



Application for Employment

PO Box 265 / 1113 Main Street Millersburg, KY 40348

(859) 484 - 3901

We offer equal employment opportunities to all persons without regard to race, religion, age, marital or veteran status, sex, national origin, disability, or and other legally protected statuses.

(PLEASE PRINT)

Last name	First Name	Middle Initial	Maiden Name
Address: Number	Street	City	State Zip
Phone	Email address	Social Security Number	

Position(s) Applied for	Date of Application
Type of employment desired: <input type="checkbox"/> Full Time <input type="checkbox"/> Part Time <input type="checkbox"/> Temporary / Seasonal	Date available for work
Do you have any family members working for the city? If so please list: <input type="checkbox"/> Yes <input type="checkbox"/> No	

Are you over the age of 18? Yes No
If no, give age _____

If applying for a Police Officer position are you over the age of 21? Yes No

Have you ever completed an application with us before? Yes No
If Yes, give date _____

Have you been employed by the City of Millersburg before? Yes No
If Yes, give date _____

Are you currently employed? Yes No

May we contact your current employer? Yes No

Are you currently on "layoff" status or subject to a recall? Yes No

Are you currently on "layoff" status or subject to a recall? Yes No

Can you travel if the job requires it? Yes No

Can you travel if the job requires it? Yes No

Are you legally able to work in the United States?
Proof of citizenship or immigration status will be required upon employment.

Have you been charged or convicted of a felony? Yes No

If Yes please explain _____

Charges or Conviction will not necessarily disqualify an applicant from employment?

Education

	High School				Trade School	College / University				Graduate / Professional			
School Name and City / State													
Years Completed	9	10	11	12	Year(s) attended _____	1	2	3	4	1	2	3	4
Diploma / GED / Degree Received													
Describe course of study:													
Describe any specialized training, apprenticeship, skills, and extracurricular activities.													
Describe any honors you have received.													
State any information you feel may be helpful to us in considering your application.													

List professional, trade, business, or civic activities and any offices held.
You may exclude memberships which would reveal sex, race, religion, national origin, age, ancestry, disability or other

References

Give name, address, and phone number of three references who are not related to you and are not previous employers. The City of Millersburg may contact these references.

1. _____

2. _____

3. _____

Have you ever had and job related training in the United States Military? Yes No
 If yes, please describe _____

Do you have a valid Driver's License? Yes No

State Issued _____ License Number _____ Exp. Date _____

Type of License: Standard, CDL class A, CDL class B
Circle one

Employment Experience

Start with your present or last employer. Include military service assignments and volunteer activities. You may also attach a resume in place if this information. *You may exclude volunteer activities which would reveal sex, race, religion, national origin, age, ancestry, disability, or other protected status.*

1) Employer	Telephone	Dates of Employment		Work Performed
		From	To	
Address				
Job Title	Hourly Rate / Salary			
	Start	Final		
Supervisor				
Reason for leaving				
2) Employer	Telephone	Dates of Employment		Work Performed
		From	To	
Address				
Job Title	Hourly Rate / Salary			
	Start	Final		
Supervisor				
Reason for Leaving				
3) Employer	Telephone	Dates of Employment		Work Performed
		From	To	
Address				
Job Title	Hourly Rate / Salary			
	Start	Final		
Supervisor				
Reason for leaving				
4) Employer	Telephone	Dates of Employment		Work Performed
		From	To	
Address				
Job Title	Hourly Rate / Salary			
	Start	Final		
Supervisor				
Reason for Leaving				

May we contact the employers listed above? If not list which one(s) you do not wish us to contact.

Agreement

I certify that answers given herein are true and complete to the best of my knowledge.

You are hereby authorized to perform any investigation of my personal history and financial and credit record through an investigative or credit agency or bureaus of your choice. I understand that I have the right to make a written request within a reasonable period of time to receive detailed information about the nature and scope of any investigative report that is made.

I understand that I am making an application only for the current vacancy and that I must reapply for any subsequent vacancies. If I were to be offered employment or in my being considered for employment by the City of Millersburg, I agree to conform to the rules and regulations of the City of Millersburg at any time.

I understand that nothing contained in this employment application or in the granting of an interview is intended to create an employment contract between the City of Millersburg and myself for either employment or for the providing of any benefit. No promises regarding employment have been made to me, and I understand no such promise or guarantee is binding upon the City of Millersburg unless made in writing. If an employment relationship is established, I understand that I have the right to terminate my employment at any time and that the City of Millersburg retains the same right, subject to the terms of any contract, the provisions of which shall govern.

Should I be offered employment I understand that I will be required to submit to a physical examination which may include a drug screen and that my employment will be conditional upon the results of said examination and drug screen.

In the event of employment I understand that false or misleading information given in, my application or interview(s) may result in discharge.

Applicant Signature

Date

**** Office Use Only ****

Arrange Interview Yes No

Remarks: _____

Employed Yes No

Date of Hire _____

Job Title: _____

Hourly rate: _____

Dept: _____

Approved By _____

Date _____

Name and Title

Note: _____

EEO Data Collection Form

Instructions to Applicants

The City of Millersburg is an equal opportunity employer. As part of our efforts to ensure fair treatment of women, minorities, individuals with disabilities and veterans, we ask applicants to supply the following information. The following is for research and statistical uses only. However, you do **not** have to complete this form to apply at the City of Millersburg. **Any information volunteered will be kept confidential.**

Name _____

Address: _____

Date of Birth: _____ Date of Application: _____

How did you hear about the job opening: _____

Sex (check one)

- Male
- Female

Race (check one)

- American Indian or Alaskan Native
- Asian
- Black (not of Hispanic origin)
- Hispanic or Latino
- White (not of Hispanic origin)
- Two or more

If you are a veteran, please supply the following information:

- Disabled Veteran
- Recently Separated Veteran, Service Dates: _____
- Veteran with Service Medal or Campaign Badge,

Service Dates _____, Name of War or Military Campaign, Expedition or Operation _____

If you have a disability that requires accommodation to perform this position, please explain what accommodations would allow you to perform the job duties successfully.
