



**100 South Court St. Franklin, KY 42134
Office 270-586-7167 Fax 270-586-9030**

THE CITY OF FRANKLIN IS AN EQUAL OPPORTUNITY EMPLOYER

**EMPLOYMENT APPLICATION PACKET
POLICE OFFICER**

Completion of the Police Officer Employment Application Packet is one of the first steps in the employment process. The information on these forms will be used to judge your qualifications for the position of police officer. Read all the questions carefully and answer all questions completely and honestly.

You must complete this application packet yourself. This packet must be filled out by typing and not handwritten. Handwritten packets will not be accepted. If a question does not apply, type "DNA" in the answer space. All information in the application is subject to verification. Any false, misleading, or incomplete information will result in your application being eliminated from consideration.

This packet contains the following forms:

- I. Police Officer Employment Application
- II. Waiver of Liability and Release Form
- III. Credit Information Release Form
- IV. Pre-employment Drug Screen Consent Form
- V. Kentucky Law Enforcement Council Form A
- VI. Police Officer Position Description

Return the entire completed packet to the address below:

Franklin Police Department
Det. C. Scott U/927
100 South Court Street
Franklin, KY 42134

Office Use Only: Date Received _____

Police Officer Employment Application

Instructions

You must complete this application yourself. It must be typed. Your ability to complete this application completely and honestly is part of the process to determine your suitability for employment. If you intentionally leave out any information that might be detrimental to obtaining a job, such as a past drug use or other crimes, it will automatically eliminate you from consideration for employment. The fact that you may have used drugs, committed a theft or another illegal act will not automatically eliminate you, but the omission of it during the application process will. Once submitted, this application becomes the property of the City of Franklin.

Basic Personal Information

Name: _____
Last
First
Middle

Please list any other names you have used: _____

Home Address: _____
Street
City
State
Zip

Telephone: _____
Home
Daytime
Cell

Email Address: _____

Driver's License: _____
Number
State
Type

Place of Birth: _____
City
State
Country

Eligibility

1. Are you at least 21 years of age? ___ Yes ___ No
2. Are you a U.S. Citizen? ___ Yes ___ No
3. Are you a certified Police Officer in Kentucky? ___ Yes ___ No
4. If yes, where and when did you obtain certification? _____
5. Are you a certified police officer in another state? ___ Yes ___ No
6. If yes, in which state did you receive your certification? _____
7. If yes, also where and when did you obtain your certification? _____
8. Have you applied for a position with the City before? ___ Yes ___ No
9. If yes, when and previous position(s) applied for:

Military Service

Please make copies of all applicable service records including any discharge papers and attach to this application.

Branch: _____ Serial Number: _____
 Date of Service: _____ to _____ Reserve Status: _____
 Type of Discharge: _____ If not honorable, explain: _____
 Grade and Duty Assignment at discharge/separation: _____
 Are you a member of the Reserves or National Guard? ___ Yes ___ No
 If yes, give unit, location, grad, and duty assignment: _____
Unit

Location	Grade	Duty Assignment
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Education

Please complete the information that applies and attach copies of you diplomas or copies of you course schedule and grades to the application.

If you did not complete high school, do you have a GED? ___ Yes ___ No

School Name	Address, Phone Number	Graduated Yes/No	Course of Study/Major
High School			
College/University			
Graduate School			
Other			

Specialized Skills and Training

Do you speak another language other than English? Yes No

If yes, please list: _____

Are you fluent? Yes No

Briefly list any computer skills you have. If you have copies of any certificates for computer training you have received, please attach them to the application:

Please list any social internet sites (Facebook, Twitter, Instagram, Personal Blogs) that you have an active or past account with:

Briefly list any training or skills, including firearms, that would be of assistance in the job you are applying for. If you have any copies of certificates for any training, please attach them to the application:

Personal History

1. Do you know of any reason that you could not pass a background check? Yes No
2. Have you ever been fired or asked to resign from a job? Yes No
3. Have you ever received a disciplinary action from an employer? Yes No
4. Have you ever stolen from an employer? Yes No
5. Have you ever committed a crime for which you were not arrested? Yes No
6. Have you ever assisted someone in committing a crime? Yes No
7. Have you ever falsified a police report? Yes No
8. Have you ever accepted money not to report a crime? Yes No
9. Have you ever been convicted of a Felony? Yes No
10. Have you ever slept on the job? Yes No
11. Has any driver's license issued to you ever been suspended or revoked? Yes No
12. Have you ever used, sold, or otherwise handled a controlled substance in an illegal manner? Yes No

If you have answered yes to any of the questions listed above, please type a brief explanation for that question on a separate sheet. List the question by number. If you are interviewed, you will be asked about any "yes" answers. Any "yes" answers will be closely examined during a background check. A "yes" answer does not automatically eliminate you from consideration for employment. **Your omission of these facts will automatically eliminate you from consideration.**

Traffic, Civil Court, and Criminal Record

Please list your history of any traffic citations, any civil court actions in which you were or are a defendant, any arrests, convictions, and court actions. If additional space is needed, list on a separate sheet.

