

**WESTERN KENTUCKY UNIVERSITY
POLICE DEPARTMENT
APPLICANT'S CERTIFICATION**

I understand that my employment will be contingent upon the results of a complete background investigation. I am aware that any omission, falsification, misstatement or misrepresentation will be the basis for my disqualification as an applicant or my dismissal from the Western Kentucky University Police Department. I agree to the conditions and certify that all statements made by me on this application are true, correct and complete, to the best of my knowledge. I further fully understand and consent to a polygraph examination concerning the truthfulness of my responses to the information requested on this application or which is discovered as a result of the background investigation, or any physical examination or drug test. I also understand that I will be fingerprinted. I understand that this employment application shall become the property of the Western Kentucky University Police Department. I also understand that the information I give on the employment application or the information discovered as a result of the background investigation may be shared with another law enforcement agency should I seek employment with the law enforcement agency.

I also understand that I may be required to furnish the Western Kentucky University Police Department with a copy of my Income Tax Return for the year preceding this application and for each year during my employment.

I further understand and agree that my employment will be contingent upon the results of a complete drug test and that I may be required to take drug testing during the term of my employment with the Police Department.

I understand that my initial employment and continued employment may be contingent upon the results of medical or psychological examinations that I may be required to take during the term of my employment and the maintenance of personal physical fitness, to the degree necessary, to satisfactorily perform the duties of my position or assignment.

I authorize any of the persons or organizations reference in this application to furnish information personal or otherwise, regarding my ability and fitness for employment and I relieve all such parties from any and all liability for any damage that might result from furnishing such information to the Western Kentucky University Police Department.

I agree to conform to the rules, regulations, and orders of the Western Kentucky University Police Department and acknowledge that these rules, regulations and order may be changed, interpreted, withdrawn or added to by Western Kentucky University or the university's police department at its discretion, at any time and without any prior noticed to me.

Signature _____ Date _____

Witness by: _____

WESTERN KENTUCKY UNIVERSITY
POLICE DEPARTMENT
LAW ENFORCEMENT EMPLOYMENT PROCESS
(Cover Page)

Western Kentucky University is an Affirmative Action, Equal Opportunity Employer.

Western Kentucky University Police Department will process all applicants for police officer in accordance with guidelines established by KRS 15.310, Police Officer Professional Standards Certification which includes in part; a background investigation, fingerprinting, a polygraph examination, drug screen, psychological testing, physical fitness standards, and medical examination.

NOTICE: The below listed documents **must be submitted in addition to the online application.** For your application to be considered complete:

- copy of birth certificate
- copy of high school diploma
- copy of college transcript
- copy of social security card
- copy of driver's license
- copy of military D.D.-214 (if in military)

If you are already certified by Kentucky's POPS (Police Officer Professional Standards) **"only" the below listed documents must be submitted in addition to the online application.** For your application to be considered complete:

- copy of your POPS certificate
- copy of your high school diploma
- copy of your birth certificate
- copy of social security card
- copy of driver's license

Certified applicants will be processed in accordance with the above guidelines as well.

DO NOT APPLY IF:

- You have a felony conviction.
- You have any conviction for the sale of trafficking or illegal substances.
- You have any conviction of domestic violence.

Instructions: (If you have questions concerning the "Employment Application" contact the Human Resources Department at 270-745-5934. If you have questions concerning the Police Packet contact the Western Kentucky University Police Department at 270-745-2548.

Applications for employment will be accepted electronically only. Online application and position status table for this position are available on the Western Kentucky University [Human Resources Website](#). If you do not have access to a computer, you may contact the WKU Human Resources Department at 270-745-5934, and they can assist you. All questions on the application must be answered. **Applications Which are not complete or turned in late will not be considered.**

The following documents are in this packet to be completed:

- Applicants Certification
- Personal Inquiry Waiver Authority for Release of Information
- Request for Driving Record Transcript
- Authority for Release of Consumer Credit Report
- Copy of Job Description
- Code of Ethics
- Cannon of Ethics

NOTE: Packet cannot be submitted via email.

The complete packet must be hand delivered or mailed to:

Western Kentucky University Police Department
1906 College Heights Blvd #11050
Bowling Green, KY 42101-1050

(Revised: 1/1/2018)

WESTERN KENTUCKY UNIVERSITY POLICE DEPARTMENT

PERSONAL INQUIRY WAIVER AUTHORITY FOR RELEASE OF INFORMATION

I authorize a review of and full disclosure of all records concerning myself to any duly authorized agent of Western Kentucky University Police Department, whether the records are of a public, private, or confidential nature. I authorize copies of these records to be given to Western Kentucky University or its agents.

