



## **CITY OF FORT THOMAS, KENTUCKY POLICE OFFICER LATERAL ENTRY APPLICATION**

### **QUALIFICATIONS:**

1. Possess certification as established by the Commonwealth of Kentucky Peace Officer Professional Standards (POPS).
2. Have three (3) years of experience as a law enforcement officer, and be currently employed in a law enforcement position or have been employed in a law enforcement position within the last (12) months.
3. Law enforcement service in a state other than Kentucky may be considered, provided the applicant meets the basic training requirements set forth in 503 KAR 5:090.

### **PROCEDURE TO ESTABLISH ELIGIBILITY LIST AND APPOINTMENT:**

- Applicants will be required to submit the Police Department's standard employment application, a resume, and proof of POPS certification.
- The Police Department will review the employment applications, resumes, and certifications within seven (7) days after application deadline.
- The Police Chief and supporting Command Staff (Lieutenants and Sergeants) will review and compile a list of the top applicants.
- The Fort Thomas Police Department will conduct a formal background investigation of each of the top applicants selected.
- The selected applicants may be interviewed by the Police Chief and a panel of police officers to be chosen by the Police Chief. This panel may rank the applicants and recommend those selected to the Mayor.
- The Mayor and Safety Committee of City Council will interview and evaluate the top applicants.
- The Mayor will make a conditional offer of probationary employment.
- The applicant who receives and accepts the offer of probationary employment may be the subject of the following procedures: medical examination; drug screen; and suitability screen, but subject to additional hiring procedures at the discretion of the Police Chief.
- Upon the successful completion of all procedures, the Mayor will make an offer of employment to the applicant, who will serve a probationary period of twelve (12) months from date of employment set forth in the Fort Thomas Police Department Working Agreement, Article XXII, Section 22.1.
- The Fort Thomas Police Department Working Agreement, Article XXIV, Section 24.3 shall apply to the officer.



**Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**City, State, Zip:** \_\_\_\_\_

**Phone:** \_\_\_\_\_

**Law Enforcement Employment History -**

**Basic Academy Attended:** \_\_\_\_\_

**Police Agency Employed by:** \_\_\_\_\_

**Dates of Employment:** \_\_\_\_\_

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**Verified by:** \_\_\_\_\_

**Casey Kilgore, Chief of Police, Fort Thomas Police Department**

**Date:** \_\_\_\_\_

# 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
- Certificates, Awards, Commendations (OPTIONAL)

NAME \_\_\_\_\_

SOCIAL SECURITY NO \_\_\_\_\_

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 2 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.

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**VIOLATIONS RECORD**

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

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

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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.

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Written Signature

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Date