

EMPLOYMENT APPLICATION

Calloway County Fiscal Court



Please be detailed with your job descriptions and job skills.

Read all instructions.
Sign and date page 6.

Calloway County Fiscal Court
Employment Application Instructions

Many applicants either have their applications rejected due to errors that may be avoided. The following information is an effort to help you avoid the most common mistakes. Please read these instructions carefully before submitting your employment application. Any misrepresentation in this application and/or attachments WILL cause your application to be rejected, your name to be removed from the eligible register and/or subject you to dismissal.

GENERAL INFORMATION

- Calloway County Fiscal Court includes subsidiaries: Road Department, Animal Shelter, Treasurer, and others, where applicable.
- Please read the minimum requirements before applying.
- Apply for positions only if you meet the minimum qualifications for the job. We cannot waive requirements.
- Type or print applications in blue or black ink.
- Remember to sign and date your application.
- Applicants should provide accurate and complete information regarding employment, education, criminal history, etc.
- Criminal record checks may be run on all applicants not currently employed by Calloway County Fiscal Court. These record checks will be run prior to candidates being eligible for interview.
 - The following information is required for criminal record checks to be run: Social Security Number, Date of Birth, Driver's License information.
- Once submitted, your application and attachments will not be returned, reused or copied for you.

EDUCATION INFORMATION

- Educational requirements are met only through accredited institutions. The institutions must be accredited by an agency recognized by the United States Department of Education. Foreign degrees must be converted.
- In order for education to be credited, copies of education, certification, and similar documents are required with employment applications. It is best to provide transcripts in case specific courses are needed. It is also beneficial to bring certificates and diplomas for short courses completed, such as software, leadership courses, etc.
- As you renew licenses and certifications, please bring in your new documents for us to copy.
- If your college diploma does not specify what your major field of study was, please submit a transcript.
- Even if you did not complete college, it is still beneficial to submit a transcript of completed courses. If you are applying for a position that requires a college degree and you either did not complete college, or completed but not in the required field, you must list your major undergraduate subjects and credit hours to be considered for employment.

EMPLOYMENT INFORMATION

- Work history is used to determine whether you qualify for the job for which you are applying. Please complete each area of employment history. Do Not Write "See Resume".
- List all periods of employment, beginning with your present or most recent employer and working back.
- Title of position held should be your official title and not a working title or multiple titles.
- It is especially important that you fill out the beginning and ending dates (month/year) and the average number of hours worked per week for each job listed. If the hours varied, list a range such as "5-15" hours, or "20-40" hours. If you often worked overtime, "40+" is acceptable in the hour's box.
- If you held different jobs while working for the same employer (e.g., promotions), treat each change as a separate job using separate blocks and giving specific information for each change.
- Also, describe in detail the specific duties beginning with your primary duties. Job descriptions should include types of software used, specific equipment operated, customer service specifics and other such details. Preprinted job descriptions are not accepted in place of description of duties on the application form since they do not necessarily reflect your particular position.
- Where you have held supervisory positions, please list the number and job titles of those supervised.
- Check your starting and ending dates for feasibility. Look for errors such as employed from 2/6/87-1/4/82 or a date of 14/2/93.
- Please do not use abbreviations, initials or military jargon when describing your duties or listing your job title.
- Include specific details such as software used, equipment operated, types of records maintained, etc.

APPLICATION SUPPLEMENTS

- If a position requires a license or certification, you must have an up-to-date license/certification (e.g., driver's license, EMT, CDL) on file with the Human Resources Department to be considered for employment in that position.

Thank you for your interest in Calloway County Fiscal Court employment and good luck in your employment search.