The intent of this authorization is to give my consent for full and complete disclosure of the records of: educational institutions, financial or credit institutions, including records of loans, records of commercial or retail credit agencies, including credit reports and ratings, and other financial statements and records were filed, medical and psychiatric treatment or consultation, including hospitals, clinics, private practitioners, and the U.S. Veteran's Administration, and employment and pre-employment records, including background report, performance evaluations, complaints or grievances filed by or against me and the records and recollections of Attorneys at Law, or other counsel, whether representing me or another person in any case, either criminal or civil, in which I presently have an interest.

I understand that any information obtained by a personal history background investigation, which is developed directly or indirectly, in whole or in part, upon this release authorization, will be considered only in determining my suitability for employment by Western Kentucky University's Police Department. I also certify that any person or organization who may furnish such information concerning me shall not be held accountable for giving truthful information, and I release the person and organization from any and all liability which may be incurred as a result of furnishing such information.

A photocopy of this release form will be valid as an original even though the photocopy does not contain an original writing of my signature.

Please Print

Applicant's Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Date of Birth: _____ Social Security Number: _____

Applicant's Signature: _____ Date: _____

Witness Name (Print): _____

Witness Signature: _____

**WESTERN KENTUCKY UNIVERSITY
POLICE DEPARTMENT
REQUEST FOR DRIVING RECORD TRANSCRIPT**

Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Date of Birth: _____ Sex: _____

Social Security Number: _____

Driver's License Number: _____ State: _____

PURPOSE OF THIS REQUEST: Employment

I authorize you to furnish a copy of my driving record to the Western Kentucky University Police Department. A photocopy of this form will be valid as an original even though the photocopy does not contain an original writing of my signature.

Signature: _____ Date: _____

**WESTERN KENTUCKY UNIVERSITY
POLICE DEPARTMENT
AUTHORITY FOR RELEASE OF CONSUMER CREDIT REPORT**

The applicant authorizes CIC Business Credit Reporting, INC. D/B/A NACM Nashville and Western Kentucky University to obtain a Consumer credit report from any credit reporting agency.

I understand that any information obtained from these records will be considered only in determining my suitability for employment by Western Kentucky University Police Department. I certify that any person or organization who may furnish such information concerning me shall not be held accountable for giving truthful information, and I release the person and organization from any and all liability which may be incurred as a result of furnishing such information.

A photocopy of this release will be valid as an original even though the photocopy does not contain an original writing of my signature.

Please Print

Applicants Signature

Date

Print Name

Social Security Number

Home Address (Street, City, State, and Zip Code)

