



Todd Justice
Chief of Police

NICHOLASVILLE POLICE DEPARTMENT
510 North Main Street
Nicholasville, Kentucky 40356
(859) 885-9467
police@nicholasville.org



State Accredited Law
Enforcement Agency

Appendix B

Instruction Sheet and General Information

1. Your application must be typed or printed legibly (in **black** ink only).
2. **Follow all instructions on the application exactly.** Failure to do so could result in your being disqualified from the application process.
3. Your application must be filled out completely. If a question does not apply to you, mark that question "N/A" (not applicable). *If there are any unanswered questions, your application will be considered incomplete and you will be disqualified from the application process.*
4. If you need more room to answer any question, please attach a separate sheet of paper and clearly identify the question to which you needed more room.
5. Enclose a copy of the following when submitting your application: *(if any of the applicable items are missing, your application will be considered incomplete.)*
 - ✓ Social Security Card
 - ✓ Valid Operator's License with picture ID (with current address)
 - ✓ Birth Certificate
 - ✓ High School Diploma (or GED equivalent)
6. If any of the following apply to you, enclose a copy when submitting your application: *(if any of the applicable items are missing, your application will be considered incomplete.)*
 - ✓ College Degree (if applicable)
 - ✓ Military Discharge Form [DD214] (if applicable)
 - ✓ Police Basic Training Certificate with Class No. (if applicable)
7. Your application will be thoroughly reviewed. If you are a potential candidate, you **will be notified by mail** of the testing dates and times. With regards to testing, details can be found in the Employment Procedures for Police Officers that is attached to this application packet. Do **NOT** call the Police Department with regards to the status of your application.

CITY OF NICHOLASVILLE

Position Description

Class Title: Police Officer Recruit
Department: Police
Supervisor: Police Lieutenant / Police Sergeant / Police Corporal
Supervises: None

Class Characteristics: Under supervision of the shift supervisor, performs general duty police work in the enforcement of federal, state, and local law and ordinances to protect individual rights, protect life and property, prevent and suppress crime, and identify and apprehend criminal offenders; performs community service activities; performs related work as required.

General Duties and Responsibilities

Essential:

1. Patrols a designated area on foot or in radio equipped vehicle to enforce federal, state, and local laws, administrative regulations and ordinances, and to prevent and/or discover the commission of crime.
2. Responds to calls received during shift; investigates suspicious conditions and complaints; makes arrest of persons found to be in violation of the law.
3. Issues citations.
4. Testifies as a witness in court.
5. Serves summons and subpoenas.
6. Renders assistance to citizens and the public as needed.
7. Investigates reports of stolen property; recovers and returns lost or stolen property.
8. Conducts follow-up investigations of homicides and thefts.
9. Transports prisoners.
10. Investigates complaints of bogus checks and forgeries.
11. Investigates complaints of crimes committed by juveniles, and investigates places, areas and conditions that cause juvenile delinquency.
12. Provides traffic control services in connection with school crossing, inoperative electronic traffic control devices, accidents, parades, and special events.
13. Maintains public order in crowds, parades, funerals or other public gatherings.
14. Prepares written reports on shift activities.
15. Assists ambulance and fire services in emergency situations.
16. Renders first-aid.
17. Administers breathalyzer tests.
18. Investigates accidents and prepares reports.
19. Participates in continuing education classes.
20. May perform special related duties in special details or administrative services.

Nonessential: None.

DESIRABLE QUALIFICATIONS

Training and Experience:

1. Graduation from high school or equivalent (GED).
2. Must be KLEEC certified.

Special Knowledge, Skills, and Abilities

Knowledge:

1. Knowledge of, or ability to learn, federal, state, and local laws, administrative regulations and ordinances.
2. Knowledge of, or ability to learn, modern police principals, practices, and methods.
3. Knowledge of, or ability to learn, the geography of the city.
4. Knowledge of first-aid.
5. Knowledge of preventive maintenance requirements for vehicle and equipment.

Skills:

1. Skill in the use of firearms.
2. Excellent communication skills.

Abilities:

1. Ability to remember names, faces, and details of incidents.
2. Ability to analyze situations and to adopt a quick, effective, and reasonable course of action with regard to surrounding hazards and circumstances.
3. Ability to prepare clear and comprehensive reports.
4. Ability to learn the safe and proper use of firearms.
5. Ability to establish and maintain effective working relationships with city officers and employees, other police departments/agencies, and the general public.
6. Physical strength and agility; excellent physical condition.

