



# WOODFORD COUNTY SHERIFF'S OFFICE

103 S. Main St. - Versailles, KY 40383 - (859)873-3119

Application for Employment · Equal Opportunity Employer

Date: \_\_\_\_\_

Name: \_\_\_\_\_  
Last First Middle

Address \_\_\_\_\_  
Number Street City State Zip Code

Phone: Home: \_\_\_\_\_ Cell: \_\_\_\_\_ SSN: \_\_\_\_\_

E-mail: \_\_\_\_\_

Driver's License Number: \_\_\_\_\_

Positions Applying for: \_\_\_\_\_

What other work can you do: \_\_\_\_\_

Hobbies: \_\_\_\_\_

Are you a current participant or retired from any of the Kentucky Retirement Systems?

Yes \_\_\_ No \_\_\_ If so, what system: \_\_\_\_\_

Have you filed an application here before? Yes \_\_\_ No \_\_\_ If yes, give date: \_\_\_\_\_

Have you ever been employed here before? Yes \_\_\_ No \_\_\_ If yes, give date: \_\_\_\_\_

Are you employed now? Yes  No  May we contact your present employer? Yes  No

Are you prevented from lawfully becoming employed in this country because of Visa or Immigration Status?  
Yes  No  (Proof of citizenship or immigration will be required upon employment.)

On what date would you be available for work? \_\_\_\_\_

Are you available to work:  Full  Part-time  Seasonal

Are you on lay-off and subject to recall? Yes  No

Can you perform the essential functions of the position for which you are applying? Yes  No

What equipment can you operate pertaining to the job you are applying for?

## FIELD I: CRIMINAL CONVICTIONS

Have you ever been convicted of an offense against the law or forfeited collateral or are you now under charges for any offense against the Law except (1) traffic violations for which you paid a fine \$65.00 or less; and (2) any offense committed before your 18th birthday which was finally adjudicated in a juvenile court or under a Youth Offender law? Yes  No

### CONVICTIONS FOR ALL APPLICANTS

Have you ever been convicted of a felony? Yes  No

While in the military service were you ever convicted by a general court-martial? Yes  No  N/A

If your answer is "Yes", give details below. Show for each offense:

(1) date, (2) charge, (3) place, (4) court, and (5) action taken.

NOTE: A conviction does not automatically mean you cannot be appointed. What you were convicted of, and how long ago, are important. Give all of the facts so that a decision can be made. Use additional sheets of paper if necessary.

## FIELD II: EDUCATION

	Name of Institution	From	-	Thru	Degree/Subject/Yrs Completed
High School	_____	_____	-	_____	_____
College	_____	_____	-	_____	_____
College	_____	_____	-	_____	_____
Other	_____	_____	-	_____	_____
Other	_____	_____	-	_____	_____
Training	_____	_____	-	_____	_____
Certification	_____	_____	-	_____	_____
Certification	_____	_____	-	_____	_____
Certification	_____	_____	-	_____	_____

**FIELD III: EMPLOYMENT HISTORY**

Present or Last Employer

\_\_\_\_\_

Address

\_\_\_\_\_

Supervisor

\_\_\_\_\_

From - Thru

Reason for leaving

\_\_\_\_\_

Title/Occupation

\_\_\_\_\_ - \_\_\_\_\_

Wages

\_\_\_\_\_

Nature of Work Done

\_\_\_\_\_

Next Previous Employer

\_\_\_\_\_

Address

\_\_\_\_\_

Supervisor

\_\_\_\_\_

From - Thru

Reason for leaving

\_\_\_\_\_

Title/Occupation

\_\_\_\_\_ - \_\_\_\_\_

Wages

\_\_\_\_\_

Nature of Work Done

\_\_\_\_\_

Next Previous Employer

\_\_\_\_\_

Address

\_\_\_\_\_

Supervisor

\_\_\_\_\_

From - Thru

Reason for leaving

\_\_\_\_\_

Title/Occupation

\_\_\_\_\_ - \_\_\_\_\_

Wages

\_\_\_\_\_

Nature of Work Done

\_\_\_\_\_

Next Previous Employer

\_\_\_\_\_

Address

\_\_\_\_\_

Supervisor

\_\_\_\_\_

From - Thru

Reason for leaving

\_\_\_\_\_

Title/Occupation

\_\_\_\_\_ - \_\_\_\_\_

Wages

\_\_\_\_\_

Nature of Work Done

\_\_\_\_\_

## FIELD IV: CHARACTER REFERENCES

Name	Address	Phone #	Business #
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

State any additional information you feel may be helpful in considering your application in the provided space.

