

# APPLICATION FOR EMPLOYMENT

Revised 04/15

## INSTRUCTIONS

### PRINT IN INK OR TYPE

Answer each item completely and accurately. Incomplete answers on this application may disqualify you or may cause delays. False answers may lead to rejection or dismissal.

## County of Grant, Kentucky

101 N. Main Street  
Williamstown, KY 41097  
Phone: (859-823-7561  
Fax: (859-428-4567

POSITION(S) FOR WHICH YOU ARE APPLYING:

An Equal Opportunity Employer M/F/D

Social Security No.          Home Phone No. ( ) Today's Date

Date of Birth Work Phone No. ( ) Salary Required \$

1. Last Name First Name Middle Name Other Name (if any)

2. Address Street or Box No. City State Zip Code County

E-mail Address if available

3. Are you over the age of 18 years? Yes No If no, you may be required to provide authorization to work.

4. Are you legally eligible to be employed in the United States? Yes No Proof of identity and eligibility will be required upon employment.

5. Yes No Do you have a valid driver's license if required by the position for which you are applying? License #

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 Yes No Has your driver's license been revoked or suspended?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

7. 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. All applicants shall have a criminal records/background check.

8. If you are a male between the ages of 18 and 26, have you registered under the Section 3(a) Military Selective Service Act of 1948?  
Yes No

9. Date available for work: 10. Type of Work Full-Time Part-Time Temporary

11. **EDUCATION/TRAINING:** Complete accurately and circle highest grade or year completed at all levels of school below. Provide copies of following, if required: (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		Graduation Date	Number of Hours		Fields of Study		Degree, Diploma, or Certificate Eamed
		From	To		Eamed	Now Carrying	Major	Minor	
High School				mo/yr					Diploma: Yes No
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:
Apprenticeship	Type:	mo/yr	mo/yr	Length of Program: 1 2 3 4 5	Journeyman: Yes No			Must provide certificate	