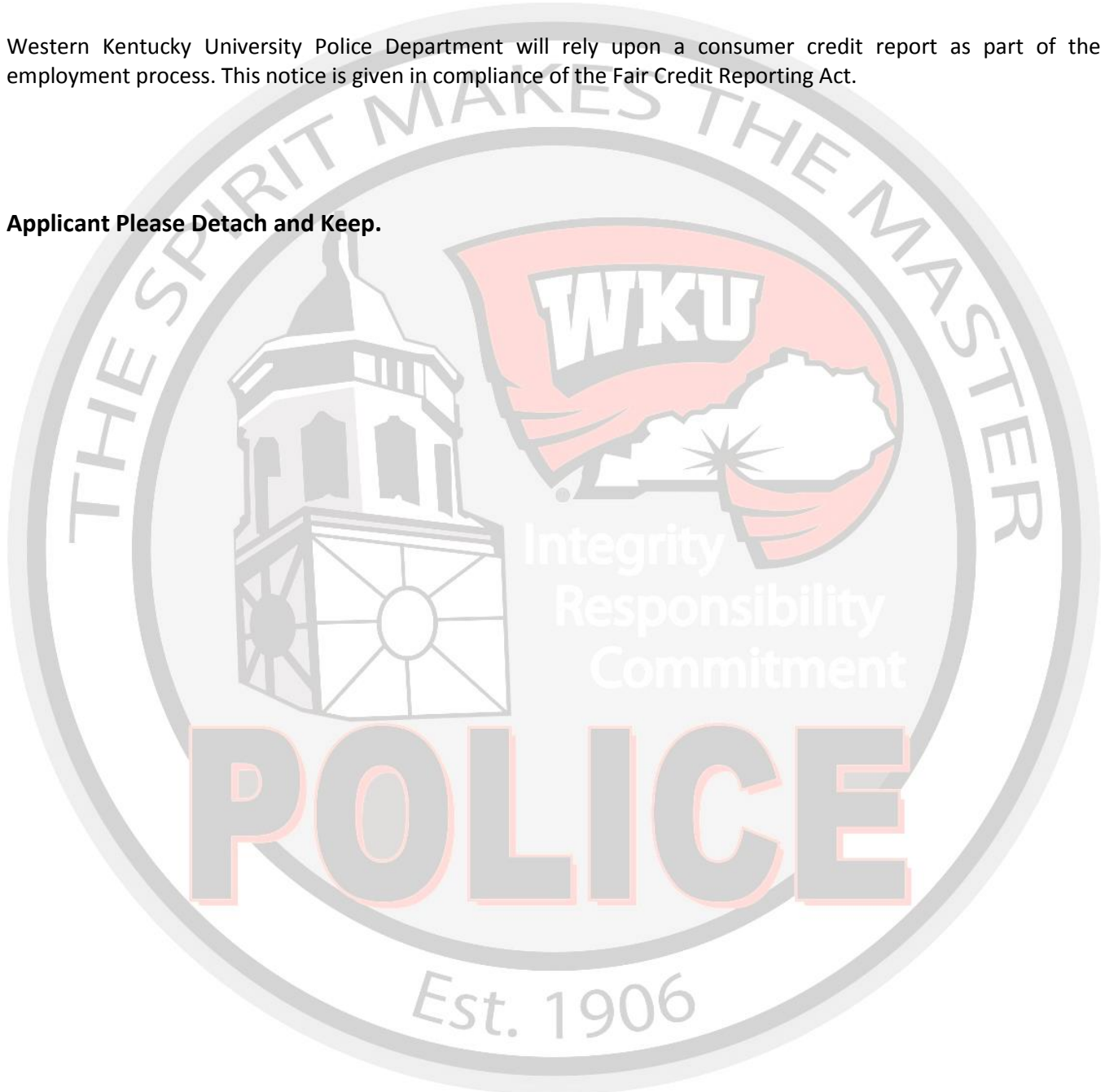
Date of Birth

**WESTERN KENTUCKY UNIVERSITY
POLICE DEPARTMENT
CONSUMER REPORT NOTICE**

NOTICE TO APPLICANT:

Western Kentucky University Police Department will rely upon a consumer credit report as part of the employment process. This notice is given in compliance of the Fair Credit Reporting Act.

Applicant Please Detach and Keep.



Signature _____

POSITION SPECIFICATION

Position Title: Police Officer **Present Employee:** (14)

Position Number: 998214, 998966, 998967, 998970, 998971, 998975, 997756, 998977, 998980, 998981, 998984, 997474, 997347, 997346 **Department:** Police

Pay Band: 106 **College or Office:** Student Affairs

DESCRIPTION OF WORK

A person in this position as a sworn police officer, performs police duty, technical and responsible police work in the protection of life and property through the enforcement of laws and ordinances as an independent unit or under the supervision of a Senior Officer, Corporal, Sergeant, Captain, and/or Chief. Work involves an element of personal danger. Work involves substantial public contact with citizens and law violators. Work involves protecting life and property, prevention of adult and juvenile crime, apprehension of law violators, directing of traffic, and general enforcement of laws and ordinances. Work is performed in accordance with departmental rules and regulations and oral instructions from a superior, but some initiative and judgement must be exercised in performing work assignments. While most decisions are limited by established procedure, some independent judgement must be exercised in the handling of specific cases. A person in this position may be assigned to work any shift (day, evening, night) including weekends and holidays and overtime assignments.