ADDITIONAL INFORMATION

Instructions: Initially instructions are detailed and specific, but become more general with training and experience.

Processes: Work varies slightly and seldom; required to take different, new or unusual approaches in completing job duties.

Review of Work: Initially all work is reviewed by supervisor; but review is less often as determined by the supervisor.

Analytical Requirements: Decisions based on wide knowledge and application of advanced techniques/concepts are required.

Physical Demands: Work is generally performed outdoors regardless of weather conditions: intermittent sitting, standing, walking, climbing, bending, carrying, stretching and/or stooping required; must be able to lift objects weighing in excess of twenty-five pounds; must be able to physically restrain individuals when required; must operate police cruiser in emergency situations; exposed to noise, fumes, all weather conditions.

Tools and/or Equipment Used: Police cruiser, firearm, baton, handcuffs, pepper spray, radio, camera, intoxilizer, PBT, normal office equipment (telephone, computer, etc.)

Contacts: Frequent public and internal contacts requiring tact and diplomacy are requirements of the job.

Confidential Information: Regular use of confidential information.

Mental Effort: Heavy

Interruptions: Constant

Special Licensing Requirements: Must possess and maintain a valid driver's license issued by the Commonwealth of Kentucky.

Availability: Must be able to work irregular shifts. Must be able to respond to calls in emergency situations at all hours.

Certification Requirements: Must have ability to complete required basic training during the first year of employment as a Police Officer, and must complete required annual training.

Additional Requirements: See KRS Chapter 95 for additional requirements.

Overtime Provision: Non-Exempt.



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IMPORTANT INFORMATION FOR POLICE OFFICER CANDIDATES

There is no transfer policy into the Nicholasville Police Department. Everyone must go through the procedures outlined above, provided they meet the requirements. Any applicant/candidate who has engaged in fraud or made a misstatement of material fact on their application and/or examination shall have his or her name removed from the register.

During the employment process, it is the responsibility of the applicant to notify the Records Division, by phone at (859) 885-9467 or in writing, of any changes in **address** or **telephone number** immediately. If at any time, the applicant should desire to have his or her name removed from consideration in the employment process, the applicant should notify the Nicholasville Police Department immediately.

TATTOO POLICY: The display of any unprofessional or offensive body art, tattoos, brands, images, phrase and/or other expressions (e.g. racial, sexual, gang related, etc.) shall not be tolerated. Members must be free of tattoos/brands that would be visible on the face, hands, head, or neck while wearing uniform apparel inclusive of short sleeve shirts and/or shorts, as well as civilian attire while on duty. Officers may be required to cover body art, tattoos, brands, images, and/or expressions on their arms or legs while in uniform. The Chief or his designee will have the final judgment on what is considered unprofessional or offensive, what must be covered, or what is considered acceptable.

EMPLOYMENT PROCEDURES FOR POLICE OFFICER CANDIDATES

1. **Written Examination:** The written examination is available to all applicants who submit an application for the position of Police Officer. The applicant will be notified in writing concerning the date, time, and location for this test. The written examination for Police Officer is designed to measure the knowledge, abilities, and aptitudes an individual must possess to be successful in the job. The written examination is a multiple-choice test and is utilized to determine applicants eligible to continue in the selection process. If a passing score is not obtained, an applicant must wait until the next process before retaking the test.

2. **Physical Fitness Examination:** Candidates passing the written examination immediately proceed to the entry-level physical fitness examination. The candidate must sign a physical fitness waiver form at the testing site before taking the physical fitness examination. Failure to sign the waiver will automatically eliminate the candidate from continuing in this process.

The minimum scores are based on the Peace Officer Professional Standards and Certification Act of 1998, which are approved by the Kentucky Law Enforcement Council (KLEC), and can be found in the "Kentucky Law Enforcement, Physical Training Standards" booklet. The physical fitness examination consists of five (5) events:

- a) **ONE REPETITION MAXIMUM (RM) BENCH PRESS** - This is a test to measure the absolute strength of the upper body. This test consists of lying on a bench and pushing up at least 64% of the candidate's body weight one time.

