

# APPLICATION FOR EMPLOYMENT



NAME: \_\_\_\_\_

DATE: \_\_\_\_\_

Please indicate the position(s) for which you wish to be considered. Applicants are considered only for specific positions. (Please do not list "any")

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

# APPLICATION FOR EMPLOYMENT

DATE: \_\_\_\_\_ POSITION APPLIED FOR: \_\_\_\_\_

REFERRED BY: \_\_\_\_\_ DATE AVAILABLE FOR WORK: \_\_\_\_\_

Instructions: Please read carefully. Every item on this form must be answered to the best of your ability. Please print in ink. Your qualifications will be carefully reviewed and you will be given thorough consideration for the position(s) for which you have applied. Upon employment, this application will become part of your permanent record at Pleasure Ridge Park Fire Protection District. Keep this in mind as you complete it. **Special Note:** You are not required to supply any information that is prohibited by Federal, State, or Local Law. We are an Equal Opportunity Employer. Pleasure Ridge Park Fire Protection District does not discriminate on the basis of race, color, religion, gender, national origin, pregnancy, marital status, citizenship, age, disability, veteran status, gender orientation/identify, gender preference, or any other legally protected class. You may request assistance in completing this application.

## PERSONAL

Name: \_\_\_\_\_ Preferred Telephone Number: ( ) \_\_\_\_\_  
                    First                    MI                    Last

Street: \_\_\_\_\_ Box \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Alternate Phone Number: \_\_\_\_\_ E-Mail Address: \_\_\_\_\_@\_\_\_\_\_

If younger than 21, state your age here: \_\_\_\_\_

Are you legally entitled to work in the United States:\*\*  Yes  No

*\*\*Compliance with I-9 requirements is mandatory, upon employment*

If a job offer is made to you, we will conduct a criminal record check of felony convictions, Check the box to indicate that you understand we may withdraw the job offer if the criminal record check is unfavorable.  I understand.

Have you ever been convicted of a moving traffic violation?  Yes  No

If yes, list all here: \_\_\_\_\_

Have your driving privileges ever been revoked or suspended?  Yes  No

If yes, list when and why here: \_\_\_\_\_

Do you currently hold a Commercial driving license (CDL)?  Yes  No

## EDUCATION

Did you graduate from High School? \_\_\_\_\_ If no, last grade completed: \_\_\_\_\_ Grade Average: \_\_\_\_\_

College or University (Name and Location): \_\_\_\_\_

\_\_\_\_ Please initial here to certify that your college degree was earned through the actual completion of college level course work and conferred by an accredited college or university where you completed your coursework.

Did you graduate? \_\_\_\_\_ If no, number of hours completed: \_\_\_\_\_ Grade Point Average: \_\_\_\_\_ Degree: \_\_\_\_\_

Major: \_\_\_\_\_ Minor: \_\_\_\_\_ If attending, date of graduation: \_\_\_\_\_

Other Education: \_\_\_\_\_

License(s), including the state of issue and the number: \_\_\_\_\_

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GENERAL EMPLOYMENT INFORMATION

1. List here all of the equipment with which you have experience and training. (Example: materials handling, small tools, trucks, computers, manufacturing machines, etc.) \_\_\_\_\_  
\_\_\_\_\_
2. Are you willing to relocate? \_\_\_\_\_ If yes, state location preferred: \_\_\_\_\_
3. How much do you expect to be paid? \$ \_\_\_\_\_ per hour or \$ \_\_\_\_\_ per week or \$ \_\_\_\_\_ per year
4. Hours you are available per week? \_\_\_\_\_ or \_\_\_\_\_ No preference
5. Type of work sought: \_\_\_\_\_ Regular Full Time or \_\_\_\_\_ Regular Part Time or \_\_\_\_\_ Temporary
6. Which of the following are you available: Days: \_\_yes\_\_ no Nights: \_\_yes\_\_ no Weekends: \_\_yes\_\_ no  
Holidays: \_\_yes\_\_ no Shift Work: \_\_yes\_\_ no
7. Indicate hours you are available to work on the following days (or check *Anytime*, if you have no restrictions):  
Monday      Tuesday      Wednesday      Thursday      Friday      Saturday      Sunday  
\_\_to\_\_      \_\_to\_\_      \_\_to\_\_      \_\_to\_\_      \_\_to\_\_      \_\_to\_\_      \_\_to\_\_  
\_\_Anytime\_\_      \_\_Anytime\_\_      \_\_Anytime\_\_      \_\_Anytime\_\_      \_\_Anytime\_\_      \_\_Anytime\_\_      \_\_Anytime\_\_
8. Are you able and willing to perform the essential functions of the job for which you are applying?  
\_\_yes\_\_ \_\_no\_\_ \_\_don't know enough yet to reply  
\*If no, indicate reason: \_\_need different hours\_\_ \_\_need different days\_\_ \_\_need more training\_\_  
\_\_need a driver\_\_ Other, (explain accommodation needed:) \_\_\_\_\_  
\_\_\_\_\_
9. Are you currently under a non-compete or non-solicitation agreement that will prevent you from working for a fire or EMS Service? \_\_yes\_\_ \_\_no\_\_ If yes, explain: \_\_\_\_\_  
\_\_\_\_\_