EXAMPLES OF WORK

- Conducts crime prevention patrols of assigned areas of the campus on foot, bike, and/or from a vehicle.
- Conducts patrol of university buildings assigned.
- Conducts investigations into alleged violations of law.
- Makes arrests when appropriate for violations of law.
- Conducts vehicle stops when appropriate and issues citations for moving violations.
- Investigates automobile accidents.
- At the scene of a crime or accident, conducts initial investigations, administers first aid to victims, interview witnesses, victims, suspects, and lays groundwork for follow-up investigative work.
- Processes crime scenes (photographs, lifts latent fingerprints, etc.).
- Attends court proceedings and testifies in court when appropriate.
- Exercises crowd control techniques during special events (concerts, athletic events, etc.).
- Participates in overtime assignments as needed.
- Submits police reports to superiors.
- Enforces parking regulations by citing and towing vehicles in accordance with established state parking laws.
- Assists in the direction of vehicular and pedestrian traffic.
- Provides escort service as needed.
- Investigates personal injuries occurring on University property.
- Performs other police duties as assigned by the Chief of Police or his designee.

MINIMUM QUALIFICATIONS

- Education:** High school diploma or equivalent. College, military, and or prior law enforcement preferred.
- Testing:** Must successfully complete a standard battery of tests according to **Police Officer Professional Standards** requirements to determine suitability and adaptability as a police officer.
- Training:** Successful completion of basic training (754 classroom hours) and successful completion of Field Training with this department.
- Skills:** Ability to develop skill in the use and care of firearms, and in the safe and efficient operation of motor vehicles. Must be able to acquire proficiency in the operation of LINK/NCIC computer, techniques and mechanics of arrest, traffic direction, report writing, fingerprinting, use of a camera, interviewing and lifting latent fingerprints. Ability to deal courteously yet firmly and effectively with the public in police situations. Ability to act quickly and calmly in emergency situations. Ability to use a police radio and police work weapons. Ability to learn thoroughly a wide variety of rules and procedures. Ability to establish and maintain good working relationships with faculty, staff, students, public officials and fellow employees. Must have basic typing skills and the ability to acquire proficient basic computer skills.
- Experience:** No law enforcement experience necessary but individual must be emotionally mature.
- Physical:** Excellent physical condition. Must be capable of strenuous physical effort during arrest operations. Must have ability to maintain satisfactory fitness level as delineated in the *Law Enforcement Officer Essential Job Functions* form. Must pass semi-annual departmental firearms training.
-

| | | | |
|--|--|--|--|
| Form L-1 | Kentucky Law Enforcement Council <i>CODE OF ETHICS</i> | | |
| Mail: Kentucky Law Enforcement Council Funderburk Building 521 Lancaster Ave. Richmond, KY 40475-3102 Phone: 859-622-6218 Fax: 859-622-5943 | | INSTRUCTIONS: This form must be given to and read by the peace officer applicant prior to being hired. Please have applicant attest to reading the Code of Ethics at the bottom of the page and place a signed copy in their POPS file. | |

Code of Ethics

As a Peace Officer, my fundamental duty is to serve mankind; to safeguard lives and property; to protect the innocent against deception, the weak against oppression or intimidation, and the peaceful against violence or disorder; and to respect the Constitutional rights of all men to liberty, equality and justice.

I will keep my private life unsullied as an example to all; maintain courageous calm in the face of danger, scorn, or ridicule; develop self-restraint; and be constantly mindful of the welfare of others. Honest in thought and deed in both personal and official life, I will be exemplary in obeying the laws of the land and the regulations of my department. Whatever I see or hear of a confidential nature or that is confided in me in my official capacity will be kept ever secret unless revelation is necessary in the performance of my duty.

I will never act officiously or permit personal feelings, prejudices, animosities or friendships to influence my decisions. With no compromise for crime and with relentless prosecution of criminals, I will enforce the law courteously and appropriately without fear or favor, malice or ill will, never employing unnecessary force or violence and never accepting gratuities.

I recognize the badge of my office as a symbol of public faith, and I accept it, as a public trust to be held so long as I am true to the ethics of the police service. I will constantly strive to achieve these objectives and ideals, dedicating myself before God to my chosen profession – law enforcement.

*I attest that I have read and received a copy of the **Code of Ethics**.*

Name of Applicant

Date

| | | |
|--|--|--|
| Form L-2 | Kentucky Law Enforcement Council <i>CANNON OF ETHICS</i> | |
| Mail: Kentucky Law Enforcement Council Funderburk Building 521 Lancaster Ave. Richmond, KY 40475-3102 Phone: 859-622-6218 Fax: 859-622-5943 | INSTRUCTIONS: This form must be given to and read by the peace officer applicant prior to being hired. Please have applicant attest to reading the Cannon of Ethics and sign on the bottom of the last page and place a signed copy in their POPS file. | |

Canon of Ethics

Police Ethics

In order for any "job" to become a "profession": certain rules or guides must be developed in order to measure the work and attitudes of the employees. Law enforcement is no exception to this rule. Since 1956, the law enforcement profession has maintained its own standard of conduct, the Peace Officer Code of Ethics. Only through constant vigilance can the law enforcement officer keep their profession exactly what it is – a profession.

