

INSTRUCTIONS
PRINT IN BLACK INK OR TYPE
 Answer each item completely and accurately. Incomplete answers on this application may disqualify you, or may cause delays.

APPLICATION FOR EMPLOYMENT

Application Position

McCRACKEN COUNTY SHERIFF'S DEPARTMENT
 McCracken County Courthouse
 301 South Sixth Street
 Paducah Kentucky 42001

Entry Level Deputy

Special Deputy

Clerical

Other / Specify:

Social Security No. - -

Home Phone No. _____ Today's Date _____

Work Phone No. _____ Salary Required _____

1. Mr. Ms. _____

2. Address _____

Street, R.F.D. or Box No. City State Zip Code County

3. Date of Birth _____ E-mail Address if available _____

Month Day Year

4. Are you a U. S. citizen? Yes No

Are you a legal permanent resident? Yes No

5. Yes No Currently employed in Law Enforcement? Previous employee in Law Enforcement, list dates. _____

6. Yes No Do you have a valid driver's license? License # _____

7. Have you served in the U.S. Military? Yes No

Honorable discharge? Yes No Attach Form DD214

Which branch did you serve? _____

Yes No Has your driver's license or CDL been revoked or suspended? If yes, please indicate period of suspension and reason _____

8. Yes No Have you ever been convicted of violating any law (omit minor traffic violations)? If yes, list conviction(s), date(s), and place(s). Conviction is not an automatic rejection. Specifics will be reviewed under KRS 335B.020.

9. Date available for work _____ Shift availability: Day Evening Night Rotating

10. Type of Work Full-Time Part-Time

11. **EDUCATION/TRAINING:** Complete accurately and circle highest grade or year completed at all levels of school below. Provide **originals or certified copies** of following: (1) GED certificate; (2) high school diploma/ transcript; (3) vocational/technical school transcript; or (4) college transcript with an official seal & Registrar's signature. NOTE: Education must be verified 90 days after hire/promotion or appointment will be terminated.

Can you type? Yes No Words per minute: _____ Education completed: GED Yes No Year _____

Grade School Yes No Middle 6, 7, 8 High School 9, 10, 11, 12 College 1, 2, 3, 4 Graduate School 1, 2, 3, 4

School	Name and Address of School	Dates Attended		Date Graduated	Number of Hours		Fields of Study		Degree, Diploma, or Certificate Earned
		From	To		Earn ed	Now Carrying	Major	Minor	
High School				mo/yr					Diploma: Yes <input type="checkbox"/> No <input type="checkbox"/>
Under Graduate College or University		mo/yr	mo/yr	mo/yr	**	**			Degree:
Graduate College or University		mo/yr	mo/yr	mo/yr	**	**			Degree:
Vocational Business Technical		mo/yr	mo/yr	mo/yr	***	***			Certificate:
Law Enforcement Academy or training program		mo/yr	mo/yr	mo/yr					

Please indicate if college hours are semester or quarter **OR ***indicate number of vocational/technical school clock hours.

NAME: _____ SSN: _____ DATE: _____

12. **EMPLOYMENT HISTORY:** Begin with your most recent job and provide as much detail as possible. Be sure to complete each blank in this section thoroughly and accurately as changes you wish to make after submitting this application must be verified by the employer. If you changed positions within the same organization and your duties changed, describe each job in a separate block. When listing job duties, list those that took most of your time first. If your application reflects incomplete or conflicting information (including employment dates and average hours) you will receive partial or no credit for that job. **NOTE:** You must complete this application form as resumes are not considered official, but may be submitted if signed and dated.

May we contact your present employer? YES NO If no, explain _____

<p>A.</p> <p>Employed From <table style="display: inline-table; border: 1px solid black; border-collapse: collapse;"><tr><td style="width: 20px; text-align: center;">Mo.</td><td style="width: 20px; text-align: center;">Day</td><td style="width: 20px; text-align: center;">Yr.</td></tr></table> To <table style="display: inline-table; border: 1px solid black; border-collapse: collapse;"><tr><td style="width: 20px; text-align: center;">Mo.</td><td style="width: 20px; text-align: center;">Day</td><td style="width: 20px; text-align: center;">Yr.</td></tr></table></p> <p>Title of Position _____ Gr. _____</p> <p style="text-align: center;">Starting Salary _____</p> <p>Average hours worked per week <table style="display: inline-table; border: 1px solid black; border-collapse: collapse;"><tr><td style="width: 20px; text-align: center;"> </td><td style="width: 20px; text-align: center;"> </td></tr></table> Last Salary _____</p> <p>Reason for leaving _____</p> <p>Name of Employer _____</p> <p>Address _____</p> <p>Type of Business _____</p> <p>Name & title of your supervisor _____</p> <p style="text-align: center;">Phone: _____</p> <p style="text-align: center;">From To Number Supervised</p> <p style="text-align: center;">Mo. Yr. Mo. Yr.</p> <p>I was a supervisor <table style="display: inline-table; border: 1px solid black; border-collapse: collapse;"><tr><td style="width: 20px; text-align: center;"> </td><td style="width: 20px; text-align: center;"> </td><td style="width: 20px; text-align: center;"> </td><td style="width: 20px; text-align: center;"> </td></tr></table></p>	Mo.	Day	Yr.	Mo.	Day	Yr.							<p>Job Duties:</p> <p>1. _____</p> <p>2. _____</p> <p>3. _____</p> <p>4. _____</p> <p>5. _____</p> <p>6. _____</p> <p>7. _____</p> <p>8. _____</p>
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Mo.	Day	Yr.											
Mo.	Day	Yr.											

