

**EMPLOYMENT APPLICATION**  
**City of Jeffersontown, Kentucky**  
**Human Resources Department**  
**10416 Watterson Trail, Jeffersontown, KY 40299**  
**502-267-8333**  
**www.jeffersontownky.gov**

**An Equal Opportunity Employer**

We do not discriminate on the basis of race, color, religion, national origin, sex, age, or disability. It is our intention that all qualified applicants are given equal opportunity and that selection decisions be based on job-related factors.

Answer each question fully and accurately. No action can be taken on this application until you have answered all questions. Use blank paper if you do not have enough room on this application. **PLEASE PRINT**, except for your signature on the back page of the application. In reading and answering the following questions, be aware that none of the questions are intended to imply illegal preferences or discrimination based upon non-job-related information.

Job Applied for \_\_\_\_\_ Today's Date \_\_\_\_\_

Type of work you are seeking (check all that apply): Full-time \_\_\_\_ Part-time \_\_\_\_ Temporary \_\_\_\_

When are you available to start work? \_\_\_\_\_

<hr/>	<hr/>	<hr/>	<hr/>
Last Name	First Name	Middle Name	Telephone Number
<hr/>		<hr/>	<hr/>
Present Street Address		City	State
		ZIP Code	
Are you 18 years of age or older? (If you are hired, you may be required to submit proof of age.)		Yes ____	No ____
If hired, can you furnish proof that you are eligible to work in the U.S.?		Yes ____	No ____

Have you ever applied for employment here before? Yes \_\_\_\_ No \_\_\_\_ If yes, when? \_\_\_\_\_

Were you ever employed here? Yes \_\_\_\_ No \_\_\_\_ If yes, when? \_\_\_\_\_

Have you ever been convicted of any law violation (except a minor traffic violation)? Yes \_\_\_\_ No \_\_\_\_ If yes, when? \_\_\_\_\_

If yes, provide details \_\_\_\_\_

\_\_\_\_\_

(Note: A "Yes" answer does not automatically disqualify you from employment, since the nature of the offense, date, and the job for which you are applying are also considered.)

Are you now, or do you expect to be, engaged in any other business or employment? Yes \_\_\_\_ No \_\_\_\_

If yes, please explain \_\_\_\_\_

**EDUCATION**

	Number of Years Completed	Diploma/Degree Certificate
High School or GED: _____ _____		
College or University: _____ _____ Course of Study: _____		
Vocational or Technical: _____ _____ Course of Study: _____		

**SPECIAL SKILLS**

What skills or additional training do you have that are related to the job for which you are applying? \_\_\_\_\_  
\_\_\_\_\_

What machines or equipment can you operate that are related to the job for which you are applying? \_\_\_\_\_  
\_\_\_\_\_

For Driving Jobs Only: Do you have a valid driver's license? Yes \_\_\_\_\_ No \_\_\_\_\_

Driver's License number: \_\_\_\_\_ State: \_\_\_\_\_ Class of License: \_\_\_\_\_

Has your driver's license been suspended or revoked in the last three years? Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, provide details: \_\_\_\_\_

List professional, trade, business, or civic activities and offices held.

(Exclude labor organizations and memberships which reveal race, color, religion, national origin, sex, age, disability, or other protected status.) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### MILITARY RECORD

Branch of U.S. Military Service from (month/year) to (month/year): \_\_\_\_\_

Highest Rank Attained: \_\_\_\_\_ Type of Discharge: \_\_\_\_\_

Military Occupation specialty and/or Major Duties: \_\_\_\_\_

\_\_\_\_\_

Honors or Awards: \_\_\_\_\_

\_\_\_\_\_

### WORK HISTORY

List the names of employers in consecutive order with present or last employer first. Account for all periods of time including military service and periods of unemployment. If self-employed, provide the name of your firm and supply business references. **PLEASE PROVIDE MONTH AND YEAR FOR EACH EMPLOYER.**