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

NAME: \_\_\_\_\_

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><b>A</b></p> <p>Employed From <span style="display: inline-block; width: 40px; border-bottom: 1px solid black; margin: 0 5px;"></span> <span style="display: inline-block; width: 40px; border-bottom: 1px solid black; margin: 0 5px;"></span> <span style="display: inline-block; width: 40px; border-bottom: 1px solid black; margin: 0 5px;"></span> To <span style="display: inline-block; width: 40px; border-bottom: 1px solid black; margin: 0 5px;"></span> <span style="display: inline-block; width: 40px; border-bottom: 1px solid black; margin: 0 5px;"></span> <span style="display: inline-block; width: 40px; border-bottom: 1px solid black; margin: 0 5px;"></span></p> <p>Title of Position _____ Gr. _____</p> <p>Average hours worked per week <span style="display: inline-block; width: 40px; border-bottom: 1px solid black; margin: 0 5px;"></span> <span style="display: inline-block; width: 40px; border-bottom: 1px solid black; margin: 0 5px;"></span> Starting Salary _____</p> <p>Reason for leaving _____ Last Salary _____</p> <p>Name of Employer _____</p> <p>Address _____</p> <p>_____</p> <p>Type of Business _____</p> <p>Name &amp; title of your supervisor _____</p> <p>_____ Phone: _____</p> <p>_____</p> <p>From To Number Mo. Yr. Mo. Yr. Supervised</p> <p>I was a supervisor <span style="display: inline-block; width: 40px; border-bottom: 1px solid black; margin: 0 5px;"></span> <span style="display: inline-block; width: 40px; border-bottom: 1px solid black; margin: 0 5px;"></span> <span style="display: inline-block; width: 40px; border-bottom: 1px solid black; margin: 0 5px;"></span> <span style="display: inline-block; width: 40px; border-bottom: 1px solid black; margin: 0 5px;"></span> <span style="display: inline-block; width: 40px; border-bottom: 1px solid black; margin: 0 5px;"></span> <span style="display: inline-block; width: 40px; border-bottom: 1px solid black; margin: 0 5px;"></span></p>	<p><b>Job Duties:</b></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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<p><b>B</b></p> <p>Employed From <span style="display: inline-block; width: 40px; border-bottom: 1px solid black; margin: 0 5px;"></span> <span style="display: inline-block; width: 40px; border-bottom: 1px solid black; margin: 0 5px;"></span> <span style="display: inline-block; width: 40px; border-bottom: 1px solid black; margin: 0 5px;"></span> To <span style="display: inline-block; width: 40px; border-bottom: 1px solid black; margin: 0 5px;"></span> <span style="display: inline-block; width: 40px; border-bottom: 1px solid black; margin: 0 5px;"></span> <span style="display: inline-block; width: 40px; border-bottom: 1px solid black; margin: 0 5px;"></span></p> <p>Title of Position _____ Gr. _____</p> <p>Average hours worked per week <span style="display: inline-block; width: 40px; border-bottom: 1px solid black; margin: 0 5px;"></span> <span style="display: inline-block; width: 40px; border-bottom: 1px solid black; margin: 0 5px;"></span> Starting Salary _____</p> <p>Reason for leaving _____ Last Salary _____</p> <p>Name of Employer _____</p> <p>Address _____</p> <p>_____</p> <p>Type of Business _____</p> <p>Name &amp; title of your supervisor _____</p> <p>_____ Phone: _____</p> <p>_____</p> <p>From To Number Mo. Yr. Mo. Yr. Supervised</p> <p>I was a supervisor <span style="display: inline-block; width: 40px; border-bottom: 1px solid black; margin: 0 5px;"></span> <span style="display: inline-block; width: 40px; border-bottom: 1px solid black; margin: 0 5px;"></span> <span style="display: inline-block; width: 40px; border-bottom: 1px solid black; margin: 0 5px;"></span> <span style="display: inline-block; width: 40px; border-bottom: 1px solid black; margin: 0 5px;"></span> <span style="display: inline-block; width: 40px; border-bottom: 1px solid black; margin: 0 5px;"></span> <span style="display: inline-block; width: 40px; border-bottom: 1px solid black; margin: 0 5px;"></span></p>	<p><b>Job Duties:</b></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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<p><b>C</b></p> <p>Employed From <span style="display: inline-block; width: 40px; border-bottom: 1px solid black; margin: 0 5px;"></span> <span style="display: inline-block; width: 40px; border-bottom: 1px solid black; margin: 0 5px;"></span> <span style="display: inline-block; width: 40px; border-bottom: 1px solid black; margin: 0 5px;"></span> To <span style="display: inline-block; width: 40px; border-bottom: 1px solid black; margin: 0 5px;"></span> <span style="display: inline-block; width: 40px; border-bottom: 1px solid black; margin: 0 5px;"></span> <span style="display: inline-block; width: 40px; border-bottom: 1px solid black; margin: 0 5px;"></span></p> <p>Title of Position _____ Gr. _____</p> <p>Average hours worked per week <span style="display: inline-block; width: 40px; border-bottom: 1px solid black; margin: 0 5px;"></span> <span style="display: inline-block; width: 40px; border-bottom: 1px solid black; margin: 0 5px;"></span> Starting Salary _____</p> <p>Reason for leaving _____ Last Salary _____</p> <p>Name of Employer _____</p> <p>Address _____</p> <p>_____</p> <p>Type of Business _____</p> <p>Name &amp; title of your supervisor _____</p> <p>_____ Phone: _____</p> <p>_____</p> <p>From To Number Mo. Yr. Mo. Yr. Supervised</p> <p>I was a supervisor <span style="display: inline-block; width: 40px; border-bottom: 1px solid black; margin: 0 5px;"></span> <span style="display: inline-block; width: 40px; border-bottom: 1px solid black; margin: 0 5px;"></span> <span style="display: inline-block; width: 40px; border-bottom: 1px solid black; margin: 0 5px;"></span> <span style="display: inline-block; width: 40px; border-bottom: 1px solid black; margin: 0 5px;"></span> <span style="display: inline-block; width: 40px; border-bottom: 1px solid black; margin: 0 5px;"></span> <span style="display: inline-block; width: 40px; border-bottom: 1px solid black; margin: 0 5px;"></span></p>	<p><b>Job Duties:</b></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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NAME: \_\_\_\_\_ SSN: \_\_\_\_\_ DATE: \_\_\_\_\_