- b) **SIT-UP TEST** - This is a test to measure the abdominal or trunk muscular endurance. While lying on the ground, the candidate must do as many bent-leg sit ups as possible. The candidate must do at least 18 sit ups to pass this event.
- c) **PUSH UP TEST** – This is a test to measure the candidate’s upper muscular endurance. The candidate must do at least 20 push ups to pass this event.
- d) **300-METER RUN** - This is a test to measure anaerobic power or the ability to make an intense burst of effort for a short period or distance. This test consists of sprinting 300 meters in 65 seconds or less.
- e) **1.5 MILE RUN** - This is a test to measure aerobic power or cardiovascular endurance (the ability to have stamina over time). This test consists of running/walking, as fast as possible, the distance of 1.5 miles in 17:12 (seventeen minutes/12 seconds) or less.

NOTE: The candidate must pass all five (5) events in order to successfully pass the entry-level physical fitness testing requirements and to be eligible to continue in the recruitment process.

Candidates will be required to pass another physical fitness examination, pre-employment for Peace Officer Professional Standards (POPS) Phase I. In addition, candidates will be required to pass another physical fitness examination for successful completion of the Basic Training Academy. This mandatory physical fitness testing will occur prior to graduation. Failure to meet with the established standards could result in termination. Further details will be given upon employment.

3. **Oral Examination:** Those candidates successfully completing the physical fitness examination will be invited to the oral interview portion of the testing process. The oral examination consists of a panel of six (6) individuals from within the Police Department and citizens from the community. The panel will ask each candidate the same questions concerning their previous experience, training and knowledge for successful performance as a Police Officer. These questions are based on job-related duties and responsibilities and each panel member will independently score each candidate at the conclusion of their oral examination. The scores awarded to the candidate by the panel members' will be combined to obtain the raw score for the oral examination.

4. **Background Investigation:** Those candidates who successfully complete the oral examination will be scheduled for a complete background investigation including educational and work experience, police record check, and reference verification on selected candidates. A candidate must successfully complete this process in order to be ranked on the “academy register” for Police Officer.

5. **Physical Agility / Psychological Suitability Screening (POPS Phase I)** - A psychological suitability screening test will be administered by the Kentucky Law Enforcement Council in Richmond as part of the Peace Officers Professional Standards along with a the Physical Agility Test. The Physical Agility test consists of the following:

KLEC Physical Agility Standards	
Bench Press	64% of body weight
Sit-Ups	18
300 Meter Run	65 seconds
Push-Ups	20
1.5 Mile	Maximum time allowed 17:12

Not all of the successful candidates will be sent for Phase I, the number of candidates sent will be based on the number of available positions. Candidates successful with Phase I will receive a tentative job offer contingent on their successful completion of POPS Phase II and the medical exam.

6. **Polygraph Examination / Drug Screening (POPS Phase II)** - A polygraph examination will be administered by the Kentucky Law Enforcement Council in Richmond as part of the Peace Officers Professional Standards along with a Drug Screen.

7. **Register:** Successful candidates will be placed on the academy register based on their numerical rankings. A candidate may remain on the register for a period not to exceed one (1) year from the date of successful completion of the written examination or until such time that the Chief of Police terminates the list. Names of eligible candidates will be sent to the office of the Chief of Police for use in establishing the Rule of Three.

8. **Rule of Three:** When vacancies arise in the Police Department, the Police Chief shall request names from the register. He shall select for appointment to the academy a number of candidates equal to the number of vacancies in the rank of police officer. The Chief shall recommend for each vacancy one (1) of the three (3) top ranking candidates.

The Chief shall use the “rule of three” in making selections. The “rule of three” is a review of the polygraph, background investigation, and psychological suitability screening of each eligible candidate according to their ranking. Each ranked candidate will be reviewed at least three (3) times by the Police Chief for appointment. If after three reviews the candidate is not selected, the candidate’s name shall be returned to the register.

10. **Medical Examination:** A medical examination will be given to those candidates recommended for appointment by the Police Chief. Those candidates recommended must successfully pass the medical examination. The medical examination will be job related and will include drug/illegal substance screening, which must be successfully completed before any candidate’s name can be submitted to the Nicholasville City Commission for ratification. In addition, under OSHA Standards 29 CFR 1910.1030, all individuals who would possibly be exposed to Hepatitis based on their job duties will be offered immunization at no cost after their first day of employment.

