



City of Bardstown

- Full-time
- Part-time
- Seasonal
- Temporary

APPLICATION FOR EMPLOYMENT

Please return to: Human Resources Dept., 220 North 5th Street, Bardstown KY 40004

Please read inserted acknowledgements then complete the application in your own handwriting, using ink.

OUR MISSION - The City of Bardstown provides quality, affordable services that ensure the health, safety and well-being of citizens, while collaborating throughout the community to ensure its economic, social and environmental vitality.

Personal Information

Name: Last

First

Middle

Current Address

No.

Street

Tel.

City

State

Zip Code

E-mail

Permanent Address
(if different from above)

No.

Street

Tel.

City

State

Zip Code

E-mail

Employment Interest

WHAT POSITION ARE YOU SEEKING:

MINIMUM SALARY REQUIREMENT:

ARE YOU ABLE TO PERFORM THE ESSENTIAL FUNCTIONS OF THE JOB YOU ARE APPLYING FOR, WITH OR WITHOUT REASONABLE ACCOMMODATION? YES NO

DOES ANYONE IN YOUR IMMEDIATE FAMILY WORK HERE: IF YES, LIST NAME(S) AND DEPARTMENT(S):

DATE AVAILABLE FOR WORK?

Education

EDUCATION	ELEMENTARY	HIGH	COLLEGE / UNIVERSITY	GRADUATE PROFESSION
NAME AND LOCATION OF SCHOOL				
YEARS COMPLETED (✓)	<input type="checkbox"/> 5 <input type="checkbox"/> 6 <input type="checkbox"/> 7 <input type="checkbox"/> 8	<input type="checkbox"/> 9 <input type="checkbox"/> 10 <input type="checkbox"/> 11 <input type="checkbox"/> 12	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4	<input type="checkbox"/> 1 <input type="checkbox"/> 2
DIPLOMA / DEGREE YEAR RECEIVED				
MAJOR / FIELD OF STUDY				

AREAS OF SPECIALIZED TRAINING:

COMPUTER SKILLS:

VOCATIONAL OR TECHNICAL SCHOOL ATTENDED:

SPECIAL SKILL(S) OR CERTIFICATE(S) ACHIEVED:

TYPING: YES NO WPM:

MAY WE CALL YOUR PRESENT EMPLOYER: IF NO, WHEN MAY WE CALL?

YES NO PHONE: ()

Work Experience

Describe all work experience starting **with most recent**. **Must be completed in full.**

Employer	Duties	<u>Dates Employed</u> From / To
Address		
Job Title		<u>Hourly Rates / Salary</u> Starting / Final
Supervisor		
Reason For Leaving:		
May We Contact This Employer? <input type="checkbox"/> YES <input type="checkbox"/> NO		

Employer	Duties	<u>Dates Employed</u> From / To
Address		
Job Title		<u>Hourly Rates / Salary</u> Starting / Final
Supervisor		
Reason For Leaving:		
May We Contact This Employer? <input type="checkbox"/> YES <input type="checkbox"/> NO		

Employer	Duties	<u>Dates Employed</u> From / To
Address		
Job Title		<u>Hourly Rates / Salary</u> Starting / Final
Supervisor		
Reason For Leaving:		
May We Contact This Employer? <input type="checkbox"/> YES <input type="checkbox"/> NO		

Employer	Duties	<u>Dates Employed</u> From / To
Address		
Job Title		<u>Hourly Rates / Salary</u> Starting / Final
Supervisor		
Reason For Leaving:		
May We Contact This Employer? <input type="checkbox"/> YES <input type="checkbox"/> NO		

IF A LICENSE OR CERTIFICATE IS NEEDED TO PERFORM THE WORK IN THE APPLIED FOR POSITION, PLEASE COMPLETE THE FOLLOWING:

Driver's License Number:

Professional License Number:

Highlight skills relevant to the position(s) sought.

Have you ever been convicted of an offense against the law or forfeited a bond? Please include ALL traffic violations. (Convictions may include, but are not limited to speeding tickets, motor vehicle moving violations and misdemeanors.)

Yes No If Yes, explain:

Disclaimer: A "Yes" answer above does not automatically disqualify you from employment, since the nature of the offense and the job for which you are applying will also be considered.

References - Activities - Military Service

Give the name of two references. Do not include relatives or previous employers

Name	Relationship	Address	Phone #
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1.

2.

List offices held in school, civic clubs or business organizations: You may omit those that indicate race, color, religion, or national origin

1.

2.

3.

Current volunteer positions, interests or hobbies:

FOR VETERANS ONLY

Branch of U.S. Military Service from (Mo/Year) to (Mo/Year)

Highest Rank Attained

Military Occupation Specialty and/or Major Duties

Summary

PLEASE READ CAREFULLY, INITIAL EACH PARAGRAPH AND SIGN BELOW
THIS APPLICATION WILL REMAIN CURRENT FOR A PERIOD OF SIX (6) MONTHS

_____ I certify that the answers given herein are true and complete to the best of my knowledge.

_____ I authorize investigation of all statements contained in this employment application and additional job-related background investigation may be necessary in arriving at an employment decision.