Name of Employer:	Supervisor:
Address:	Employed: From (mo/yr) <span style="float: right;">To (mo/yr)</span>
City, State, ZIP Code:	Compensation: Start \$ <span style="float: right;">Final \$</span>
Title:	Reason for Leaving:
Duties:	
Name of Employer:	Supervisor:
Address:	Employed: From (mo/yr) <span style="float: right;">To (mo/yr)</span>
City, State, ZIP Code:	Compensation: Start \$ <span style="float: right;">Final \$</span>
Title:	Reason for Leaving:
Duties:	

## WORK HISTORY (continued)

Name of Employer:	Supervisor:
Address:	Employed: From (mo/yr) <span style="float: right;">To (mo/yr)</span>
City, State, ZIP Code:	Compensation: Start \$ <span style="float: right;">Final \$</span>
Title:	Reason for Leaving:
Duties:	

### REFERENCES

Have you worked or attended school under any other names? Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, provide names: \_\_\_\_\_

Are you presently employed? Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, may we contact your present employer and whom do you suggest we contact? \_\_\_\_\_

\_\_\_\_\_

Have you ever been fired or asked to resign? Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, please explain: \_\_\_\_\_

\_\_\_\_\_

Please provide three references who are not relatives or former employers.

Name:	Address:	Phone:

## AFFIDAVIT

### **PLEASE READ EACH STATEMENT CAREFULLY BEFORE SIGNING**

#### **With my signature below:**

I certify that the answers given herein are complete, true and correct to the best of my knowledge, and are provided in good faith.

I authorize the City of Jeffersontown, Kentucky (the City) to investigate any and all statements contained in this application. I also authorize, whether listed in this document or not, any person, school, current employer, past employers and organizations to provide relevant information and opinions that may be useful in making a hiring decision. I also release such persons, schools, present and/or past employers and organizations from any legal liability in providing such information and/or opinions.

While I understand that in accordance with KRS 335B.020, I may not be disqualified from employment with the City solely because of a prior conviction of a crime unless the crime is a felony or misdemeanor for which a jail sentence was imposed or otherwise directly relates to the position of employment sought; I authorize the City in its sole discretion, to conduct or to have conducted by an individual or entity of its choice, a thorough check of my background from databases that include, but may not be limited to:

- County Criminal Records
- Driving Records
- Educational Verification
- Employment Verification
- Federal Criminal Records
- Sex Offender Registry Records
- Social Security Number Trace Records
- Address Locator Base Records
- State Criminal Records
- U.S. Criminal Records Indicator Databases

I further authorize the City to perform a pre-employment check of credit records in the event I am applying for a position in an area which includes, but may not be limited to:

- Management
- Accounting
- Positions involved in collecting, handling and depositing monies and securities
- Police
- Fire
- EMS
- Appointed Officials

I understand, that upon a conditional offer of employment with the City, I will be expected to submit to, and pass an eleven (11) panel urine test for controlled substances and a Breathalyzer Test for alcohol concentration at a laboratory of the City's choosing. I authorize the results of such tests to be released to the City and I expressly release the collection agency and the testing laboratory from any and all liability for performing the requested tests, and for communicating the test results to the City. I understand that if the results of any pre-employment drug/alcohol tests are positive without a valid medical or bio-medical explanation as determined by a Medical Review Officer of the City's choosing, it will be cause for rejection of my application for employment.

I understand that in the event of my employment with the City, it is determined by the City that any information contained in this application was intentionally false or misleading, or that any information that I may provide verbally or written to the City in pre-employment interviews was intentionally false or misleading, my employment will be terminated.

**AFFIDAVIT**  
(continued)

**PLEASE READ EACH STATEMENT CAREFULLY BEFORE SIGNING**

I understand and acknowledge that if I am hired by the City, unless otherwise defined by law, policies and procedures, or rules and regulations, any employment relationship with the City is of an **“at-will”** nature, which means that either party (the City of Jeffersontown, Kentucky, or I as an employee of the City) may terminate the employment relationship at any time, with or without cause or advanced notice.

I fully understand and agree that if hired by the City of Jeffersontown, Kentucky, I am, during my tenure of employment, bound by all rules, regulations, policies procedures and other terms and conditions of employment as they may be from time-to-time changed.

I have read, fully understand and by my signature, consent to the statements contained in this affidavit and to this application for employment as a whole.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Name (**Printed**): \_\_\_\_\_