



CITY OF FORT THOMAS, KENTUCKY

POLICE OFFICER LATERAL APPLICATION INFORMATION

Application deadline is Friday September 3rd, 2021 at 4:30PM

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.
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, and Section 22.1.
- The Fort Thomas Police Department Working Agreement, Article XXIV, Section 24.3 shall apply to the officer.



CITY OF FORT THOMAS, KENTUCKY
LATERAL POLICE OFFICER VERIFICATION FORM

Name: _____

Address: _____

City, State, Zip: _____

Phone: _____

Law Enforcement Employment History -

Basic Academy Attended: _____

Police Agency Employed by: _____

Dates of Employment: _____

Verified by: _____ **Date:** ____/____/____

Casey A. Kilgore
Chief of Police
Fort Thomas Police Department



Must be submitted with Application for Police Department Employment, for Lateral consideration



CITY OF FORT THOMAS, KENTUCKY
APPLICATION FOR POLICE DEPARTMENT 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.

-Resume

-Military Discharge - DD214 (OPTIONAL)

-College Transcript or Diploma (OPTIONAL)

-Certificates, Awards, Commendations (OPTIONAL)

FULL NAME _____

SOCIAL SECURITY # _____ - _____ - _____

DRIVERS LICENSE # _____

STATE OF ISSUE _____

HOME ADDRESS _____

PHONE # _____

ZIP CODE _____

PRESENT EMPLOYER _____

PHONE # _____

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(S)? _____

ARE YOU CURRENTLY A STATE CERTIFIED POLICE OFFICER? _____

EMPLOYED BY _____ (LAW ENFORCEMENT AGENCY)

POLICE AGENCY ADDRESS _____

_____ PHONE # _____

IF APPLYING FOR LATERAL ENTRY, DO YOU HAVE 3 YEARS 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 your DD-214.

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 #
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

EDUCATIONAL BACKGROUND

High School/City/State:

_____ Diploma: Y or N

_____ Diploma: Y or N

College/City/State:

Major

_____ Degree: Y or N

_____ Degree: Y or 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 department, such as public speaking, teaching skills, related military assignments, computer skills, languages, experience dealing with the public, etc.

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

POLICE 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 Act), 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