



CITY OF FORT THOMAS, KENTUCKY APPLICATION – POLICE RECRUIT

QUALIFICATIONS:

The City of Fort Thomas will be conducting a written examination for employment within the Police Department following the requirements of § 35.65 through § 35.74 of the City of Fort Thomas Code of Ordinances and, KRS Statutes. Applications are available at the City Building, 130 North Fort Thomas Avenue, Fort Thomas, Ky. 41075, during regular office hours of 8 A.M. to 4:30 P.M. For information, or to have an application mailed or faxed to you, call the City Clerk's Office at (859) 572-1202. (Melissa Kelly, City Clerk)

EXAMINATION PROCEDURE FOR POLICE RECRUIT

As defined by City Ordinance and in compliance with Kentucky Revised Statutes, the City's employment procedure will consist of:

- 1) Application. The successful completion and timely submission of an application for employment.
Deadline for application submission will be Monday, November 5, 2018 at 4:00 p.m.
- 2) Written Test. The written test will be administered by Stanard and Associates and once graded; the list of written scores will be available. **Written test will be given on Saturday, November 17, 2018 at 9:00 a.m. at Highlands Middle School Cafeteria, 2350 Memorial Parkway, Fort Thomas, KY.**
- 3) Eligibility List. This list, consisting of the ten (10) highest scores, shall be valid for a period not exceeding two (2) years, at the discretion of the City. Whenever a vacancy occurs, the Police Chief will obtain approval from the Board of Council to begin the hiring process from the List.
- 4) Physical Agility Testing. Applicants receiving the ten (10) highest scores (including any ties) shall complete all requirements and successfully pass the POPS Standard physical agility test, as scheduled.
- 5) Oral Interviews. Finalists for the recruit position will participate in one or more Oral Interviews with the Mayor, Public Safety Committee, Police Chief, City Administrative Officer, and others as required. A conditional offer of employment will be presented to one of these finalists.
- 6) Background checks, Polygraphs, Psychological Examinations, and Medical Examinations will then be conducted for all finalists who receive a conditional offer of employment.

CITY OF FORT THOMAS, KENTUCKY

APPLICATION FOR POLICE DEPT. EMPLOYMENT

This application is a part of the examination process. Answer all questions carefully, completely, and accurately. Typing is preferred; neat printing is acceptable. Please attach all required or optional copies at time of submission to the City Clerk; or with permission, by date of test at sign-in.

- College Transcript or Diploma (OPTIONAL)
- Military Discharge - DD214 (OPTIONAL)
- Resume (OPTIONAL)
- Certificates, Awards, Commendations (OPTIONAL)
- Certification for Bonus Points Program (REQUIRED/PD)

NAME _____

SOCIAL SECURITY NO _____ EMAIL ADDRESS _____

DRIVERS LICENSE NO _____ STATE OF ISSUE _____

HOME ADDRESS _____ PHONE NO _____

_____ ZIP CODE _____

PRESENT EMPLOYER _____ PHONE NO _____

ADDRESS _____ JOB TITLE _____

_____ ZIP CODE _____

I prefer that they not be contacted.

ARE YOU A U.S. CITIZEN? _____ EVER BEEN BONDED? _____

ARE YOU AT LEAST 21 YEARS OF AGE? _____

HAVE YOU EVER WORKED FOR THE CITY OF FORT THOMAS? _____

HAVE YOU APPLIED/TESTED HERE BEFORE? _____ YEAR? _____

ARE YOU CURRENTLY A STATE CERTIFIED POLICE OFFICER? _____ EMPLOYED BY
_____ POLICE DEPARTMENT (STATE, CITY, OR AGENCY)

POLICE AGENCY ADDRESS _____

_____ PHONE NO _____

IF APPLYING FOR LATERAL ENTRY, DO YOU HAVE 3 YRS. EXPERIENCE? _____

DATES OF EMPLOYMENT: _____

PRIOR EMPLOYMENT AND ADDRESSES

List all prior employment for the past five years, but no less than two former jobs. If in the military please indicate Branch of Service, and locations where you served. If discharged, you may attach copy of DD214.

EMPLOYER/ADDRESS	JOB TITLE	FROM	TO
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

List all former addresses. Continue on reverse as needed.

FORMER ADDRESS	FROM	TO

REFERENCES

List four personal references who have known you for at least five years.