Calloway County Fiscal Court

Application for Employment
 201 South 4th Street Murray, KY 42071
 Phone: (270) 753-2920
 Web Address: www.callowayky.com
 EEO/ADA Employer

***** Please read employment application instructions before completing this form*****

Employment Application

| Applicant Information | | | |
|--|------------------------------|-----------------------------|---|
| Full Legal Name: | | Date of Birth: | |
| <i>Last</i> | <i>First</i> | <i>M.I.</i> | MM/DD/YYYY |
| Address: | | | |
| <i>Street Address</i> | | <i>Apartment/Unit #</i> | |
| <i>City</i> | | <i>State</i> | <i>ZIP Code</i> |
| Home Phone: | | Cell Phone: | |
| Email: | | | |
| Date Available: | Social Security #: | Desired Salary: | \$ |
| Position Applying for: | | | |
| Are you a citizen of the United States? | YES <input type="checkbox"/> | NO <input type="checkbox"/> | If no, are you authorized to work in the US? YES <input type="checkbox"/> NO <input type="checkbox"/> |
| Have you ever worked for Calloway County Fiscal Court? | YES <input type="checkbox"/> | NO <input type="checkbox"/> | |
| If yes, | Date(s): | Title(s): | |
| Do you have a valid Driver's License? | YES <input type="checkbox"/> | NO <input type="checkbox"/> | State: Driver's License #: |
| Have you ever been convicted of a felony? | YES <input type="checkbox"/> | NO <input type="checkbox"/> | |
| If yes, explain: | | | |

Education

| | | | |
|--------------|--|----------|--|
| High School: | | Address: | |
|--------------|--|----------|--|

| | | | | | | | | |
|-------|--|-----|--|-------------------|---------------------------------|--------------------------------|------------------|--|
| From: | | To: | | Did you graduate? | YES <input type="checkbox"/> | NO <input type="checkbox"/> | Course of Study: | |
|-------|--|-----|--|-------------------|---------------------------------|--------------------------------|------------------|--|

| | | | |
|----------|--|----------|--|
| College: | | Address: | |
|----------|--|----------|--|

| | | | | | | | | |
|-------|--|-----|--|-------------------|---------------------------------|--------------------------------|------------------|--|
| From: | | To: | | Did you graduate? | YES <input type="checkbox"/> | NO <input type="checkbox"/> | Course of Study: | |
|-------|--|-----|--|-------------------|---------------------------------|--------------------------------|------------------|--|

| | | | |
|--------|--|----------|--|
| Other: | | Address: | |
|--------|--|----------|--|

| | | | | | | | | |
|-------|--|-----|--|-------------------|---------------------------------|--------------------------------|------------------|--|
| From: | | To: | | Did you graduate? | YES <input type="checkbox"/> | NO <input type="checkbox"/> | Course of Study: | |
|-------|--|-----|--|-------------------|---------------------------------|--------------------------------|------------------|--|

References

Please list three professional references. Relatives not acceptable as a professional reference.

| | | | |
|------------|--|---------------|--|
| Full Name: | | Relationship: | |
| Company: | | Phone: | |
| Address: | | | |
| | | | |
| Full Name: | | Relationship: | |
| Company: | | Phone: | |
| Address: | | | |
| | | | |
| Full Name: | | Relationship: | |
| Company: | | Phone: | |
| Address: | | | |

Previous Employment

| | | | |
|----------|--|-------------|--|
| Company: | | Phone: | |
| Address: | | Supervisor: | |

| | | | | | |
|------------|--|---------------------|--|-------------------|--|
| Job Title: | | Starting Salary: \$ | | Ending Salary: \$ | |
|------------|--|---------------------|--|-------------------|--|

| | |
|--|--|
| Responsibilities in order of importance: | |
|--|--|

| | | | | | |
|-------|--------------|-----|--------------|--------------------------------|--|
| From: | | To: | | Average hours worked per week: | |
| | (month/year) | | (month/year) | | |

| | |
|---------------------|--|
| Reason for leaving: | |
|---------------------|--|

| | | | |
|--|---------------------------------|--------------------------------|--|
| May we contact your previous supervisor for a reference? | YES <input type="checkbox"/> | NO <input type="checkbox"/> | |
|--|---------------------------------|--------------------------------|--|