Canons of Police Ethics

ARTICLE 1: PRIMARY RESPONSIBILITY OF JOB

The primary responsibility of the police service and the individual officer is the protection of the people of the United States through the upholding of their laws; chief among these is the Constitution of the United States and its amendments. The peace officer always represents the whole of the community and its legally expressed will, and is never the arm of any political party or clique.

ARTICLE 2: LIMITATIONS OF AUTHORITY

The first duty of a peace officer as upholder of the law is to know its bounds upon them while enforcing it. Because they represent the legal will of the community, be it local, state or federal, they must be aware of the limitations and proscriptions which the people, through law, have place upon them. They must recognize the genius of the American system of government which gives no person, groups of people or institution, absolute power and they must insure that officers, as prime defenders of that system, do not pervert its character.

ARTICLE 3: DUTY TO BE FAMILIAR WITH THE LAW AND WITH RESPONSIBILITIES OF SELF AND OTHER PUBLIC OFFICIALS

The peace officer shall assiduously apply themselves to the study of the principles of the laws which they are sworn to uphold. They will make certain of their responsibilities in the particulars of their enforcement, seeking aid from their superiors in matters of technicality or principle when these are not clear to them; they will make special effort to fully understand their relationship to other public officials, including other law enforcement agencies, particularly on matters of jurisdiction, both geographically and substantively.

**ARTICLE 4: UTILIZATION OF PROPER MEANS TO GAIN PROPER
ENDS**

The peace officer shall be mindful of the responsibility to pay strict heed to the selection of means in discharging the duties of their office. Violations of law or disregard for public safety and property on the part of an officer are intrinsically wrong; they are self-defeating in that they instill in the public mind a like disposition. The employment of illegal means, no matter how worthy the end, is certain to encourage disrespect for the law and its officers. If the law is to be honored, it must be honored by those who enforce it.

**ARTICLE 5: COOPERATION WITH PUBLIC OFFICIALS IN THE
DISCHARGE OF THEIR AUTHORIZED DUTIES**

The peace officer shall cooperate fully with other public officials in the discharge of authorized duties, regardless of party affiliation or personal prejudice. They shall be meticulous, however, in assuring themselves of the propriety, under the law, of such actions and shall guard against the use of their office or person, whether knowingly or unknowingly, in any improper or illegal action. In any situation open to question, they shall seek authority from their superior officer, giving them a full report of the proposed service or action.

ARTICLE 6: PRIVATE CONDUCT

The peace officer shall be mindful of their special identification by the public as an upholder of the law. Laxity of conduct or manner in private life, expressing either disrespect for the law or seeking to gain special privilege, cannot but reflect upon the police officer and the police service. The community and the service require that the peace officer lead the life of a decent honorable person. Following the career of a peace officer gives no person special perquisites. It does give the satisfaction and pride of following and furthering an unbroken tradition of safeguarding the American republic. The officer who reflects upon this tradition will not degrade it. Rather, they will so conduct their private life that the public will regard them as an example of stability, fidelity and morality.

ARTICLE 7: CONDUCT TOWARD THE PUBLIC

The peace officer, mindful of their responsibility to the whole community, shall deal with individuals of the community in a manner calculated to instill respect for its laws and its police service. The peace officer shall conduct their official life in a manner such as will inspire confidence and trust. Thus, they will be neither overbearing nor subservient, as no individual citizen has an obligation to stand in neither awe of them nor a right to command them. The officer will give service where they can, and require compliance with the law. They will do neither from personal preference or prejudice, but rather as a duly appointed officer of the law discharging their sworn obligation.

ARTICLE 8: CONDUCT IN ARRESTING AND DEALING WITH LAW VIOLATORS

The peace officer shall use their powers of arrest strictly in accordance with the law and with due regard to the rights of the citizen concerned. Their office gives them no right to prosecute the violator or to mete out punishment for the offense. They shall, at all times, have a clear appreciation of their responsibilities and limitations regarding detention of the violator; they shall conduct themselves in such a manner as will minimize the possibility of having to use force. To this end he shall cultivate a dedication to the service of the people and the equitable upholding of their laws whether in the handling of law violators or in dealing with the law-abiding.