11. **Recommendation:** After the aforementioned requirements have been met, the Police Chief shall forward his recommendation of appointments to the Nicholasville City Commission.

12. **Academy:** Candidates successful to this point will be scheduled in the next available academy class the Department of Criminal Justice Training in Richmond.

POLICE OFFICER APPLICATION

The following information is required of you for verification and contact purposes. Please print or type – in black ink **ONLY**

Last Name First Middle

Other Names (including nicknames) that you have used or been known by: _____

Address

City State Zip

Home Phone _____ Work Phone _____

Birthdate _____

E-Mail Address _____

You must be a citizen of the United States or a permanent resident alien who is eligible for and has applied for Citizenship to be employed by the Nicholasville Police Department. Can you provide such documentation? Yes No

Social Security Number _____ - _____ - _____ (In accordance with the Federal Privacy Act of 1974, disclosure is voluntary. The SSN will be used for identification purposes only, to ensure that proper records are obtained.)

For identification purposes, please provide the following:

Height _____ Weight _____ Hair color _____ Eye Color _____

Scars, Tattoos*, or other distinguishing marks:

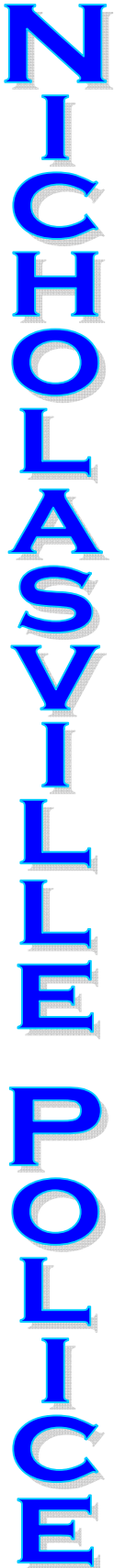
The display of any unprofessional or offensive body art, tattoos, brands, images, phrase and/or other expressions (e.g. racial, sexual, gang related, etc.) shall not be tolerated. Members must be free of tattoos/brands that would be visible on the face, hands, head, or neck while wearing uniform apparel inclusive of short sleeve shirts and/or shorts, as well as civilian attire while on duty. Officers may be required to cover body art, tattoos, brands, images, and/or expressions on their arms or legs while in uniform. The Chief or his designee will have the final judgment on what is considered unprofessional or offensive, what must be covered, or what is considered acceptable.

DO NOT ANSWER THE FOLLOWING QUESTION UNLESS YOU HAVE BEEN INFORMED OF THE REQUIREMENTS OF THE POSITION OF “POLICE OFFICER RECRUIT.”

Are you capable of performing in a reasonable manner, with or without a reasonable accommodation, the activities involved in the job or occupation for which you have applied? (A description of the activities involved in the position of “Police Officer Recruit” is attached to the front of this application.) Please check only one: Yes No

Signature of Applicant

Date



RELATIVES, REFERENCES, AND ACQUAINTANCES

During the course of the background investigation, persons who know you will be asked to comment upon your suitability for the position of peace officer. Inquiries will be confirmed to job relevant matters.

Please supply the appropriate information in the spaces provided below. If a category is not applicable, write 'N/A.' If parents are deceased, please not "Deceased" in the appropriate box.

If living, Name of Your:	Address where person may be contacted (include City, State, and Zip Code)	Telephone Number where person maybe contacted
Father		
Mother		
Spouse (or significant other)		
Children		
Former Spouse (s)		
Step-father		
Step-mother		
Father-in-law		
Mother-in-law		

In the space below, please list 3 to 5 References. These should be individuals who have knowledge of you and your qualifications, EXCLUDE FAMILY MEMBERS.

Name	Address where person may be contacted (include City, State, and Zip Code)	Telephone Number where person maybe contacted

RESIDENCES

Individuals, who have become acquainted with you by reason of your residing in different locations, are often helpful in providing useful information during the background investigation. Please list all of your residences during the last ten (10) years and those individuals with whom you resided. Begin with your most current residence, and list NO information prior to your 15th birthday.

Address of Residence	City & State & Zip Code	Dates (mo. & yr.)		Individuals Residing with You
		From	To	

EDUCATION

The Commission on Peace Officer Standards and Training requires a peace officer to possess a high school diploma or its equivalent. Please indicate all the high schools and college or universities that you have attended and any degrees obtained while attending. A review of your school records may be made in conjunction with the background investigation.

