



## CITY OF FORT THOMAS, KENTUCKY APPLICATION – POLICE RECRUIT

### QUALIFICATIONS:

The City of Fort Thomas will be conducting a written examination for employment within the Police Department following the requirements of § 35.65 through § 35.74 of the City of Fort Thomas Code of Ordinances and, KRS Statutes. Applications are available at the City Building, 130 North Fort Thomas Avenue, Fort Thomas, Ky. 41075, during regular office hours of 8 A.M. to 4:30 P.M. For information, or to have an application mailed or faxed to you, call the City Clerk's Office at (859) 572-1202. (Melissa Kelly, City Clerk)

### EXAMINATION PROCEDURE FOR POLICE RECRUIT

As defined by City Ordinance and in compliance with Kentucky Revised Statutes, the City's employment procedure will consist of:

- 1) Application. The successful completion and timely submission of an application for employment.  
**Deadline for application submission will be Monday, September 23, 2011 at 4:30 p.m.**
- 2) Written Test. A test will be selected by the Police Chief and upon completion of the testing, the test will be returned to the testing company for grading and the provision of a list of the written scores.  
**Written test will be given on Saturday, October 1, 2011 at 9:00 a.m. at Highlands Middle School Cafeteria, 2350 Memorial Parkway, Fort Thomas, KY.**
- 3) Eligibility List. This list, consisting of the ten (10) highest scores, shall be valid for a period not exceeding two (2) years, at the discretion of the City. Whenever a vacancy occurs, the Police Chief will obtain approval from the Board of Council to begin the hiring process from the List.
- 4) Physical Agility Testing. Applicants receiving the ten (10) highest scores (including any ties) shall complete all requirements and successfully pass the POPS Standard physical agility test, as scheduled.
- 5) Oral Interviews. Finalists for the recruit position will participate in one or more Oral Interviews with the Mayor, Public Safety Committee, Police Chief, City Administrative Officer, and others as required. A conditional offer of employment will be presented to one of these finalists.
- 6) Background checks, Polygraphs, Psychological Examinations, and Medical Examinations will then be conducted for all finalists who receive a conditional offer of employment.

# CITY OF FORT THOMAS, KENTUCKY

## APPLICATION FOR POLICE DEPT. EMPLOYMENT

This application is a part of the examination process. Answer all questions carefully, completely, and accurately. Typing is preferred; neat printing is acceptable. Please attach all required or optional copies at time of submission to the City Clerk; or with permission, by date of test at sign-in.

- College Transcript or Diploma (OPTIONAL)
- Military Discharge - DD214 (OPTIONAL)
- Resume (OPTIONAL)
- Certificates, Awards, Commendations (OPTIONAL)
- Certification for Bonus Points Program (REQUIRED/PD)

NAME \_\_\_\_\_

SOCIAL SECURITY NO \_\_\_\_\_

DRIVERS LICENSE NO \_\_\_\_\_ STATE OF ISSUE \_\_\_\_\_

HOME ADDRESS \_\_\_\_\_ PHONE NO \_\_\_\_\_

\_\_\_\_\_ ZIP CODE \_\_\_\_\_

PRESENT EMPLOYER \_\_\_\_\_ PHONE NO \_\_\_\_\_

ADDRESS \_\_\_\_\_ JOB TITLE \_\_\_\_\_

\_\_\_\_\_ ZIP CODE \_\_\_\_\_

I prefer that they not be contacted.

ARE YOU A U.S. CITIZEN? \_\_\_\_\_ EVER BEEN BONDED? \_\_\_\_\_

ARE YOU AT LEAST 21 YEARS OF AGE? \_\_\_\_\_

HAVE YOU EVER WORKED FOR THE CITY OF FORT THOMAS? \_\_\_\_\_

HAVE YOU APPLIED/TESTED HERE BEFORE? \_\_\_\_\_ YEAR? \_\_\_\_\_

ARE YOU CURRENTLY A STATE CERTIFIED POLICE OFFICER? \_\_\_\_\_ EMPLOYED BY  
\_\_\_\_\_ POLICE DEPARTMENT (STATE, CITY, OR AGENCY)

POLICE AGENCY ADDRESS \_\_\_\_\_

\_\_\_\_\_ PHONE NO \_\_\_\_\_

IF APPLYING FOR LATERAL ENTRY, DO YOU HAVE 2 YRS. EXPERIENCE?

\_\_\_\_\_

DATES OF EMPLOYMENT: \_\_\_\_\_

**PRIOR EMPLOYMENT AND ADDRESSES**

List all prior employment for the past five years, but no less than two former jobs. If in the military please indicate Branch of Service, and locations where you served. If discharged, you may attach copy of DD214.

EMPLOYER/ADDRESS	JOB TITLE	FROM	TO
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

List all former addresses. Continue on reverse as needed.

FORMER ADDRESS	FROM	TO
_____		
_____		
_____		
_____		
_____		

**REFERENCES**

List four personal references who have known you for at least five years.

NAME	ADDRESS	PHONE NUMBER
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

**EDUCATIONAL BACKGROUND**

High School/City/State:

\_\_\_\_\_ Diploma: Y N  
\_\_\_\_\_ Diploma: Y N

College/City/State:

Major

\_\_\_\_\_ Degree: Y N  
\_\_\_\_\_ Degree: Y N

Continue on reverse as needed. TOTAL COLLEGE CREDIT HOURS: \_\_\_\_\_

DEGREE - MAJOR/MINOR: \_\_\_\_\_

ADDITIONAL WORK \_\_\_\_\_

**SPECIAL TRAINING**

List below any special training that would benefit a Police Dept., such as public speaking, teaching skills, related military assignments, computer skills, languages, experience dealing with the public, and so on.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Continue on reverse as needed; attach any certificates or diplomas.