ARTICLE 9: GIFTS AND FAVORS

The peace officer representing the government bears the heavy responsibility of maintaining, in their own conduct, the honor and integrity of all government institutions. They shall, therefore, guard against placing themselves in a position in which any person can expect special consideration or in which the public can reasonably assume that special consideration is being given. Thus, they should be firm in refusing gifts, favors, or gratuities, large or small, which can, in the public mind, be interpreted as capable of influencing their judgment in the discharge of their duties

ARTICLE 10: PRESENTATION OF EVIDENCE

The peace officer shall be concerned equally in the prosecution of the wrongdoer and the defense of the innocent. They shall ascertain what constitutes evidence and shall present such evidence impartially and without malice. In so doing, they will ignore social, political and all other distinctions among the persons involved, strengthening the tradition of the reliability and integrity of an officer's word.

The peace officer shall take special pains to increase their perception and skill of observation, mindful that in many situations theirs is the sole impartial testimony to the facts of a case.

ARTICLE 11: ATTITUDE TOWARD PROFESSION

The peace officer shall regard the discharge of their duties as a public trust and recognize their responsibility as a public servant. By diligent study and sincere attention to self-improvement they shall strive to make the best possible application of science to the solution of crime and in the field of human relationships, strive for effective leadership and public influence in matters affecting public safety. They shall appreciate the importance and responsibility of their office, and hold public work to be an honorable profession rendering valuable service to their community and their country.

*I attest that I have read and received a copy of the **Canon of Ethics**.*

Name of Applicant

Date

LAW ENFORCEMENT AGENCY PROFESSIONAL STANDARDS

PERSONAL HISTORY STATEMENT

INSTRUCTIONS: Using a typewriter or legibly printing in ink, fill out this form **completely** and **accurately**. If you need extra space, add additional pages and identify the information by item number. If an item does not apply to you, indicate by entering N/A in the blank.

NOTE: All statements are subject to verification.

Position(s) applied for: _____

_____ Agency _____ Month _____ Day _____ Year

PERSONAL

1. Name _____
First Middle Last
2. Have you previously submitted an application for employment with this agency?
☐ Yes ☐ B. No Approximate Date: _____
3. If you did not graduate from high school, have you passed the General Educational Development (GED) Test?
☐ Yes ☐ No If yes, when and where did you complete the GED?

NOTE: Questions including in the next section are intended to assist in the conducting of a background investigation.

MARTIAL

4. Marital Status (Check One) ☐ Single ☐ Married ☐ Divorced
☐ Separated ☐ Widowed
5. Name of Spouse _____

6. List all of your children, including any adopted or stepchildren:

| NAME | BIRTH DATE | RELATIONSHIP | WITH WHOM RESIDES | PHONE NUMBER |
|------|------------|--------------|----------------------|-----------------|
| 1. | | | | |
| 2. | | | | |
| 3. | | | | |
| 4. | | | | |
| 5. | | | | |
| 6. | | | | |

7. Are you related by blood or marriage or any person(s) now employed by this agency?

☐ Yes ☐ No

If yes, give name(s) and details:

8. Is any member(s) or your immediately family now in prison or on either probation or parole?

☐ Yes ☐ No

If yes, give name(s) and details:

RESIDENCES

9. List addresses for past 10 years starting with present address at top:

| FROM Mo. Yr. | TO Mo. Yr. | ADDRESS OF RESIDENCE (Include County of Residence) | CITY & STATE (Include Zip Code) | LANDLORD |
|-----------------|---------------|---|--|----------|
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |

FINANCIAL

10. What sources of income other than salary do you have at present?

11. Are you now supporting all children born to you, adopted by you and stepchildren? ☐ Yes ☐ No If not, give details: _____

12. Are there persons, other than your spouse and listed children, who are presently dependent upon you for support?

☐ Yes ☐ No If not, give name(s) and details: _____

13. Have you even been sued with a civil judgment being rendered against you?

☐ Yes ☐ No If not, give name(s) and details: _____

14. What is the total amount of all your debts at present?

\$ _____

15. What is the average monthly total of all your bills, payments and current living expenses?

\$ _____

\$ _____

WORK HISTORY

16. Have you ever been denied employment by a criminal justice agency? ☐ Yes ☐ No If yes, list agency name and give details:

