



# City of Central City Police Department



**Jason K. Lindsey**  
Chief of Police

Phone: 270-754-2464 Fax 270-754-2474  
208 North 1<sup>st</sup> Street • Central City, KY 42330

**Justin S. Gunterman**  
Assistant Chief of Police

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## AUTHORIZATION TO INVESTIGATE

I, \_\_\_\_\_, permit my present and prior employers to divulge to this organization relevant personal information from my personnel file(s) they possess. I also authorize this organization to conduct any investigation of my personal history and financial and credit record through any investigative or credit agencies or bureaus of its choice. I authorize it to make an investigative report whereby information is obtained through personal interviews with neighbors, friends and others with whom I am acquainted.

Signature of Applicant: \_\_\_\_\_

Signature of Witness: \_\_\_\_\_

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

\*All information must be neatly printed or typed

**EMPLOYMENT APPLICATION**

Full Name \_\_\_\_\_ Today's Date \_\_\_\_\_  
(Last, First, MI.)

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

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

Home Phone: \_\_\_\_\_ Cell/Pager: \_\_\_\_\_

Email Address: \_\_\_\_\_ Date Available: \_\_\_\_\_

Social Security Number: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

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

Position Applied For: \_\_\_\_\_ Salary Desired: \_\_\_\_\_

Type of Employment Requested (circle those that apply)  
Full-time Part-time Seasonal Temporary

Marital Status (circle those that apply)  
Single Married Divorced Widowed

**LATERAL TRANSFER CANDIDATE** **Yes or No**

1) Have you POPS tested for another Agency? **Yes or No**

2) Do you have valid insurance on your vehicles? **Yes or No**  
Name of insurance Company: \_\_\_\_\_

3) Do you have a valid Kentucky Drivers License? **Yes or No**

4) Do you have a high school diploma or GED? **Yes or No**

5) Have you ever had your driver's license revoked or suspended? **Yes or No**

6) Have you ever been charged in a motor vehicle accident? **Yes or No**

If you answered yes to questions 1, 5 or 6 above, then explain:

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

Are you a citizen of the United States? (circle one) Yes or No

If no, are you authorized to work in the U.S.? Yes or No  
If yes, what is your Visa Number/Immigration Number: \_\_\_\_\_

Have you ever worked for the City of Central City? Yes or No  
If yes, when and what was your title: \_\_\_\_\_

Have you ever been fired or forced to resign from any previous job? Yes or No

Have you ever been sued? Yes or No  
If yes, then explain: \_\_\_\_\_

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

Are you a veteran? Yes or No      What Branch? \_\_\_\_\_  
Date(s) of service: \_\_\_\_\_  
Rank & Type of Service: \_\_\_\_\_  
Training/Experience: \_\_\_\_\_

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

Were you Honorably Discharged? Yes or No

1) Have you ever been convicted of a Felony? Yes or No

2) Have you ever been convicted of a Misdemeanor? Yes or No

3) Have you ever been convicted of a Traffic Infraction (moving violation)? Yes or No

If you answered yes to questions 1, 2 and 3, explain below:

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

Have you ever had your name legally changed? Yes or No  
If yes, what was your previous name, why did you change it and when did you change it?

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Have you ever stolen anything? Yes or No  
If yes, explain:

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Have you ever been court marshaled or a subject to disciplinary action while a member of the armed forces? Yes or No  
If yes, explain:

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Have you ever been bonded? Yes or No  
If yes, list job: \_\_\_\_\_

Have you ever been placed on probation? Yes or No  
If yes, explain:

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Do you illegally use any of the drugs listed below? Yes or No  
If yes, explain:

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- |                |               |                |              |
|----------------|---------------|----------------|--------------|
| Amphetamines   | Hashish       | Nerve Medicine | Barbiturates |
| Heroin         | Pep Pills     | Cocaine        | Marijuana    |
| Sleeping Pills | Hallucinogens | Morphine       |              |

Have you ever illegally possessed or sold any amount of the above drugs? Yes or No  
If yes, explain:

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RECORD OF EDUCATION

Name and Address	Did you graduate?	Diploma/degree completed	Field(s) of study
High School	Yes or No		
College	Yes or No		
Other (i.e., vocational, technical.)	Yes or No		

If you did not graduate from high school, have you passed the General Education Development (GED) Test? Yes or No  
 If yes, when and where?

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Please list your professional memberships, certificates, designations, licenses, honors, awards, fellowships, etc.