	Type of Case	Jurisdiction	City, State
1.	_____	_____	_____
2.	_____	_____	_____
3.	_____	_____	_____
4.	_____	_____	_____
5.	_____	_____	_____
6.	_____	_____	_____
7.	_____	_____	_____
8.	_____	_____	_____

Financial Status

List all creditors or person to whom you are financially obligated. If additional space is needed, list on a separate sheet.

Name	Address	Balance	Monthly Payment

Have you ever declared bankruptcy? ___ Yes ___ No
If yes, give date and circumstances:

Employment History

NOTICE: Start with your current job, if employed, and list your past employment in reverse order. Include all employment from high school to the present. Account for any time that you were unemployed by stating the nature of your activities. If additional space is needed, list on a separate sheet.

Company: _____ Position: _____ FT PT
Address: _____ City: _____ State: _____ Zip: _____
Dates employed from: _____ to _____
Supervisor's Name: _____ Telephone: _____
Job Duties: _____
Reason for Leaving: _____

Company: _____ Position: _____ FT PT
Address: _____ City: _____ State: _____ Zip: _____
Dates employed from: _____ to _____
Supervisor's Name: _____ Telephone: _____
Job Duties: _____
Reason for Leaving: _____

Company: _____ Position: _____ FT PT
Address: _____ City: _____ State: _____ Zip: _____
Dates employed from: _____ to _____
Supervisor's Name: _____ Telephone: _____
Job Duties: _____
Reason for Leaving: _____

Company: _____ Position: _____ FT PT
Address: _____ City: _____ State: _____ Zip: _____
Dates employed from: _____ to _____
Supervisor's Name: _____ Telephone: _____
Job Duties: _____
Reason for Leaving: _____

Company: _____ Position: _____ FT PT
Address: _____ City: _____ State: _____ Zip: _____
Dates employed from: _____ to _____
Supervisor's Name: _____ Telephone: _____
Job Duties: _____
Reason for Leaving: _____

Residences

List all residences where you have lived during the past five years. Begin with your present address and work backwards. List the complete address including street number, street name, city, state, and zip code. If additional space is needed, list on a separate sheet.

Address	City	State	Zip	Dates

Personal References

List three personal references that are not related to you. Do not use former or current employers. Be sure to include all of the information requested.

Name	Complete Address	Phone

Remarks

Please tell us about yourself. Include any awards, honors, licenses or certificates that you have received. What are your hobbies and interests? You can also use this section to expand upon any answers to any questions on this application:

Please Read Carefully Before Signing This Application

I certify that the foregoing statements are true and correct to the best of my knowledge and belief. I realize that falsification of any information on this application is grounds for disqualification. I further understand that any misrepresentation or omission of facts upon this application will be sufficient cause for cancellation and/or separation from City service if I have been employed.

Applicant Signature: _____ Date: _____

The Franklin Police Department tests applicants when there is a need to fill a current or pending vacancy. The following is what will happen with your submitted application.

1. Your application is reviewed to ensure you meet the minimum qualifications for a police officer position and for accuracy and completeness.
2. If the application is accepted, you will receive an email or phone call notifying you of acceptance.
3. Your application will be placed on file until a test is scheduled.
4. All applicants on file will be notified by email or phone of the next test date.
5. Any applicant that is contacted for the next test date will have to fill out Form A and Form T-1 and possibly Form T-1A prior to the test date. After notification of the next test date you will be given instructions on how to access the forms that have to be completed.
6. Failure to appear on the scheduled test date disqualifies the applicant from further consideration. If you would like to reapply a new packet must be filled out and resubmitted.

AUTHORIZATION TO RELEASE INFORMATION

I hereby authorize the release of all confidential records including Personal, Financial, Criminal, Medical and Military to the Franklin Police Department.

I understand that these records are confidential, and no liability will result due to the release for a background investigation for the purpose of employment.

Any charge for the release of these records will be paid by the Franklin Police Department and can be billed directly to them.

SIGNATURE

DATE

Sworn before me this ____ day of _____, 20 ____

NOTARY PUBLIC

Commission expires: _____

AUTHORIZATION FOR RELEASE OF MEDICAL INFORMATION

Patients Name: _____

Date of Birth: _____ Social Security #: _____

Dates of Hospitalization/Treatment: _____ to _____

I hereby authorize the release of medical/hospital records for the purpose of:

And further authorize and request that you provide such copies thereof as may be requested to:

You are hereby released from all legal liability that may arise from the release of the information requested.

