

Dates Employed **From:** _____ **To:** _____

Salary: Starting: _____ **Ending:** _____

Job Title: _____ **Supervisor:** _____

Reason for leaving: _____

**** If you need additional space, continue on a separate sheet of paper.**

PART V

REFERENCES

Please list three references (not relatives or former employers)

	Name	Relationship	Phone Number
1.	_____	_____	_____
2.	_____	_____	_____
3.	_____	_____	_____

AUTHORIZATION

The facts set forth in this application and any supplemental information is true and complete to the best of my knowledge. I understand that, if employed, falsified statements on this application shall be considered sufficient cause for immediate discharge. I hereby authorize investigation of all statements contained herein and employers listed above to give you any and all information concerning my employment, and any pertinent information that they may have, and release all parties from all liability for any damage that may result from furnishing same.

I understand that neither the completion of this application nor any part of my consideration for employment establishes any obligation for the company to hire me. If I am hired, I understand that either the company or I can terminate my employment at any time and for any reason, with or without cause and without prior notice. I understand that no representative of the company has the authority to make any assurance to the contrary.

I understand that I am required that I am required to abide by all rules and regulations of the company.

Signature: _____

Date: _____

PART VI

EQUAL OPPORTUNITY EMPLOYMENT

We are an Equal Opportunity employer and do not discriminate on the basis of race, ancestry, color, religion, sex, age, marital status, sexual orientation, national orientation, medical condition, disability, veteran status, or any other basis protected by law.

The information provided will be used to research, reporting, and statistical purposes and to monitor legal compliance. To help us comply with these government requirements, please complete the following information.

Completion of this form is voluntary and will not affect your opportunity for employment or terms or conditions of employment if hired. We appreciate your cooperation.

Gender

- Female
- Male
- I choose not to respond

Race/Ethnicity:

- American Indian or Alaska Native (not Hispanic or Latino)
A person having origins in any of the original peoples of North America and South America (including Central America), and who maintains tribal affiliation or community attachment
- Black or African American (Not Hispanic or Latino)
A person having origins in any of the Black racial groups of Africa
- Hispanic or Latino
A person of Cuban, Mexican, Puerto Rican, Central or South American, or other Spanish culture or origin, regardless of race
- Asian (Not Hispanic or Latino)
A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam
- White (Not Hispanic or Latino)
A person having origins in any of the original peoples of Europe, North Africa, or the Middle East
- A Native Hawaiian or Other Pacific Islander (Not Hispanic or Latino)
A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands
- Two or More Races (Not Hispanic or Latino)
All Persons who identify with one or more of the above races
- I Choose Not to Respond