

EMPLOYMENT APPLICATION

City of Shelbyville



**Please be detailed with your job descriptions
and skills used on the job.**

**Read all instructions.
Sign and date page 8.**

City of Shelbyville
Employment Application Instructions

*Many applicants either have their applications rejected or their scores affected by application 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**

- Please read the minimum requirements (and application notes if the job is posted) 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.
- Application materials must be received by the announced deadline.
- Remember to sign and date your application and submit your driver's license and SS Card.
- City of Shelbyville applicants should provide accurate and complete application information regarding employment, education, criminal history, etc.
- Criminal record checks will be run on all applicants not currently employed with the City of Shelbyville, as well as those employees with less than six months of service. 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: Soc. Sec. No., birth date, driver's license and state in which it was issued, city and state for each employer.**
- Applications written in pencil or copies that are too light or damaged (bent, rolled, stained, etc.) are not acceptable.
- **Once submitted, your application and attachments will not be returned, reused or copied for you.**

➤ **EDUCATION RELATED 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.

Not submitting copies of education, certification and similar documents at the time of admittance will result in your name not being certified if the appointing authority specifically requests a degree or certification. 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. Education credits may be awarded, in many cases, only if the specific degree is indicated.

It is best to include all levels of higher education documentation because credit may be given for a specific bachelor's degree that would not be evident on a master's diploma.

Even if you did not complete college, it is still beneficial to submit a transcript of completed courses because partial credit may be awarded. 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 admitting

EMPLOYMENT RELATED

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, titles of people supervised, not just the number of people, should be indicated in the "number and job title of employees you supervised" box.

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, or 6/8/19.

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.

If you cannot fit all the jobs you have held on this application form, make a copy of any blank employment history page.

➤ APPLICATION SUPPLEMENTS

For heavy Equipment Operator and Maintenance Worker applications, equipment lists must list employers and should be consistent with the employment history on your employment application. 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 City of Shelbyville employment and good luck in your employment search.



City of Shelbyville
 Application for Employment
 315 Washington Street, Shelbyville, KY 40065
 Phone: (502) 633-8000/Fax (502) 633-4292
 Web Address: www.shelbyvillekentucky.com
 EEO/ADA Employer

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

Position for which you are applying:				For Internal/Previous Employees only: Transfer <input type="checkbox"/> Re-employ <input type="checkbox"/>		
Check all that you may be interested in: Full-time <input type="checkbox"/> Part-time <input type="checkbox"/>						
Last Name		First Name		Middle Initial		
Mailing Address		City		State	Zip Code	
Cell Telephone No.	Home Telephone No.	Minimum Salary Requirement		E-Mail Address		
Driver's License #	State	Expiration Date	<input type="checkbox"/> Operators (Private Vehicle) <input type="checkbox"/> CDL (Present License for HR Copy)		License Class _____	Endorsement _____
Have you ever been convicted of a felony since your 18 th birthday? If you answered yes, please Complete the following: (Conviction is not an automatic bar to employment. Each case is considered on its individual merits). <i>Nature of Offense</i> <i>Name & Location of Court</i> <i>Date of Conviction</i>					<input type="checkbox"/> Yes <input type="checkbox"/> No	
Are any of your educational or employment records found under a different last name? <i>Previous Last Name:</i>					<input type="checkbox"/> Yes <input type="checkbox"/> No	
Are you currently employed by City of Shelbyville? If yes please give: <i>Department/Division</i>					<input type="checkbox"/> Yes <input type="checkbox"/> No	
Are you a former employee of the City of Shelbyville? If yes please give: <i>Last Date(s) of Employment</i> <i>Department/Division</i>					<input type="checkbox"/> Yes <input type="checkbox"/> No	
Have you ever been discharged or forced to resign from any position? If yes, please give employer, date and reason. <i>Employer</i> <i>Date and Reason</i>					<input type="checkbox"/> Yes <input type="checkbox"/> No	

Do you have any relatives working for the City of Shelbyville? Yes No
If yes, please list their names below (Please use separate page if necessary):

Name:

Name:

Name:

Are you authorized to work in the United States? Yes No For non-citizens, a copy of your authorization to work issued by the U.S. Immigration and Naturalization Service must be submitted along with the application packet.