_____ In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in dismissal. I understand, also, that I am required to abide by all rules and regulations of the employer.

_____ I understand that neither this document nor any verbal promises made by the employer or representative employee may be constituted as an employment contract.

_____ I understand and acknowledge that, unless otherwise defined by law, policies and procedures, or rules and regulations, any employment relationship with this organization is of an "at-will" nature, which means that either the employee or employer may terminate the employment relationship at any time, with or without cause or advance notice.

_____ I understand that this application is the property of the City of Bardstown. This application must be signed and dated below before receiving consideration for employment.

SIGNATURE

DATE

In order to be considered for a position with the City of Bardstown, you must fill out all sections of this application.

FOR CITY OF BARDSTOWN PERSONNEL DEPARTMENT USE ONLY

Applied for is OPEN: Yes No

Position(s) considered for:

Applicant reviewed by:

Date:

Interview: Yes No

If yes, Date:

Time:

Interviewed by (List Participants)

Hired: Yes No

Date of employment:

Title:

Department:

Starting Salary:

DISCLOSURE AND AUTHORIZATION REGARDING PROCUREMENT OF BACKGROUND REPORTS

It is recognized and understood that the Fair Credit Reporting Act provides that anyone "who knowingly and willfully obtains information on a consumer from a consumer reporting agency under false pretenses" shall be fined not more than \$2,500 or imprisoned not more than one year, or both.

Responses to these questions are completely voluntary. You need not respond to have your application considered. However, without this information, we may be unable to distinguish you from another in the event we discover adverse information during the background investigation.

City of Bardstown

In connection with my application for employment (including contract for services), I understand that investigative background inquiries are to be made on me which may include consumer credit, criminal convictions, motor vehicle, and other reports. These reports may include information as to my character, work habits, performance, education and experience along with reasons for termination of employment from previous employers. Further, I understand that you will be requesting information from various Federal, State, and other agencies which maintain records concerning my past activities relating to my driving, credit, criminal, civil and other experiences.

I authorize without reservation, any party or agency contacted to furnish the above mentioned information and release all parties involved from any liability and responsibility for doing so. I hereby consent to obtaining the above information from VeriCORP, Inc., and/or any of their licensed agents. This authorization and consent shall be valid in original, fax or copy form. I further authorize ongoing procurement of the above mentioned reports at any time during my employment (or contract) and have received a copy of the Consumer Reports Notification regarding pulling of such consumer reports.

Applicant Signature: _____ Date: _____

Please PRINT clearly: Position applied for: _____

Name: _____ Maiden / AKA _____
First Middle Last

Soc. Sec. #: _____ Sex: _____ Race: _____ Date of Birth: _____

Current Address: _____ County _____

City: _____ State _____ Zip _____ Years there: from _____ to _____

Previous Address: _____ County _____

City: _____ State _____ Zip _____ Years there: from _____ to _____

Prior Employer
Employer: _____ Dates there: _____ to _____

City: _____ State: _____ Phone: _____

Job Title: _____ Supervisor: _____

Education Verification
School attended: _____ Degree: _____

City: _____ State: _____ Dates attended: _____ to _____

Motor Vehicle Report
Name as it appears: _____ License #: _____ State held: _____

City of Bardstown

DEPARTMENT OF PERSONNEL
EEO DATA INFORMATION

Failure to complete this form does not preclude the applicant's consideration for the applied position.

The Civil Rights Act of 1964, Title VII – Equal Employment Opportunity – prohibits discrimination based on race, color, religion, sex or national origin. This employer complies with this Act and various other Federal Government regulations prohibiting discrimination because of age, marital or veteran status, medical condition or disability.

We make periodic reports to the Federal Government to reveal whether or not the entire personnel operation is in compliance with the various laws dealing with Equal Employment Opportunity. We ask your assistance with our reporting requirements by completing this form. This information will not be used in the employment process; it will be used only for compiling and reporting statistical data relevant to personnel operations after all phases of the employment process are completed.

Name _____ Social Security No. _____ DOB _____

Address _____
Street, Route or Box City State Zip Code

Position Applied For _____ Date _____

Is Position Vacant: Yes No

Method of Recruitment (Please specify or give name of publication):

- A. Newspaper _____
- B. Professional Publication _____
- C. Referral _____
- D. Website _____
- E. Other _____

PLEASE CHECK () APPROPRIATE BOX

Sex: Male Female

Race: Black White Asian Native Hawaiian / Pacific Islander
 American Indian / Alaska Native Hispanic / Latino Two or More Races

Other: Veteran Disabled Veteran Individual with a Disability

AN EQUAL OPPORTUNITY EMPLOYER