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Please indicate any languages you can speak, read or write

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Typing speed (WPM) \_\_\_\_\_ Shorthand speed (WPM) \_\_\_\_\_

List equipment, software or office machines you can operate (i.e., fax machine, computer, calculator.)

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**EMPLOYMENT HISTORY**

List present and past employment. Begin with most recent. Correct addresses and phone numbers are needed to verify.

Employment dates from \_\_\_\_\_ to \_\_\_\_\_ Ending Salary \$ \_\_\_\_\_

Company Name \_\_\_\_\_ Telephone Number \_\_\_\_\_

Address \_\_\_\_\_  
Street or P.O. Box City State Zip

Job Title \_\_\_\_\_ Supervisors Name \_\_\_\_\_

Job Duties

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

Reason for leaving

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

Employment dates from \_\_\_\_\_ to \_\_\_\_\_ Ending Salary \$ \_\_\_\_\_

Company Name \_\_\_\_\_ Telephone Number \_\_\_\_\_

Address \_\_\_\_\_  
Street or P.O. Box City State Zip

Job Title \_\_\_\_\_ Supervisors Name \_\_\_\_\_

Job Duties

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

Reason for leaving

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

*EMPLOYMENT HISTORY – CONTINUED*

Employment dates from \_\_\_\_\_ to \_\_\_\_\_ Ending Salary \$ \_\_\_\_\_

Company Name \_\_\_\_\_ Telephone Number \_\_\_\_\_

Address \_\_\_\_\_  
Street or P.O. Box City State Zip

Job Title \_\_\_\_\_ Supervisors Name \_\_\_\_\_

Job Duties

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Reason for leaving

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Employment dates from \_\_\_\_\_ to \_\_\_\_\_ Ending Salary \$ \_\_\_\_\_

Company Name \_\_\_\_\_ Telephone Number \_\_\_\_\_

Address \_\_\_\_\_  
Street or P.O. Box City State Zip

Job Title \_\_\_\_\_ Supervisors Name \_\_\_\_\_

Job Duties

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Reason for leaving

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*EMPLOYMENT HISTORY – CONTINUED*

Employment dates from \_\_\_\_\_ to \_\_\_\_\_ Ending Salary \$ \_\_\_\_\_

Company Name \_\_\_\_\_ Telephone Number \_\_\_\_\_

Address \_\_\_\_\_  
Street or P.O. Box City State Zip

Job Title \_\_\_\_\_ Supervisors Name \_\_\_\_\_

Job Duties

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

Reason for leaving

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

Employment dates from \_\_\_\_\_ to \_\_\_\_\_ Ending Salary \$ \_\_\_\_\_

Company Name \_\_\_\_\_ Telephone Number \_\_\_\_\_

Address \_\_\_\_\_  
Street or P.O. Box City State Zip

Job Title \_\_\_\_\_ Supervisors Name \_\_\_\_\_

Job Duties

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

Reason for leaving

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

May we contact the employers listed above? Yes or No  
If not, which company do you not wish us to contact and explain why?

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

**PERSONAL REFERENCES**

At least three personal references are required. Former employers or family members are not allowed as personal references.

Name	Occupation	Yrs. Known	Address and Phone Number

Were you referred to the Central City Police Department? Yes or No

If yes, by who?

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Why do you want to become a Central City Police Officer?

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What are your strongest characteristics and why?

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In the back of this application starting at page 10 and ending on page 12, is a statement of the job description and essential functions of the City of Central City Police Department – Police Officer. Read the functions and then answer the following.

After training, could you perform the essential functions of the job for which you are applying? Yes or No

If no, explain

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**ACKNOWLEDGEMENT**

***ALL APPLICANTS PLEASE READ THE FOLLOWING CAREFULLY BEFORE SIGNING:***

I certify that the answers given by me in this application are correct to the best of my knowledge. I understand that any falsification of this application, whether willingly or accidental, is grounds for disqualification of employment consideration, or dismissal from employment if I am hired.

I authorize the City of Central City and/or Police Department to contact any and all of the references I have listed on this application to obtain previous employment information or any other pertinent information that they may have, which may include financial records. Further, I release the above mentioned references from any and all liability for any damage that may result from information collected by the City. Verification of eligibility to work in the United States must be satisfied for an employment offer to be made.

I also acknowledge and understand that if hired, and for the first six (6) months of my employment; that I will be on probation and may be released for any reason deemed necessary by the City.