17. If you have been discharged or requested to resign from any position because of criminal or personal misconduct or rules violations, give details:

18. Do you object to wearing a uniform? ☐ Yes ☐ No

19. Do you object to working nights? ☐ Yes ☐ No

20. Do you object to working rotating shifts? ☐ Yes ☐ No

21. Do you object to occasionally being away from home over night and for other periods of time attending meetings, acquiring training and otherwise performing official duties? ☐ Yes ☐ No

22. List all jobs you have held in the last ten years. Put your present or most recent job first. If you need more space, you may attach additional sheets. Include military service in proper time sequence and temporary part-time jobs.

A. Title of Present or last Position _____ Present Salary _____ Last Salary _____

| | | | |
|--|-------|--------|--|
| Date Employed | | | Name and title of supervisor |
| Date Separated | | | Number of employees supervised by you |
| Full Time | Years | Months | Employer _____ Address _____ |
| Part Time | Years | Months | Duties: _____ _____ _____ _____ |
| If part time, number of hours worked per week. | | | REASON FOR LEAVING: _____ _____ _____ _____ _____ |

B. Title of Present or last Position _____ Present Salary _____ Last Salary _____

| | | | |
|--|-------|--------|--|
| Date Employed | | | Name and title of supervisor |
| Date Separated | | | Number of employees supervised by you |
| Full Time | Years | Months | Employer _____ Address _____ |
| Part Time | Years | Months | Duties: _____ _____ _____ _____ |
| If part time, number of hours worked per week. | | | REASON FOR LEAVING: _____ _____ _____ _____ _____ |

C. Title of Present or last Position _____ Present _____ Last _____
 Salary _____ Salary _____

| | | | |
|--|-------|--------|--|
| Date Employed | | | Name and title of supervisor |
| Date Separated | | | Number of employees supervised by you |
| Full Time | Years | Months | Employer _____ Address _____ |
| Part Time | Years | Months | Duties: _____ _____ _____ _____ |
| If part time, number of hours worked per week. | | | REASON FOR LEAVING: _____ _____ _____ _____ _____ |

D. Title of Present or last Position _____ Present _____ Last _____
 Salary _____ Salary _____

| | | | |
|--|-------|--------|--|
| Date Employed | | | Name and title of supervisor |
| Date Separated | | | Number of employees supervised by you |
| Full Time | Years | Months | Employer _____ Address _____ |
| Part Time | Years | Months | Duties: _____ _____ _____ _____ |
| If part time, number of hours worked per week. | | | REASON FOR LEAVING: _____ _____ _____ _____ _____ |

E. Title of Present or last Position _____ Present _____ Last _____
 Salary _____ Salary _____

| | | | |
|--|-------------|--------------|--|
| Date Employed _____ | | | Name and title of supervisor _____ |
| Date Separated _____ | | | Number of employees supervised by you _____ |
| Full Time | Years _____ | Months _____ | Employer _____ Address _____ |
| Part Time | Years _____ | Months _____ | Duties: _____ _____ _____ _____ |
| If part time, number of hours worked per week. _____ | | | REASON FOR LEAVING: _____ _____ _____ _____ _____ |

F. Title of Present or last Position _____ Present _____ Last _____
 Salary _____ Salary _____

| | | | |
|--|-------------|--------------|--|
| Date Employed _____ | | | Name and title of supervisor _____ |
| Date Separated _____ | | | Number of employees supervised by you _____ |
| Full Time | Years _____ | Months _____ | Employer _____ Address _____ |
| Part Time | Years _____ | Months _____ | Duties: _____ _____ _____ _____ |
| If part time, number of hours worked per week. _____ | | | REASON FOR LEAVING: _____ _____ _____ _____ _____ |

MILITARY SERVICE

23. Were you ever in the U.S. Military Service or any other military organization? ☐ Yes ☐ No
24. What is your service number? _____
25. What was the highest rank you held? _____
26. What was the date and location of your first entrance into active duty? Date: _____ Location: _____
27. What were your unit assignments in the service?

| Branch | Unit (Company or Ship) | Location | From Mo / Yr | Mo / Yr |
|--------|------------------------|----------|-----------------|---------|
| | | | / | / |
| | | | / | / |
| | | | / | / |
| | | | / | / |
| | | | / | / |
| | | | / | / |