Name of School	Location of School (City & State)	Dates Attended		Degree Earned (if applicable) or Hours
		From	To	

Have you ever been suspended or expelled from any high school or post-secondary school? (Post-secondary schools include colleges and universities, graduate schools, business and vocational schools – any formal education beyond the high school level.) Yes No

If “Yes”, please explain (include which school, date, and the circumstances.) _____

MILITARY SERVICE

Have you ever served in the Armed Forces, National Guard, or Military Reserves? Yes No

If YES, please supply the following information:

Branch of Service	Service Number	Dates of Service	Type of Discharge

Are you currently participating in Military Reserves or National Guard program? Yes No

Have you ever been the subject of any judicial or non-judicial disciplinary action while in the military, National Guard, or military reserve? Yes No If YES, please give details: _____

EXPERIENCE AND EMPLOYMENT

BEGINNING WITH YOUR MOST CURRENT EMPLOYMENT, please list all jobs (including part-time, temporary, and voluntary positions) you have held in the past 10 years. (For the purposes of this personal history statement, voluntary work should be included as employment.) For identification and verification, please indicate the nature of the activity, e.g. full-time, part-time, or voluntary. If you have been intervening periods of military service or employment, please list those periods in sequence in the spaces provided.

Dates of Employment		Name & Address of Employer	Name of Supervisor	
From Mo. / Yr.	To Mo. / Yr.			
			Name of Co-Workers	
Title or Duties (for identification purposes)			Telephone No.	
<input type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time <input type="checkbox"/> Voluntary <input type="checkbox"/> Military Service <input type="checkbox"/> Not Employed				
REASON FOR LEAVING:				

Dates of Employment		Name & Address of Employer	Name of Supervisor	
From Mo. / Yr.	To Mo. / Yr.			
			Name of Co-Workers	
Title or Duties (for identification purposes)			Telephone No.	
<input type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time <input type="checkbox"/> Voluntary <input type="checkbox"/> Military Service <input type="checkbox"/> Not Employed				
REASON FOR LEAVING:				

Dates of Employment		Name & Address of Employer	Name of Supervisor	
From Mo. / Yr.	To Mo. / Yr.			
			Name of Co-Workers	
Title or Duties (for identification purposes)			Telephone No.	
<input type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time <input type="checkbox"/> Voluntary <input type="checkbox"/> Military Service <input type="checkbox"/> Not Employed				
REASON FOR LEAVING:				

Dates of Employment		Name & Address of Employer	Name of Supervisor
From	To		
Mo. / Yr.	Mo. / Yr.		Name of Co-Workers
Title or Duties (for identification purposes)			Telephone No.
<input type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time <input type="checkbox"/> Voluntary <input type="checkbox"/> Military Service <input type="checkbox"/> Not Employed			
REASON FOR LEAVING:			

Dates of Employment		Name & Address of Employer	Name of Supervisor
From	To		
Mo. / Yr.	Mo. / Yr.		Name of Co-Workers
Title or Duties (for identification purposes)			Telephone No.
<input type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time <input type="checkbox"/> Voluntary <input type="checkbox"/> Military Service <input type="checkbox"/> Not Employed			
REASON FOR LEAVING:			

Dates of Employment		Name & Address of Employer	Name of Supervisor
From	To		
Mo. / Yr.	Mo. / Yr.		Name of Co-Workers
Title or Duties (for identification purposes)			Telephone No.
<input type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time <input type="checkbox"/> Voluntary <input type="checkbox"/> Military Service <input type="checkbox"/> Not Employed			
REASON FOR LEAVING:			

Dates of Employment		Name & Address of Employer	Name of Supervisor
From	To		
Mo. / Yr.	Mo. / Yr.		Name of Co-Workers
Title or Duties (for identification purposes)			Telephone No.
<input type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time <input type="checkbox"/> Voluntary <input type="checkbox"/> Military Service <input type="checkbox"/> Not Employed			
REASON FOR LEAVING:			

Would any problem result if your present employer was contacted during the course of the background investigation?
 Yes No

Have you ever filed a claim for Worker's Compensation? Yes No

Have you ever had any extended absences from work for reasons other than earned vacation? Yes No

Have you ever been fired or asked to resign from any place of employment? Yes No

Have you ever been successful or unsuccessful candidate for another position requiring peace officer powers? Yes No

If you have answered YES to any of the above questions, please explain: _____

LEGAL

If you have ever been arrested or convicted for any crime (excluding traffic citations), please give the following information:
 (The fact that your record may have been affected by a sealing or by an expungement, a release, or a pardon has specific legal implications as to how you should answer this question.)