# WOODFORD COUNTY SHERIFF'S OFFICE

PLEASE READ THIS CAREFULLY BEFORE SIGNING CERTIFICATION:

Have you been completely truthful to all questions asked? Keep in mind the Woodford County Sheriff's Office **VERIFIES** the information given to further evaluate applicant(s) and to insure the information furnished by the applicant(s) has been truthful to the best of his or her knowledge.

I hereby certify that every statement made on this questionnaire is true and complete to the best of my knowledge. I understand that any false, misleading or incomplete answer may be grounds for not employing me or for dismissing me after I begin work. I understand I may be required to verify all information given on this questionnaire. Employment will be contingent upon result of a complete character/background investigation. I also understand that all appointments are probationary for a period of one year, during which time I must demonstrate my fitness for continued employment by the Woodford County Sheriff's Office.

All employees hired by the Woodford County Sheriff's Office are subject to work schedules that may include any day of the week, (Monday through Sunday); (Holidays); and a scheduled shift dictated by management. Any employee hired by the Woodford County Sheriff's Office may be scheduled to work at any work station that is dictated by management.

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Date

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Signature of Applicant

**APPLICANT RELEASE OF CREDIT, PRIOR EMPLOYMENT AND CRIMINAL RECORDS:** I FOREVER RELEASE AND DISCHARGE THE WOODFORD COUNTY SHERIFF'S OFFICE, MY PREVIOUS EMPLOYERS, AND THEIR RESPECTIVE AGENTS AND ANY INDEPENDENT CONTRACTORS FROM ANY CLAIMS, DAMAGES, LOSSES, LIABILITIES, COST AND EXPENSES RELATED TO GATHERING AND REPORTING INFORMATION ABOUT MY CREDIT INFORMATION, PRIOR EMPLOYMENT, AND CRIMINAL RECORD PURSUANT TO THIS RELEASE AND FROM ANY OTHER CHARGES OR COMPLAINTS FILED WITH ANY AGENCY RELATED TO OBTAINING AND/OR REPORTING ANY INFORMATION PURSUANT TO THIS RELEASE.

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Date

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Signature of Applicant

**NOTE: A COPY OF THIS RELEASE SHOULD ACCOMPANY ANY REQUEST FOR INFORMATION REGARDING THE APPLICANT FROM A PREVIOUS OR PRESENT EMPLOYER.**

**NOTE: THE ORIGINAL COPY OF THIS FORM AND THE APPLICATION IS TO BE SENT AND FILED IN THE WOODFORD COUNTY SHERIFF'S OFFICE HUMAN RESOURCE DEPARTMENT.**



**Sheriff John F. Wilhoit**

Woodford County Sheriff's Office  
103 South Main St., Versailles, KY 40383  
Office: 859-873-3119 Fax: 859-873-8371  
Email: sheriff@woodfordso.org

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## AUTHORIZATION FOR EMPLOYMENT

I \_\_\_\_\_ understand and agree that nothing contained in this application, or conveyed during any interview, is intended to create an employment contract. I further understand and agree that if I am hired, my employment will be in accordance with applicable federal, state, and local ordinances covering the position for which I am applying. No promises regarding employment have been made to me, and I understand that no such promise or guarantee is binding upon the Woodford County Sheriff or the Woodford County Sheriff's Office unless made in writing.

If I \_\_\_\_\_ am offered employment I agree to submit to medical examinations and drug tests before starting work. If employed, I also agree to submit to medical examinations or drug testing at any time deemed appropriate by the Woodford County Sheriff and as permitted by law. I consent to such examinations and tests, and I request that the examining doctor disclose to the Woodford County Sheriff the results of the examination, which results will remain confidential and segregated from my personnel file. I understand that my employment or continued employment, to the extent permitted by law, is contingent upon satisfactory medical examinations and drug test, and if I am hired a condition of my employment will be that I abide by the Woodford County Sheriff's Office Policy on Drug and Alcohol.

I \_\_\_\_\_ understand that filling out this form does not indicate there is a position open and does not obligate the Woodford County Sheriff to hire. If hired, I agree to abide by all Policy and Procedures set forth by the Woodford County Sheriff. The Woodford County Sheriff retains the right to revise its policies or procedures, in whole or in part, at any time.

Date: \_\_\_\_\_ Signature: \_\_\_\_\_

**\*\*ALL APPLICATIONS OR RESUMES ARE HELD FOR ONE CALENDAR YEAR\*\***