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EXPERIENCE

1. Employer: \_\_\_\_\_  
Address: \_\_\_\_\_  
Kind of Business: \_\_\_\_\_ Supervisor: \_\_\_\_\_  
Job Title: \_\_\_\_\_ Reason for Leaving: \_\_Quit\_\_ \_\_Discharged\_\_ \_\_Retired\_\_  
Dates Employed: \_\_\_\_\_ to \_\_\_\_\_ Laid Off Why? \_\_\_\_\_  
For Job Reference, call: \_\_\_\_\_ at \_\_\_\_\_  
\_\_\_\_ Please do not contact this employer. Why not? \_\_\_\_\_
2. Employer: \_\_\_\_\_  
Address: \_\_\_\_\_  
Kind of Business: \_\_\_\_\_ Supervisor: \_\_\_\_\_  
Job Title: \_\_\_\_\_ Reason for Leaving: \_\_Quit\_\_ \_\_Discharged\_\_ \_\_Retired\_\_  
Dates Employed: \_\_\_\_\_ to \_\_\_\_\_ Laid Off Why? \_\_\_\_\_  
For Job Reference, call: \_\_\_\_\_ at \_\_\_\_\_  
\_\_\_\_ Please do not contact this employer. Why not? \_\_\_\_\_
3. Employer: \_\_\_\_\_  
Address: \_\_\_\_\_  
Kind of Business: \_\_\_\_\_ Supervisor: \_\_\_\_\_  
Job Title: \_\_\_\_\_ Reason for Leaving: \_\_Quit\_\_ \_\_Discharged\_\_ \_\_Retired\_\_  
Dates Employed: \_\_\_\_\_ to \_\_\_\_\_ Laid Off Why? \_\_\_\_\_  
For Job Reference, call: \_\_\_\_\_ at \_\_\_\_\_  
\_\_\_\_ Please do not contact this employer. Why not? \_\_\_\_\_

In the following space, please describe any special knowledge, skills, or abilities that will bring added value if you are employed here. \_\_\_\_\_

Please list the name, address and contact information of three references who can attest to your knowledge, skill and ability to perform the work for which you are applying. We are seeking business related references, not personal references.

Name: \_\_\_\_\_ Phone: ( ) \_\_\_\_\_

Employer: \_\_\_\_\_ Location: \_\_\_\_\_ Position: \_\_\_\_\_

Name: \_\_\_\_\_ Phone: ( ) \_\_\_\_\_

Employer: \_\_\_\_\_ Location: \_\_\_\_\_ Position: \_\_\_\_\_

Name: \_\_\_\_\_ Phone: ( ) \_\_\_\_\_

Employer: \_\_\_\_\_ Location: \_\_\_\_\_ Position: \_\_\_\_\_

### CONDITIONS OF EMPLOYMENT

- I. The facts as stated on this application are true and correct. I understand that, if employed, false statements on this application may cause my immediate dismissal.
- II. I authorize whatever background and personal reports needed to verify that the information I have supplied is true and accurate and to determine my fitness for this job and hold harmless those who have the responsibility to develop such a report. A copy of this authorization is as valid as the original.
- III. I understand that I may be required to work overtime as a condition of being employed.
- IV. In consideration of my employment, I agree to confirm to the rules and regulations for employees. I understand that I do not have a contract of employment with Pleasure Ridge Park Fire Protection District and I am free to resign with or without notice. I also understand that my employment and compensation can be terminated according to the terms of KRS Chapter 75, as administered by the Board of Trustees. I understand that no representative of Pleasure Ridge Park Fire Protection District, has any authority to enter into any verbal agreement for employment for any specified period of time or to make any agreement contrary to the foregoing and that no document, policy or practice of Pleasure Ridge Park Fire Protection District, may change the foregoing unless it is expressly titled "Employment Agreement" and signed by both myself and the Chief Executive Officer of Pleasure Ridge Park Fire Protection District.
- V. I understand that I will be required to submit to a pre-employment, and/or post-employment test for fitness and/or substance abuse, if not prohibited by law.
- VI. Upon separation of employment, I authorize Pleasure Ridge Park Fire Protection District to withhold from my final paycheck all monies owed by me (if not prohibited by law) for equipment, loans, products, services, uniforms unreturned, benefits advanced that I have not earned, materials, or other assets in my possession not promptly returned or prepaid as agreed.
- VII. As a condition of employment, I accept that any complaint or conflict that cannot be resolved internally may be referred to Alternative Dispute Resolutions, unless prohibited by law or contract, before any other legal action is taken.

DATE: \_\_\_\_\_ SIGNATURE: \_\_\_\_\_

## Authorization to Complete Comprehensive Background Checks

The Pleasure Ridge Park Fire District is committed to hiring quality candidates to fill public servant/first responder positions. If you (the candidate) are chosen to move forward in the hiring process, the Fire District will conduct a comprehensive background check which may include the following:

1. Federal court check
2. Sex offender check

By completing the following information and signing this document, you are authorizing Pleasure Ridge Park Fire District to search public records for any relevant information regarding you.