REFERENCES:

Name:

Phone No.:

Name:

Phone No.:

Name:

Phone No.:

Branch of U.S. Military Service

Dates Served (Month/Year) to (Month/Year)

Highest Rank Attained

Military Occupation Specialty

Major Duties :

Honorable Discharge

Yes No

Comments:

For Office Use Only:

Date Received: _____ **Time Received:** _____

Accepted by: _____

EDUCATION AND TRAINING

MIDDLE SCHOOL AND HIGH SCHOOL EDUCATION

Highest Grade Completed (choose one) <input type="checkbox"/> 7 <input type="checkbox"/> 8 <input type="checkbox"/> 9 <input type="checkbox"/> 10 <input type="checkbox"/> 11 <input type="checkbox"/> 12	Did you graduate from High School or obtain a GED? <input type="checkbox"/> HS <input type="checkbox"/> GED	Name and Location of Last School Attended (High School, Junior High) Name: Location:
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Related Special Training(Correspondence, Business, Trades, Vocational, Armed Forces Schools, Etc.-provide copy of doc's)

Names and Locations of School	Dates Attended (Mo & Yr)		Courses/Subjects Completed	Credit Hours	Diplomas/Certificates Received
	From	To			

COLLEGES AND UNIVERSITIES ATTENDED (UNDERGRADUATE & GRADUATE)

**** Must be from a recognized accredited school – Provide copy of transcript with initial application****

Names and Locations of School(s)	Dates Attended (Mo & Yr)		Credit Hours		Degree Earned (e.g. BA/BS) List IF completed	Major	Minor
	From	To	Semester	OR Quarter			

Major Undergraduate College Subjects	Credit Hours			Major Graduate College Subjects	Credit Hours		
	Semester	OR	Quarter		Semester	OR	Quarter

RELATED LICENSES (provide copy of licenses)

Professional License Issued By	Field/Trade specialization	License Number	Issue Date	Expiration Date

CONDITIONS OF EMPLOYMENT STATEMENT

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 the City of Shelbyville 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 verifications, 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 the City of Shelbyville 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 the City of Shelbyville and does not obligate the City of Shelbyville 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. The City of Shelbyville 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 the City of Shelbyville 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.

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Signature

Date

Social Security Number

Reminder: With your application, bring copies of transcripts, training certificates, licenses & certificates (e.g. driver's license) and other documents as indicated in the application instructions. If a certification or license is renewed after submission of this application, please bring in your current document for us to copy. An expired credential may result in you not being considered for a vacancy.

APPLICANT DATA

The information requested in the following questions will not affect you as an applicant. This information will be used to determine if our recruitment efforts are reaching all segments of the community, to meet federal EEO reporting requirements and to conduct background checks.

Last Name						First Name		Middle Initial	
Social Security Number (required)		Date of Birth (Req'd)	Month	Date	Year	Female <input type="checkbox"/>		Male <input type="checkbox"/>	
Ethnic Origin			Race						
Hispanic or Latino <input type="checkbox"/>	Non-Hispanic or Non-Latino <input type="checkbox"/>		American Indian/ Alaskan Native <input type="checkbox"/>			Native Hawaiian or other Pacific Islander <input type="checkbox"/>			
			Asian <input type="checkbox"/>		Black <input type="checkbox"/>		White <input type="checkbox"/>		
Please indicate how you learned about this job (check one):									
Media		Job Posting			Organizations			Other	
The Sentinel-News <input type="checkbox"/>		City Web Site <input type="checkbox"/>			High school <input type="checkbox"/>			I'm a city employee <input type="checkbox"/>	
Trades Journal <input type="checkbox"/>		Weekly job announcement <input type="checkbox"/>			Vocational/Trade School <input type="checkbox"/>			Referred by City employee <input type="checkbox"/>	
Which one? _____		Continuous recruitment list <input type="checkbox"/>			Which one? _____				
Radio <input type="checkbox"/>		City bulletin board <input type="checkbox"/>			College <input type="checkbox"/>			Walk-in <input type="checkbox"/>	
Which station? _____		Where? _____			Which one? _____			Job Fair: _____ <input type="checkbox"/>	
Television <input type="checkbox"/>		Other: _____ <input type="checkbox"/>			Minority referral source <input type="checkbox"/>			Other: _____ <input type="checkbox"/>	
Which station? _____					Which one? _____				
Other: _____ <input type="checkbox"/>					Other: _____ <input type="checkbox"/>				