<p><b>D.</b></p> <div style="display: flex; justify-content: space-between;"><div>Employed From</div><div>Mo. Day Yr. <input type="text"/> <input type="text"/> <input type="text"/></div><div>To</div><div>Mo. Day Yr. <input type="text"/> <input type="text"/> <input type="text"/></div></div> <div style="display: flex; justify-content: space-between;"><div>Title of Position _____</div><div>Gr. _____</div></div> <div style="display: flex; justify-content: space-between;"><div>Average hours worked per week <input type="text"/> <input type="text"/></div><div>Starting Salary _____</div><div>Last Salary _____</div></div> <div>Reason for leaving _____</div> <div>Name of Employer _____</div> <div>Address _____</div> <div>Type of Business _____</div> <div>Name &amp; title of your supervisor _____</div> <div>Phone: _____</div> <div style="display: flex; justify-content: space-between; margin-top: 20px;"><div>From</div><div>To</div><div>Number</div></div> <div style="display: flex; justify-content: space-between;"><div>Mo. Yr. <input type="text"/> <input type="text"/></div><div>Mo. Yr. <input type="text"/> <input type="text"/></div><div>Supervised</div></div> <div>I was a supervisor <input type="text"/> <input type="text"/></div>	<p><b>Job Duties:</b></p> <div style="border-bottom: 1px solid black; height: 15px; margin-bottom: 5px;">1.</div> <div style="border-bottom: 1px solid black; height: 15px; margin-bottom: 5px;">2.</div> <div style="border-bottom: 1px solid black; height: 15px; margin-bottom: 5px;">3.</div> <div style="border-bottom: 1px solid black; height: 15px; margin-bottom: 5px;">4.</div> <div style="border-bottom: 1px solid black; height: 15px; margin-bottom: 5px;">5.</div> <div style="border-bottom: 1px solid black; height: 15px; margin-bottom: 5px;">6.</div> <div style="border-bottom: 1px solid black; height: 15px; margin-bottom: 5px;">7.</div> <div style="border-bottom: 1px solid black; height: 15px; margin-bottom: 5px;">8.</div>
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<p><b>E.</b></p> <div style="display: flex; justify-content: space-between;"><div>Employed From</div><div>Mo. Day Yr. <input type="text"/> <input type="text"/> <input type="text"/></div><div>To</div><div>Mo. Day Yr. <input type="text"/> <input type="text"/> <input type="text"/></div></div> <div style="display: flex; justify-content: space-between;"><div>Title of Position _____</div><div>Gr. _____</div></div> <div style="display: flex; justify-content: space-between;"><div>Average hours worked per week <input type="text"/> <input type="text"/></div><div>Starting Salary _____</div><div>Last Salary _____</div></div> <div>Reason for leaving _____</div> <div>Name of Employer _____</div> <div>Address _____</div> <div>Type of Business _____</div> <div>Name &amp; title of your supervisor _____</div> <div>Phone: _____</div> <div style="display: flex; justify-content: space-between; margin-top: 20px;"><div>From</div><div>To</div><div>Number</div></div> <div style="display: flex; justify-content: space-between;"><div>Mo. Yr. <input type="text"/> <input type="text"/></div><div>Mo. Yr. <input type="text"/> <input type="text"/></div><div>Supervised</div></div> <div>I was a supervisor <input type="text"/> <input type="text"/></div>	<p><b>Job Duties:</b></p> <div style="border-bottom: 1px solid black; height: 15px; margin-bottom: 5px;">1.</div> <div style="border-bottom: 1px solid black; height: 15px; margin-bottom: 5px;">2.</div> <div style="border-bottom: 1px solid black; height: 15px; margin-bottom: 5px;">3.</div> <div style="border-bottom: 1px solid black; height: 15px; margin-bottom: 5px;">4.</div> <div style="border-bottom: 1px solid black; height: 15px; margin-bottom: 5px;">5.</div> <div style="border-bottom: 1px solid black; height: 15px; margin-bottom: 5px;">6.</div> <div style="border-bottom: 1px solid black; height: 15px; margin-bottom: 5px;">7.</div> <div style="border-bottom: 1px solid black; height: 15px; margin-bottom: 5px;">8.</div>
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<p><b>F.</b></p> <div style="display: flex; justify-content: space-between;"><div>Employed From</div><div>Mo. Day Yr. <input type="text"/> <input type="text"/> <input type="text"/></div><div>To</div><div>Mo. Day Yr. <input type="text"/> <input type="text"/> <input type="text"/></div></div> <div style="display: flex; justify-content: space-between;"><div>Title of Position _____</div><div>Gr. _____</div></div> <div style="display: flex; justify-content: space-between;"><div>Average hours worked per week <input type="text"/> <input type="text"/></div><div>Starting Salary _____</div><div>Last Salary _____</div></div> <div>Reason for leaving _____</div> <div>Name of Employer _____</div> <div>Address _____</div> <div>Type of Business _____</div> <div>Name &amp; title of your supervisor _____</div> <div>Phone: _____</div> <div style="display: flex; justify-content: space-between; margin-top: 20px;"><div>From</div><div>To</div><div>Number</div></div> <div style="display: flex; justify-content: space-between;"><div>Mo. Yr. <input type="text"/> <input type="text"/></div><div>Mo. Yr. <input type="text"/> <input type="text"/></div><div>Supervised</div></div> <div>I was a supervisor <input type="text"/> <input type="text"/></div>	<p><b>Job Duties:</b></p> <div style="border-bottom: 1px solid black; height: 15px; margin-bottom: 5px;">1.</div> <div style="border-bottom: 1px solid black; height: 15px; margin-bottom: 5px;">2.</div> <div style="border-bottom: 1px solid black; height: 15px; margin-bottom: 5px;">3.</div> <div style="border-bottom: 1px solid black; height: 15px; margin-bottom: 5px;">4.</div> <div style="border-bottom: 1px solid black; height: 15px; margin-bottom: 5px;">5.</div> <div style="border-bottom: 1px solid black; height: 15px; margin-bottom: 5px;">6.</div> <div style="border-bottom: 1px solid black; height: 15px; margin-bottom: 5px;">7.</div> <div style="border-bottom: 1px solid black; height: 15px; margin-bottom: 5px;">8.</div>
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**NOTE: Additional employment history sheets available upon request.**