| | | | |
|----------|--|-------------|--|
| Company: | | Phone: | |
| Address: | | Supervisor: | |

| | | | | | |
|------------|--|---------------------|--|-------------------|--|
| Job Title: | | Starting Salary: \$ | | Ending Salary: \$ | |
|------------|--|---------------------|--|-------------------|--|

| | |
|--|--|
| Responsibilities in order of importance: | |
|--|--|

| | | | | | |
|-------|--------------|-----|--------------|--------------------------------|--|
| From: | | To: | | Average hours worked per week: | |
| | (month/year) | | (month/year) | | |

| | |
|---------------------|--|
| Reason for leaving: | |
|---------------------|--|

| | | | |
|--|---------------------------------|--------------------------------|--|
| May we contact your previous supervisor for a reference? | YES <input type="checkbox"/> | NO <input type="checkbox"/> | |
|--|---------------------------------|--------------------------------|--|

| | | | |
|----------|--|-------------|--|
| Company: | | Phone: | |
| Address: | | Supervisor: | |

| | | | | | |
|------------|--|---------------------|--|-------------------|--|
| Job Title: | | Starting Salary: \$ | | Ending Salary: \$ | |
|------------|--|---------------------|--|-------------------|--|

| | |
|--|--|
| Responsibilities in order of importance: | |
|--|--|

| | | | | | |
|-------|--------------|-----|--------------|--------------------------------|--|
| From: | | To: | | Average hours worked per week: | |
| | (month/year) | | (month/year) | | |

| | |
|---------------------|--|
| Reason for leaving: | |
|---------------------|--|

| | | |
|---|---------------------------------|--------------------------------|
| May we contact your previous supervisor for a reference? | YES <input type="checkbox"/> | NO <input type="checkbox"/> |
| *If need to add additional employers, please use separate page and attach. | | |

Military Service

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|---------|--|-------|--|-----|--|
| Branch: | | From: | | To: | |
|---------|--|-------|--|-----|--|

| | | | |
|--------------------|--|--------------------|--|
| Rank at Discharge: | | Type of Discharge: | |
|--------------------|--|--------------------|--|

| | |
|-----------------------------------|--|
| If other than honorable, explain: | |
|-----------------------------------|--|

Conditions of Employment Statement and Signature

Under penalties of perjury, I declare that my answers to the questions on this application and any necessary examinations and supplements are true and give Calloway County Fiscal Court the right to investigate all information given and to secure additional appropriate information if necessary. I understand that an investigative report may be made from information obtained through personal interviews with others. I understand that this inquiry may include information as to my personal characteristics, employment verification, credential verification, personal identity verification, reference checks, criminal records, motor vehicle records, and appropriateness for employment. In accordance with the law and my understanding of this statement, I authorize my current and former employers to give any information regarding my employment, together with all information regarding me, and hereby release from all liability or responsibility all persons, companies, or corporations furnishing such information in good faith. I also authorize the release of my scholastic ratings to Calloway County Fiscal Court by schools and other education institutions that I have attended. I understand that the completion of this application does not assure me of a position with Calloway County Fiscal Court and does not obligate Calloway County Fiscal Court to me in any way. **I further understand that any misrepresentation herein WILL cause my application to be rejected, my name to be removed from the eligible register and/or subject me to dismissal.** Candidates selected for hire must pass a physical and drug screen prior to employment. I am aware that the results will be made available to the Human Resources Director or a duly authorized representative. Calloway County Fiscal Court is committed to a drug free work place to protect the safety of workers and the public and will comply with the Federal Drug Free Work Place Act. I understand that this application, exam documents and attachments become a part of Calloway County Fiscal Court records and will not be returned, reused or copied for me once submitted.

Please read the minimum requirements (and application notes if the job is posted) before applying.

By my signature, I certify, authorize and acknowledge the above statements.

| | | | |
|------------|--|-------|--|
| Signature: | | Date: | |
|------------|--|-------|--|