28. What was the date and location of your discharge from active duty?
Date: _____ Location: _____

28. Was your last discharge honorable? ☐ Yes ☐ No
If No, was it characterized as bad conduct ☐ or dishonorable ☐ ?

29. Were you ever court-martialed, tried on charges, or were you the subject of a summary court, deck court, or nonjudicial punishment (Captain's mast, company punishment, Article 15, etc.). **or any disciplinary action** while a member of the armed forces? ☐ Yes ☐ No
If yes, explain in detail: _____

30. List any disciplinary action taken against you in the National Guard or other reserve unit _____

31. List all medals and decorations awarded you during your military service: _____

32. If you are presently a member of the National Guard or any military reserve, give the unit, location and describe your obligation: _____

USE OF ALCOHOL OR DRUGS

NOTE: In questions 33, 34, 35 and 36, the words drink or used mean "one time or more, including experimentation." If any answer is yes, give full and complete details (attach extra sheets if necessary.)

33. Do you drink alcoholic beverages? ☐ Yes ☐ No
If yes, to what degree? _____

34. Have you ever used marijuana? ☐ Yes ☐ No
If yes, what were the circumstances? _____

When was the last time? _____

35. Have you ever used any illegal drugs including but not limited to, opiates, pills, heroin, cocaine, crack, LSD, etc? ☐ Yes ☐ No
If yes, what were the circumstances? _____

When was the last time? _____

36. Have you ever used prescription drugs other than under the supervision of or as prescribed by a physician? ☐ Yes ☐ No
If yes, please explain the circumstances? _____

CRIMINAL OFFENSE RECORD AND DISCIPLINARY ACTIONS

NOTE: Include all offenses other than minor traffic offenses. The following area not minor traffic offenses and must be listed below: DWI, DUI (alcohol or drugs), duty to stop in the event of an accident, driving while license permanently revoked, and attempt to elude arrest.

Answer all of the following questions completely and accurately. If any doubts exist in your mind as to whether or not you were arrested or charged with a criminal offense at some point in your life or whether an offense remains on your record, you should answer "Yes." You should answer "No," **only** if you have never been arrested or charged, or your record was expunged by a judge's court order.

37. Have you ever been arrested by a law enforcement officer or otherwise charged with a criminal offense?

☐ Yes ☐ No

If "yes" please give details:

A. Offense Charged: _____

Law Enforcement Agency: _____

Date: _____ Disposition of Case: _____

B. Offense Charged: _____

Law Enforcement Agency: _____

Date: _____ Disposition of Case: _____

C. Offense Charged: _____

Law Enforcement Agency: _____

Date: _____ Disposition of Case: _____

(Attach extra sheets if necessary)

38. Have you been charged with or convicted of a felony?

☐ Yes ☐ No If "yes" please give details: _____

39. Have you ever been placed on probation?

☐ Yes ☐ No If "yes" please give details: _____

40. Have you ever been required to pay a fine in excess of \$50.00 (this does not include court costs)? ☐ Yes ☐ No _____
41. Can you operate a motor vehicle? ☐ Yes ☐ No
42. Do you possess a valid driver's license from the State of Kentucky?
☐ Yes ☐ No
Driver's License Number _____ Year Issued _____
43. Do you possess a driver's license issued by any state other than Kentucky? ☐ Yes ☐ No
If yes, give state and number _____
44. Was your license ever suspended or revoked? ☐ Yes ☐ No
If yes, state which and give reasons: _____

45. Was your license ever restored? ☐ Yes ☐ No When? _____
46. Have your driving privileges ever been restricted? ☐ Yes ☐ No
If yes, give details: _____

CAREER OBJECTIVES

47. Briefly explain your reasons for applying for this position:

48. List special skills, training, fields of work for which you are licensed, registered, or certified, and hobbies which may be useful in the performance of the duties of the position for which you have applied:

49. What are your feelings about the use of deadly force if it became necessary in the performance of official duties?

REFERENCES

50. Give the names of three responsible persons, other than relatives or past employers, who could provide information about your character, ability, experience, personality and other qualities.

| Name | Address | Telephone | Best time to contact |
|------|---------|-----------|----------------------|
| A. | | | |
| B. | | | |
| C. | | | |

I hereby verify that the above information is true and accurate.

Signed this _____ day of _____, 20_____.

Signature of applicant