**POLICE DEPT. EXPERIENCE**

If you have any prior experience with another Police Agency, give name/location of department and a brief summary of your progress and experiences with that department. Skills developed, rank achieved, awards, goals met, best part of job experience. Reason you left or would be willing to leave that Agency.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Continue on reverse as needed.

**ADA JOB PERFORMANCE ACCOMMODATION**

Are you able to perform the essential job functions for the position of Police Officer Recruit? If so, put Yes. If you do require an accommodation, as defined by the A.D.A., (Americans with Disabilities) please state how would you perform the tasks of the position and with what accommodation? Please explain; continue on reverse as needed.

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**VIOLATIONS RECORD**

Have you ever been convicted of a Felony? If so, give offense, date, location, and sentence.

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Do you, or have you in the past, used illegal drugs or controlled substances?

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List below all misdemeanor arrests and traffic citations for which you were convicted.

OFFENSE	CITY/ STATE	DATE	SENTENCE
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Continue below or on reverse as needed.

**WAIVER FOR BACKGROUND CHECKS**

The undersigned does hereby and herein, freely and voluntarily, certify that there are no willful misrepresentations or falsifications of any and all statements and answers to questions in this application. I am aware that, should investigation disclose misrepresentations or falsifications, my application may be rejected and I may be disqualified from applying in the future for any position in the service of the City of Fort Thomas, Kentucky. Furthermore, I authorize all persons, schools, companies, military branches, and law enforcement agencies to supply information concerning my background, and release them from any liability and responsibility arising from their doing so. I authorize the City of Fort Thomas, Kentucky, or its agents to investigate any of this information.

\_\_\_\_\_  
Written Signature

\_\_\_\_\_  
Date

**WAIVER FOR PHYSICAL AGILITY TEST**

The undersigned does hereby and herein, freely and voluntarily, agree to waive any and all liability as a result of participating in the Physical Agility tests administered to applicants in conjunction with the selection process while seeking employment as a member of one of the Departments of Safety (Police or Fire) for the City of Fort Thomas, Kentucky; holding the City of Fort Thomas, Kentucky, and/or its agents harmless from any claims arising therefrom.

\_\_\_\_\_  
Written Signature

\_\_\_\_\_  
Date

**CITY OF FORT THOMAS, KENTUCKY**  
**POLICE OFFICER RECRUIT**  
**LATERAL ENTRY APPLICATION**

Applicants for placement on the Police Department Recruit Eligibility List may qualify for bonus points on the written examination and lateral entry benefits authorized by the City of Fort Thomas. *To qualify for said bonus points, an applicant must have completed a minimum of two (2) years of service with a State Certified Law Enforcement Agency as a full time uniformed police officer. The two (2) year minimum must be completed prior to the date of the written examination.* Qualified applicants will receive bonus points in the amount of five percent (5%) of their total written score.

These bonus points will be added to the written score and shall constitute the applicant's final score for placement on the recruit eligibility list. *To qualify for said bonus points, an applicant must have written verification of their eligibility, authorized by the Chief of the Fort Thomas Police Department and must present this documentation prior to the written examination.* The City of Fort Thomas will act as the final authority in the determination of eligibility for bonus points pursuant to these requirements.

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Name: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Phone: \_\_\_\_\_

Law Enforcement Employment History -

Basic Academy Attended -- \_\_\_\_\_

Copy attached

Police Agency Employed by -- \_\_\_\_\_

Dates of Employment -- \_\_\_\_\_

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Verified by -- \_\_\_\_\_

Michael G. Daly, Chief of Police, Fort Thomas Police Department

Date -- \_\_\_\_\_

## PHYSICAL TRAINING STANDARDS POLICE RECRUIT CANDIDATES

### WHAT TEST STANDARDS MUST BE MET?

Each test is scored separately and standards must be met on each test. This POPS Standard Testing will take place at the Fort Thomas City Building, 130 N. Ft. Thomas Avenue and the running portion will be held at the track in Tower Park. The test will be supervised by members of the Police Department. You may get additional information from Lieutenant Rich Whitford, 859-441-6562. The City of Fort Thomas Police Department uses the Exit Standards as part of the testing process. There are five (5) physical fitness tests that will be given, as follows:

TEST	TESTING STANDARDS
1 Repetition Maximum Bench Press	73% of body weight
1 Min. Sit-up	18
300 Meter Run	65 seconds
Maximum Push-up	25
1.5 Mi. Run	Under 16:15

The procedure and order for testing will be as follows:

1. Warm up for 3 minutes.
2. Test One Repetition Maximum Bench Press.      Rest for 5 minutes.
3. Test One Minute Sit-up.      Rest for 15 minutes.
4. Test 300 Meter Run.      Rest for 15 minutes.
5. Test Maximum Push-up.      Rest for 30 minutes.
6. Warm up for 2 minutes.
7. Test in the 1.5 Mile Run.
8. Cool down for 5 minutes.

### WHY IS PHYSICAL FITNESS IMPORTANT?

First, physical fitness is important because the five (5) areas of the testing determine an individual's capability to do strenuous job tasks. Second, physical fitness is important to minimize health risks for problems such as heart disease, stroke and obesity—all of which can affect job performance capabilities.