I understand this application will remain active for six (6) months and if I have not been hired by that date, I must renew my application to be considered for future employment.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Printed Name of Applicant

Social Security Number: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

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

Name of Witness: \_\_\_\_\_

## POSITION DESCRIPTION

**Classification Responsibilities:** A Police Officer performs general duty police work or specialized police work in the protection of life and property. In carrying out the responsibilities of an entry-level Kentucky peace officer, a Central City Police Department Patrolman: interacts with a culturally and socially diverse population; employs discretion in solving problems; maintains public order; prevents crime; enforces laws and ordinances; conducts investigations; makes arrests; issues citations and warnings; assists the public; and may perform administrative support tasks. This class is responsible for performing related duties as required.

**Distinguishing Features:** Work normally consists of routine patrol, preliminary investigations, and traffic control duties in a designated area on an assigned shift. The employee's primary responsibility is to respond to Public Safety calls for service. Incumbents may work on an assignment which necessitates specialized abilities and knowledge usually attained through experience as a uniformed officer. Police Officers may be assigned to: assist in the training and evaluation of Police Officer - Recruits; perform traffic control and enforcement; handle high risk tactical operations or hostage situations; handle hazardous devices; work with specially trained K-9 police dogs; conduct crime scene investigations for the detection of latent impressions and other physical evidence. Work assignments are made by a Police Sergeant or other superior. Work methods are checked through personal inspections, review of reports and discussions. Work requires occasional physical exertion under adverse circumstances. A Police Officer is subject to rotating shifts, weekend, and holiday work. A lateral police officer is an experienced Kentucky peace officer who is not required to attend the Department of Criminal Justice Basic Training Academy and is assigned to a Field Training Officer upon being hired. A lateral police officer must successfully complete the Field Training Officer program. The length of training will is currently four weeks for lateral transfers, however, the length may vary depending upon the incumbent's performance as determined by the police field training officers.

## ESSENTIAL FUNCTIONS

**Communication:** Communicates verbally in person and by radio. Mediates disputes and conducts interviews while performing law enforcement patrol activities and investigations. Presents testimony and evidence in both civil and criminal court proceedings. Records information and prepares detailed police reports of investigative findings with clearly organized thoughts using proper sentence construction, punctuation, and grammar.

**Manual/Physical:** Operates a patrol vehicle, pursues offenders by patrol vehicle and on foot, stops offenders, subdues resisting offenders using force where appropriate, including deadly force, and arrests offenders. Searches persons, places, and things. Seizes and impounds property and evidence. Transports persons and property. Performs crowd and riot control activities. Maintains proficiency in operating a variety of law

## Position Description – Continued

enforcement tools including weapons, vehicles, and computers. Observes criminal behavior, and conducts law enforcement investigations to include the following critical tasks: protects crime and traffic accident scenes; measures and diagrams crime and traffic accident scenes; seizes and processes evidence; administers first aid to sick and injured persons for a wide variety of illnesses and injuries; assists distressed motorists; directs traffic; assists and refers mentally ill, indigent, and other persons in need; performs evacuations; and moves persons, vehicles, and other property from unsafe locations.

**Mental:** Comprehends and makes inferences from written materials including: federal and state statutes, City codes and ordinances, and departmental policies and operating procedures in order to enforce laws and determine appropriate charges. Prioritizes own work in order to meet established deadlines. Determines when to call for victim's assistance and advise persons of victim's rights information. Learns job-related material through oral instruction, observation on the job, structured lecture in a classroom setting and reading in regard to police procedures and methods, case law, federal and state statutes and departmental policies and procedures.

**Knowledge/Skill/Abilities:**

Knowledge of:

police methods, practices and procedures with ability to apply this knowledge to specific situations;

departmental rules and regulations;

state and City laws and ability to enforce, interpret and explain the same;

the geography of the City of Central City;

crime patterns and trends in an assigned area;

conflict management techniques;

crime scene investigations and preservation of evidence;

techniques of interviewing and interrogations; and

community service organizations and facilities.

Skill in the use of firearms and operating a motor vehicle.

Position Description – Continued

Ability to:

analyze situations and adopt quick, effective, and reasonable courses of action with due regard to surrounding hazards and circumstances;

identify potential crime situations or traffic hazards and take preventive action;

understand and carry out oral and written instructions;

deal courteously, but firmly, with the general public;

deal effectively with people having diverse social and economic backgrounds;

maintain composure and operation efficiency under high stress situations;

perform the physical requirements of the work; and

develop and use confidential information sources.