NAME	ADDRESS	PHONE NUMBER
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

EDUCATIONAL BACKGROUND

High School/City/State:

_____ Diploma: Y N

_____ Diploma: Y N

College/City/State:

Major

_____ Degree: Y N

_____ Degree: Y N

Continue on reverse as needed. TOTAL COLLEGE CREDIT HOURS: _____

DEGREE - MAJOR/MINOR: _____

ADDITIONAL WORK _____

SPECIAL TRAINING

List below any special training that would benefit a Police Dept., such as public speaking, teaching skills, related military assignments, computer skills, languages, experience dealing with the public, and so on.

Continue on reverse as needed; attach any certificates or diplomas.

POLICE DEPT. EXPERIENCE

If you have any prior experience with another Police Agency, give name/location of department and a brief summary of your progress and experiences with that department. Skills developed, rank achieved, awards, goals met, best part of job experience. Reason you left or would be willing to leave that Agency.

Continue on reverse as needed.

ADA JOB PERFORMANCE ACCOMMODATION

Are you able to perform the essential job functions for the position of Police Officer Recruit? If so, put Yes. If you do require an accommodation, as defined by the A.D.A., (Americans with Disabilities) please state how would you perform the tasks of the position and with what accommodation? Please explain; continue on reverse as needed.

VIOLATIONS RECORD

Have you ever been convicted of a Felony? If so, give offense, date, location, and sentence.

Do you, or have you in the past, used illegal drugs or controlled substances?

List below all misdemeanor arrests and traffic citations for which you were convicted.

OFFENSE	CITY/ STATE	DATE	SENTENCE
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Continue below or on reverse as needed.

WAIVER FOR BACKGROUND CHECKS

The undersigned does hereby and herein, freely and voluntarily, certify that there are no willful misrepresentations or falsifications of any and all statements and answers to questions in this application. I am aware that, should investigation disclose misrepresentations or falsifications, my application may be rejected and I may be disqualified from applying in the future for any position in the service of the City of Fort Thomas, Kentucky. Furthermore, I authorize all persons, schools, companies, military branches, and law enforcement agencies to supply information concerning my background, and release them from any liability and responsibility arising from their doing so. I authorize the City of Fort Thomas, Kentucky, or its agents to investigate any of this information.

Written Signature

Date

WAIVER FOR PHYSICAL AGILITY TEST

The undersigned does hereby and herein, freely and voluntarily, agree to waive any and all liability as a result of participating in the Physical Agility tests administered to applicants in conjunction with the selection process while seeking employment as a member of one of the Departments of Safety (Police or Fire) for the City of Fort Thomas, Kentucky; holding the City of Fort Thomas, Kentucky, and/or its agents harmless from any claims arising therefrom.

Written Signature

Date

PHYSICAL TRAINING STANDARDS POLICE RECRUIT CANDIDATES

WHAT TEST STANDARDS MUST BE MET?

Each test is scored separately and standards must be met on each test. This POPS Standard Testing will be administered by DOCJT staff at a location to be determined. You may get additional information from Lieutenant Rich Whitford, 859-441-6562. There are five (5) physical fitness tests that will be given, as follows:

Physical Performance Points Distribution					
Event	9 pts	9.5 pts	10 pts	10.5 pts	11 points
Bench Press (% body weight)	55.3%	59.7%	64%	68.5%	≥ 73%
Sit Ups (repetitions)	13	16	18	-----	≥ 18
300 Meter Run (seconds)	68	67	65	-----	≤ 65
Push Ups (repetitions)	14	17	20	23	≥ 25
1.5 Mile Run (min:sec)	17:56	17:34	17:12	16:44	≤ 16:15

HOW WILL YOU BE SCORED ON THE TEST?

The following chart will be used to determine the points earned for each event. In order to meet the state standard, an overall minimum of 50 points must be achieved. Failure to meet the overall minimum requirement constitutes a failure for the test battery. Opportunities to retest are granted at the sole discretion of the hiring agency.

The procedure and order for testing will be as follows:

1. Warm up for 3 minutes.
2. Test One Repetition Maximum Bench Press. Rest for 5 minutes.
3. Test One Minute Sit-up. Rest for 15 minutes.
4. Test 300 Meter Run. Rest for 15 minutes.
5. Test Maximum Push-up. Rest for 30 minutes.
6. Warm up for 2 minutes.
7. Test in the 1.5 Mile Run.
8. Cool down for 5 minutes.

WHY IS PHYSICAL FITNESS IMPORTANT?

First, physical fitness is important because the five (5) areas of the testing determine an individual's capability to do strenuous job tasks. Second, physical fitness is important to minimize health risks for problems such as heart disease, stroke and obesity—all of which can affect job performance capabilities.