Have you ever been placed on court probation as an adult? Yes No

Have you ever been reported to a law enforcement agency as a missing person or a runaway? Yes No

Are you now or have you ever been involved as a plaintiff or defendant in any civil court action? Yes No

Do you consider yourself a light, moderate, or heavy drinker? Light Moderate Heavy

What do you usually drink? Beer Wine Liquor

Do you frequent any particular lounges, clubs, or taverns? Yes No

How much do you consume in an average week? _____

How many times have you been under the influence of alcohol and/or drugs in the last twelve (12) months? _____

When were you last under the influence of alcohol and/or drugs in the last twelve (12) months? _____

How many times have you driven while under the influence of alcohol and/or drugs in the last twelve (12) months? _____

Has your use of alcohol and/or drugs resulted in any problems for you (ie. Family distress, missed work, arrests)? _____

Have you ever tried, experimented, or used any of the following illegal drugs or substances?

Drug	Yes / No	# of Times Used	Last Time (Month / Year)
Marijuana			
Hashish			
Speed			
Heroin			
Mushroom			
Peyote			
L.S.D.			
Cocaine / Crack			
PCP			
Ecstasy			
Methamphetamine			

List in detail any prescription drugs, other drugs or substances: _____

If you have answered YES to any of the above questions (other than in the chart), please give details: _____

MOTOR VEHICLE OPERATION

Operation of a motor vehicle is an important part of the position of peace officer. An investigation into your driving history will be made through the course of the background investigation. To expedite this procedure, please supply the following information:

Kentucky Driver's License No. _____ Expiration Date: _____

Name which license was granted: _____

Please list other states where you have been licensed to operate a motor vehicle

FULL name under which license was granted	State

Kentucky law requires that operators and owners of motor vehicles be covered by automobile liability insurance. Therefore, please list the current liability insurance you have with your motor vehicles.

Company	Address	Policy Numbers	Date of Expiration

Please list all traffic citations (exclude parking citations).

Nature of Violation	Location (City & State)	Date (Mo. & Yr.)	Action Taken

Have you ever been refused insurance for any reason other than failure to pay for a premium? Yes No

Have you ever been refused a driver's license by any state? Yes No

If YES to any of the above questions, please give details: _____

Have you ever been involved as a driver in a motor vehicle accident during the last ten (10) years? Yes No

If YES, please complete the following for the last ten (10) years:

Date: _____	Police Investigation?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Location: _____	Injury Accident?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Date: _____	Police Investigation?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Location: _____	Injury Accident?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Date: _____	Police Investigation?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Location: _____	Injury Accident?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Date: _____	Police Investigation?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Location: _____	Injury Accident?	<input type="checkbox"/> Yes <input type="checkbox"/> No

FINANCIAL

The management of personal finances is relevant to an individual's qualifications for the position of peace officer. Therefore, please be complete and accurate when filling in the financial statement. The amount of indebtedness in itself will not be used in evaluating your qualifications, but rather the behavior exhibited in meeting your financial obligations.

Have you every filed for or declared bankruptcy or filed for Wage Earner's Plan? Yes No

Have any of your bills been turned over to a collection agency? Yes No

Have you ever had purchased goods repossessed? Yes No

Have your wages ever been garnished? Yes No

Have you ever been delinquent on income or other tax payments? Yes No

Current Monthly Income

Current Monthly Expenditures

Monthly Salary		
Spouse's Salary		
Other Monthly Income:		
TOTAL MONTHLY INCOME		

Real Estate (Mortgage) Payments		
Rent		
Other Monthly Payments:		
TOTAL MONTHLY EXPENDITURES		

Current Assets

Current Liabilities

Savings		
Checking		
Real Estate		
Stocks & Bonds		
Life Insurance (cash value)		
Automobiles		
Other Assets:		
TOTAL ASSETS		

Real Estate Indebtedness		
Long Term Loans		
Charge Accounts		
Other Liabilities		
TOTAL LIABILITIES		

GENERAL

Have you ever applied for a permit to carry a concealed weapon? Yes No

If YES, please provide the following information: Permit Granted? Yes No Date: _____

Name of Law Enforcement Agency: _____

Purpose for obtaining Permit: _____

CERTIFICATION OF ACCURACY

I hereby certify that all statements made in this application are true and complete, and I understand that any misstatements of material facts will subject me to disqualification or dismissal.

