

# EMPLOYMENT APPLICATION

Bluegrass 911 Central Communications



**THIS APPLICATION IS CONSIDERED  
A TEST AND WILL BE GRADED.**

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

**READ ALL INSTRUCTIONS,  
AND SIGN AND DATE PAGE 7.**

Bluegrass 911 Central  
Communications  
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.
- Remember to sign and date your employment application and submit your driver's license and SS Card.
- 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 Shelby County Fiscal Court, 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: SSN#, birth date, driver's license and state in which it was issued.**
- 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.**

---

➤ **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, **original education, certification and similar documents are required with employment applications.** It is best to provide original 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 original education, certification and similar documents at the time of admittance will result in a **your name not be 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.

---

➤ **EMPLOYMENT RELATED**

Work history information is used to determine whether you qualify for the job for which you are applying.

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 hours 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, languages programmed, 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.

For volunteer work, complete all applicable information and submit a letter on the organization's letterhead specifying the nature of the work, average number of hours worked per week and the beginning and ending dates.

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, ask for supplemental sheets for listing additional jobs (or copy any blank job page).

---

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

<b>POSITION FOR WHICH YOU ARE APPLYING:</b>						For Internal/Previous Employees Only: Transfer    Reemploy
Check <b>all</b> that you may be interested in:    Full-Time <input type="checkbox"/> Part-time <input type="checkbox"/> Job-Share: <input type="checkbox"/>						
Last Name			First Name		Middle Initial	
Mailing Address			City			
State	Zip	Cell Telephone No.	Home Telephone No.	Business Phone No.	E-Mail Address	
Driver's License #	State	Expiration Date	<input type="checkbox"/> Operators (Private Vehicle) <input type="checkbox"/> CDL <input type="checkbox"/> (present license for HR to copy)		License Class ____  Endorsement ____	
Have you ever been convicted of a felony since your 18th 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 &amp; 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? If yes, please give the last name. <i>Previous Last Name</i>					<b>(Inaccurate information here will result in disqualification.)</b> <input type="checkbox"/> Yes <input type="checkbox"/> No	
Are you a former employee of the Bluegrass 911? If yes please give: <i>Last Date(s) of Employment</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 Bluegrass 911? If yes, please complete the following: (Continue listing relatives on a separate page if necessary)					<input type="checkbox"/> Yes <input type="checkbox"/> No	
If hired, are you authorized to work in the United States? For non citizens, a copy of your authorization to work issued by the U.S. Immigration and Naturalization Service must be submitted prior to appointment.					<input type="checkbox"/> Yes <input type="checkbox"/> No	



## EDUCATION AND TRAINING

### ELEMENTARY AND HIGH SCHOOL EDUCATION

Highest Grade Completed (choose one) <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/> 6 <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? <div style="text-align: center;"> <input type="checkbox"/> YES      <input type="checkbox"/> NO                 </div>	Name and Location of Last School Attended (High School, Junior High or Elementary) Name: _____ Location: _____
---	--	--

Indicate the **number** of courses completed in each subject:      \_\_\_algebra      \_\_\_biology      \_\_\_bookkeeping  
    \_\_\_ calculus      \_\_\_geometry      \_\_\_trigonometry

### Related Special Training (Correspondence, Business, Trades, Vocational, Armed Forces Schools, Etc.-provide original doc's for HR to copy)

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 - Bring original transcript with initial application\*\***

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

Major <b>Undergraduate</b> College Subjects	Credit Hours		Major <b>Graduate</b> College Subjects	Credit Hours	
	Semester	OR Quarter		Semester	OR Quarter

### RELATED LICENSES (provide current original for HR to copy)

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

### SKILLS

<input type="checkbox"/> Access	<input type="checkbox"/> Hansen	<input type="checkbox"/> Drafting	<input type="checkbox"/> Excel/Lotus	<input type="checkbox"/> Other software	Languages spoken and written <b>FLUENTLY</b>  _____  _____
<input type="checkbox"/> ORACLE	<input type="checkbox"/> GIS	<input type="checkbox"/> Auto Cad	<input type="checkbox"/> Word/WordPerfect	_____	
<input type="checkbox"/> Approach	<input type="checkbox"/> Typing_____wpm	<input type="checkbox"/> PowerPoint			

Also include specific software experience in your job descriptions.  
 Ask about PC skills exams and provide **original** certificates of courses completed.











**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 Shelby Sentinel <input type="checkbox"/>	County Bulletin Board <input type="checkbox"/>	High school <input type="checkbox"/>	I'm a County employee <input type="checkbox"/>
Trades Journal Which one? ____ <input type="checkbox"/>	Weekly job announcement <input type="checkbox"/>	Vocational/Trade School Which one? _____ <input type="checkbox"/>	Referred by County employee <input type="checkbox"/>
Radio Which station? __ <input type="checkbox"/>	Continuous recruitment list <input type="checkbox"/>	College Which one? _ <input type="checkbox"/>	Walk-in <input type="checkbox"/>
Television Which station? _ <input type="checkbox"/>	City bulletin board Where? _____ <input type="checkbox"/>	Minority referral source Which one? _____ <input type="checkbox"/>	Job Fair: _____ <input type="checkbox"/>
Other: _____ <input type="checkbox"/>	Other: _____ <input type="checkbox"/>	Other: _____ <input type="checkbox"/>	Other: _____ <input type="checkbox"/>