D.

Employed From Mo. Day Yr. To Mo. Day Yr. Gr. _____

Title of Position _____ Starting Salary _____

Average hours worked per week Last Salary _____

Reason for leaving _____

Name of Employer _____

Address _____

Type of Business _____

Name & title of your supervisor _____ Phone: _____

_____ Phone: _____

From To Number Supervised

Mo. Yr. Mo. Yr.

I was a supervisor

Job Duties:

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____

E.

Employed From Mo. Day Yr. To Mo. Day Yr. Gr. _____

Title of Position _____ Starting Salary _____

Average hours worked per week Last Salary _____

Reason for leaving _____

Name of Employer _____

Address _____

Type of Business _____

Name & title of your supervisor _____ Phone: _____

_____ Phone: _____

From To Number Supervised

Mo. Yr. Mo. Yr.

I was a supervisor

Job Duties:

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____

F.

Employed From Mo. Day Yr. To Mo. Day Yr. Gr. _____

Title of Position _____ Starting Salary _____

Average hours worked per week Last Salary _____

Reason for leaving _____

Name of Employer _____

Address _____

Type of Business _____

Name & title of your supervisor _____ Phone: _____

_____ Phone: _____

From To Number Supervised

Mo. Yr. Mo. Yr.

I was a supervisor

Job Duties:

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____

NOTE: Additional employment history sheets available upon request.

13. LICENSES/CERTIFICATIONS OR LANGUAGE PROFICIENCY: If you have a license/certificate related to a position, please provide a copy. Examples are Police Officer's Professional Standards (POPS) Certification for peace officers as outlined in 503 KAR 1:140 and KRS 15.382, a license to practice law, teacher certification, nurse license, etc.

a. I hold a current license or certification as indicated below.

License or Certification Title & Number	Original Issue Date	Current Expiration Date	Name, Address & Phone of Licensing Agency

b. List additional languages you speak proficiently.			
c. List additional languages you read or write proficiently.			

(CONTINUATION OF EMPLOYMENT HISTORY)

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<p>L.</p> <p>Employed From <table style="display: inline-table; border: 1px solid black; width: 60px; height: 15px; vertical-align: middle;"><tr><td style="width: 20px; text-align: center;">Mo.</td><td style="width: 20px; text-align: center;">Day</td><td style="width: 20px; text-align: center;">Yr.</td></tr></table> To <table style="display: inline-table; border: 1px solid black; width: 60px; height: 15px; vertical-align: middle;"><tr><td style="width: 20px; text-align: center;">Mo.</td><td style="width: 20px; text-align: center;">Day</td><td style="width: 20px; text-align: center;">Yr.</td></tr></table></p> <p>Title of Position _____ Gr. _____</p> <p style="text-align: right; margin-right: 100px;">Starting Salary _____</p> <p>Average hours worked per week <table style="display: inline-table; border: 1px solid black; width: 40px; height: 15px; vertical-align: middle;"><tr><td style="width: 20px; text-align: center;"> </td><td style="width: 20px; text-align: center;"> </td></tr></table> Last Salary _____</p> <p>Reason for leaving _____</p> <p>Name of Employer _____</p> <p>Address _____</p> <p>_____</p> <p>Type of Business _____</p> <p>Name & title of your supervisor _____</p> <p style="text-align: right; margin-right: 100px;">Phone: _____</p> <p style="text-align: right; margin-right: 100px;">_____</p> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 15%;"></th> <th style="width: 15%; text-align: center;">From</th> <th style="width: 15%; text-align: center;">To</th> <th style="width: 55%;"></th> </tr> <tr> <th></th> <th style="text-align: center;">Mo.</th> <th style="text-align: center;">Yr.</th> <th style="text-align: center;">Number Supervised</th> </tr> </thead> <tbody> <tr> <td style="color: red;">I was a supervisor</td> <td style="border: 1px solid black; width: 20px; height: 15px;"></td> <td style="border: 1px solid black; width: 20px; height: 15px;"></td> <td style="border: 1px solid black; width: 100px; height: 15px;"></td> </tr> </tbody> </table>	Mo.	Day	Yr.	Mo.	Day	Yr.				From	To			Mo.	Yr.	Number Supervised	I was a supervisor				<p>Job Duties:</p> <ol style="list-style-type: none"> 1. _____ 2. _____ 3. _____ 4. _____ 5. _____ 6. _____ 7. _____ 8. _____
Mo.	Day	Yr.																			
Mo.	Day	Yr.																			
	From	To																			
	Mo.	Yr.	Number Supervised																		
I was a supervisor																					



AUTHORIZATION FOR RECORD CHECK

Position(s) Desired: _____

PLEASE PRINT FULL NAME CLEARLY (Including Middle Initial)

Name: _____

Social Security Number: _____ - _____ - _____ **(REQUIRED)**

Current Address: _____

City: _____ **State:** _____ **Zip Code:** _____

Previous Address (If less than three years at current address) _____

City: _____ **State:** _____ **Zip Code:** _____

Date of Birth: _____ / _____ / _____ **(REQUIRED)**
Month Day Year

Maiden/Previous Names: _____

I, _____, do hereby authorize McCracken County Sheriff's Department to search any and all police record(s) regarding my application for employment.

Signature: _____ **Date:** _____