Signature of patient: _____ Date: _____

If consent is necessary from a person authorized to give the consent other than the patient:

Signature of patient's representative: _____ Date: _____

Relationship to patient: _____

Police Officer Position Description

POSITION: OFFICER

DIVISION: OPERATIONS

Characteristics of the Job

This is a skilled and responsible position in the protection of life and property through the enforcement of laws and ordinances. An employee in this position is responsible for maintaining law and order, for protecting life and property, and for performing other police related activities including patrol, criminal investigation, and crime prevention. Receives supervision and direction through the chain of command and/or staff supervision. Reports to shift commander.

Essential Functions

- Patrols the city on foot, in patrol vehicle and/or bicycle, often during inclement weather and during different hours of the day;
- Enforces federal, state and local laws and ordinances;
- Responds to emergency calls and takes proper action;
- Prevents and discovers the commission of crimes, including the apprehension of suspects;
- Testifies in court when necessary;
- Secures accident and crime scenes, conducts preliminary investigations, gathers evidence, interviews witnesses;
- Prepares accurate reports detailing the facts and outcomes of emergencies, crimes, accidents, and other situations responded to during assigned shift of duty;
- Assists in emergency situations;
- Operates detection equipment such as breathalyzer and radar as part of enforcement duties;
- Participates in approved law enforcement training courses;
- Provides input on department and section goals;
- Appears for work and completes assigned tasks within a reasonable period of time;
- Works in a safe manner, observing all safety rules, and poses no significant risk to the health and safety of others; and
- Duties for this position are not primarily clerical or administrative.

Additional Job Duties

- Serves legal documents for the court;
- Controls traffic at accidents, fires, parades, etc;
- Appears as a representative of the police in connection with school and community public education programs;
- May perform predominantly administrative, fiscal and/or training duties, depending upon assignment; and
- Performs additional duties as required.

Desirable Training and Experience

- Graduate from a standard high school;
- Graduate from the Basic Training Course at the Bureau of Training;
- Successful completion of physical agility test at the 50th percentile of the Cooper Law Enforcement Fitness Standard, or any combination of training and experience which provides the desired knowledge, skills, and abilities; and
- A GED or high school diploma is acceptable.

Knowledge, Skills and Abilities

- Knowledge of the geography of the city;
- Knowledge of federal, state, and local laws and ordinances;
- Knowledge of police methods, practices and procedures with ability to apply knowledge to specific situations;
- Knowledge of proper procedures regarding the collection of evidence;
- Knowledge of how to use departmental equipment, including the safe care and use of firearms, radar, and breathalyzer;
- Ability to prepare written reports accurately;
- Ability to analyze situations and to act quickly and efficiently;
- Ability to operate a motor vehicle at high speed, and in dangerous situations;
- Ability to deal courteously but firmly with the general public;
- Ability to establish and maintain effective working relationships with other police departments and agencies, city officers, employees and the general public.

Necessary Special Requirements

- Possession of a valid Kentucky vehicle operators license;
- Must have completed, or be eligible to complete, the Basic Training Course at the Bureau of Training;
- Must perform 40 hours of annual continued training, as mandated;
- Must be a resident of the Commonwealth of Kentucky; and
- Must meet the requirements of all applicable Kentucky Revised Statutes, and local ordinances, with regards to a person in this position.

Essential Physical and Environmental Demands

- Ability to patrol the city on foot;
- Ability to care for and use necessary law enforcement equipment, to include firearms, radar, and breathalyzer;
- Ability to physically apprehend passive and/or combative criminals using mechanical or non-mechanical means;

- Ability to effectively communicate and deliver reports requiring writing, reading, mental reasoning and interpretation;
- Ability to lift 50 - 100 pounds chest high often, occasionally above head, while walking, climbing, pushing and/or pulling;
- Ability to process information concerning multiple issues simultaneously and react using sound judgment;
- Must be free from color blindness and have 20/50 vision, correctable to 20/20;
- Must have adequate mental ability and muscular coordination to operate a motor vehicle;
- Ability to perform work out of doors, including periods of inclement weather with exposure to varying noise levels, blood borne pathogens, fumes, dust, and odors; and
- Position requires frequent exposure to a high degree of danger or peril and a high degree of physical conditioning.

By signing this form, you certify that you are capable of performing all of the requirements of the position of Police Officer with the Franklin Police Department.

Applicant Signature: _____ Date: _____

Applicant Print: _____ Date: _____

Witness Signature: _____ Date: _____

Witness Print: _____ Date: _____