Name: \_\_\_\_\_  
                    Last                            First                            Middle                            Maiden

Date of Birth: \_\_\_\_\_ Sex: \_\_\_\_\_ Race: \_\_\_\_\_

Social Security Number: \_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Witness Signature

\_\_\_\_\_  
Date

**ADMINISTRATIVE OFFICE OF THE COURTS  
RECORDS UNIT  
1001 VANDALAY DRIVE  
FRANKFORT, KENTUCKY 40601  
502-573-1682 or 800-928-6381  
records@kycourts.net**



The process to obtain the information contained in CourtNet is as follows:

**Individuals**

Requesting a record on yourself requires a \$25.00 fee (**check or money order**). If you do not receive a response in 30 days contact us at the number listed above.

**Nonprofit/Commercial/Others**

Requesting a record on individuals requires a \$25.00 fee (**check or money order**).

**Fees are paid to the order of the KENTUCKY STATE TREASURER by check or money order ONLY. FAILURE TO COMPLY WITH THESE PROCEDURES WILL RESULT IN THE REQUEST BEING RETURNED UNPROCESSED.** If you suspect information contained on the record is incorrect, or have any questions, please contact the Records Unit at (502) 573-1682 or (800) 928-6381.

PLEASE **PRINT OR TYPE** THE INDIVIDUAL'S INFORMATION **CLEARLY**.

SOCIAL SECURITY NUMBER: \_\_\_\_\_ DLN: \_\_\_\_\_

NAME: \_\_\_\_\_  
FIRST MIDDLE LAST

MAIDEN NAME(S) AND/OR ALIAS: \_\_\_\_\_

DATE OF BIRTH: \_\_\_\_\_

STREET ADDRESS/P.O. BOX: \_\_\_\_\_

CITY, STATE, ZIP CODE: \_\_\_\_\_

*I understand the information supplied by me must be truthful and falsification with an intent to mislead may result in my prosecution under KRS 523.100. I have provided the basic information necessary to qualify for record processing and exemption of fees - if applicable.*

**\* ALL INFORMATION BELOW IS REQUIRED.**

\_\_\_\_\_  
Date  
Pleasure Ridge Park Fire Protection District  
\_\_\_\_\_  
Company (If applicable)  
Cheryl Smalley  
\_\_\_\_\_  
Requestor/Contact Person  
9500 Stonestreet Road  
\_\_\_\_\_  
Address  
Louisville, KY 40272  
\_\_\_\_\_  
City, State, Zip  
502-935-3878 ext 5  
\_\_\_\_\_  
Telephone Number  
csmalley@prptfire.org  
\_\_\_\_\_  
E-mail Address

**Please denote which purpose applies to this request:**

- Employment
- Criminal Investigation
- Screening Housing Applicants
- Volunteer/Care over Juvenile
- Licensing
- Other (please explain) \_\_\_\_\_



REQUEST FOR CONVICTION RECORDS - EMPLOYMENT/PROFESSIONAL LICENSE

Request is made for any record of conviction found in the files of the Kentucky centralized criminal history record information system regarding the person identified herein. This information shall be released to:

Pleasure Ridge Park Fire Protection District, 9500 Stonestreet Road, Louisville, KY 40272

Agency/Organization Name and Address

ACKNOWLEDGMENT BY APPLICANT

I am requesting that the Kentucky State Police provide the above named agency/organization with any record of conviction found in the files of the Kentucky centralized criminal history record information system. I know that I have the right to inspect my criminal history record and to request correction of any inaccurate information. If I do not exercise that right, I agree to hold harmless the Kentucky State police and any Kentucky State Police employee(s) from any claim for damages arising from the dissemination of inaccurate information.

APPLICANT INFORMATION (PLEASE PRINT)

NAME: \_\_\_\_\_  
First Middle Last Maiden

ADDRESS: \_\_\_\_\_  
Street City State Zip

SEX: \_\_\_\_\_ RACE: \_\_\_\_\_ DATE OF BIRTH: \_\_\_\_\_ SOC SEC NO: \_\_\_\_\_

\_\_\_\_\_  
Signature Date Witness Date

INSTRUCTIONS:

**Requesting agencies/organizations should ensure that all application information is completed.**

Requesting agencies/organizations should forward a check or money order made payable to the **Kentucky State Treasurer** in the amount of **\$20.00** for each submitted form. ~~Requests should be accompanied by two, self-addressed stamped envelopes — one bearing the name and address of the requesting agency/organization and the other bearing the name and address of the applicant.~~

**The Kentucky State Police will charge a \$25.00 fee on each returned check.**

**RETURN THIS FORM TO:**

Kentucky State Police  
Criminal Identifications and Records Branch  
Criminal Records Dissemination Section  
1266 Louisville Road  
Frankfort, KY 40601

Visit us online @ <http://kentuckystatepolice.org>