Signature of Applicant

Date



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**AUTHORIZATION FOR RELEASE OF:
PERSONAL INFORMATION**

I, _____, (*Print Name*) do hereby authorize a review of and full disclosure of all records concerning myself to any duly authorized agent of the City of Nicholasville, Nicholasville, Kentucky whether the said records are of a public, private or confidential nature.

The intent of this authorization is to give my consent for full and complete disclosure of the records of personal nature, including employment and pre-employment records, background reports, efficiency ratings, complaints or grievances filed by or against me and the records and recollections of Attorneys at Law, or of other counsel, whether representing me or another person in any case, either of criminal or civil, in which I presently have had an interest.

I understand that any information obtained by a personal history background investigation, which is developed directly or indirectly, in whole or in part, upon this release authorization, will be considered in determining my suitability for employment by the City of Nicholasville, Kentucky. I also certify that any person(s) who may furnish such information concerning me shall not be held accountable for giving this information; and I do hereby release said person(s) from any and all liability, which may be incurred as a result of furnishing such information.

A photocopy of this release form will be valid as an original thereof, even though the said photocopy does not obtain an original writing of my signature.

Signature of Applicant (include maiden name)

Date of Signature

Street Address

Operator License Number

City, State, and Zip

Home Telephone Number

Date of Birth

Social Security Number



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**AUTHORIZATION FOR RELEASE OF:
CREDIT INFORMATION**

I, _____, (*Print Name*) do hereby authorize a review of and full disclosure of all records concerning myself to any duly authorized agent of the City of Nicholasville, Nicholasville, Kentucky whether the said records are of a public, private or confidential nature.

The intent of this authorization is to give my consent for full and complete disclosure of the records of financial or credit institutions, including records of loans, the records of commercial or retail credit agencies (including credit reports and/or ratings); and other financial statements and records wherever filed.

I understand that any information obtained by a credit history background investigation, which is developed directly or indirectly, in whole or in part, upon this release authorization, will be considered in determining my suitability for employment by the City of Nicholasville, Kentucky. I also certify that any person(s) who may furnish such information concerning me shall not be held accountable for giving this information; and I do hereby release said person(s) from any and all liability, which may be incurred as a result of furnishing such information.

A photocopy of this release form will be valid as an original thereof, even though the said photocopy does not obtain an original writing of my signature.

Signature of Applicant (include maiden name)

Date of Signature

Street Address

Operator License Number

City, State, and Zip

Home Telephone Number

Date of Birth

Social Security Number



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State Accredited Law
Enforcement Agency

**AUTHORIZATION FOR RELEASE OF:
UNITED STATES MILITARY RECORDS / INFORMATION**

It is the determination of the Kentucky Law Enforcement Council that the information requested with regards to military records / information is necessary in order to fully and adequately evaluate applicants for Peace Officer positions, under **Kentucky 98 RS House Bill 455, "Peace Officer Professional Standards."** This investigation is required to determine suitability for the position of Peace Officer.

I, _____, (*Print Name*) do hereby authorize a review of and full disclosure of all military records / information concerning myself to any duly authorized agent of the City of Nicholasville, Nicholasville, Kentucky whether the said records are of a public, private or confidential nature.

The intent of this authorization is to give my consent for full and complete disclosure of the records. I understand that any information obtained by a military background investigation, which is developed directly or indirectly, in whole or in part, upon this release authorization, will be considered in determining my suitability for employment by the City of Nicholasville, Kentucky. I also certify that any person(s) who may furnish such information concerning me shall not be held accountable for giving this information; and I do hereby release said person(s) from any and all liability, which may be incurred as a result of furnishing such information.

A photocopy of this release form will be valid as an original thereof, even though the said photocopy does not obtain an original writing of my signature.

Signature of Applicant (include maiden name)

Date of Signature

Street Address

Operator License Number

City, State, and Zip

Home Telephone Number

Date of Birth

Social Security Number