13. **LICENSES OR CERTIFICATES:** If required for the position you must provide a copy or verification of the license or certificate.

\_\_\_\_ Yes \_\_\_\_ No I hold a current license or certification as indicated below and understand if hired, I must maintain a current license or certification or be subject to dismissal.

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

14. **PROFESSIONAL ORGANIZATIONS:** Indicate current membership in professional organizations.

ORGANIZATION	TITLE	DATE MEMBERSHIP EXPIRES

15. **CHARACTER REFERENCES:** Other than relatives, former employers, or supervisors.

NAME	ADDRESS	PHONE NUMBER

**- IMPORTANT - THIS SECTION MUST BE COMPLETED -**

16. **SIGNATURE** - Please read and sign the following statement: I certify, under penalty of law, that the information given in this application is correct and complete to the best of my knowledge. I am aware that, should investigation at any time show falsification, I will not be considered for employment or, if employed, I will be dismissed. I hereby authorize representatives of the Grant County Fiscal Court Kentucky to make all necessary investigations concerning me, my work habits, character, or my action in any transaction. I authorize the Grant County Fiscal Court to receive my academic records or other material pertinent to my qualifications, and further authorize and request each former employer, person given as a reference, educational institution, or organization (including law enforcement agencies) to provide all information that may be sought in connection with my application. I understand and agree that I will be required to ratify the information contained in this application by signature as a condition of employment. I also understand that Grant County Fiscal Court is a drug free workplace.

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