

# APPLICATION FOR EMPLOYMENT

JIM LUERSEN  
CAMPBELL COUNTY CLERK  
1098 MONMOUTH ST.  
NEWPORT, KY 41071

## PERSONAL INFORMATION:

NAME: \_\_\_\_\_

PRESENT ADDRESS: \_\_\_\_\_

SOCIAL SECURITY NUMBER: \_\_\_\_\_ PHONE NUMBER: \_\_\_\_\_

Are you a Campbell County Resident? Yes \_\_\_ No \_\_\_

Have you worked for us before Yes \_\_\_ No \_\_\_ If yes, when did you work for us, and what type of position did you hold? \_\_\_\_\_

How did you learn of this opening? \_\_\_\_\_

Reason for interest in this job? \_\_\_\_\_

Are there any experiences, skills or qualifications that you have which would be of benefit in the position for which you are applying? If so, please describe \_\_\_\_\_

Do you have a valid Driver's License? Yes \_\_\_ No \_\_\_ If yes, give license number \_\_\_\_\_

Do you own a car? Yes \_\_\_ No \_\_\_ If no, how will you get to work \_\_\_\_\_

Are you a U.S. Citizen? Yes \_\_\_ No \_\_\_ If no, what type of Visa do you have? \_\_\_\_\_

Have you ever been convicted of a felony? Yes \_\_\_ No \_\_\_ If yes, please explain \_\_\_\_\_

Have you ever been disciplined or fired? Yes \_\_\_ No \_\_\_ If yes, please explain \_\_\_\_\_

Name of person to be notified in case of emergency: \_\_\_\_\_

Address: \_\_\_\_\_ Phone Number: \_\_\_\_\_

## JOB REQUIREMENTS:

Title of position for which you are applying: \_\_\_\_\_

Do you want to work: Full-time \_\_\_\_\_ Part-time \_\_\_\_\_ Temporary \_\_\_\_\_ Seasonal \_\_\_\_\_

Minimum salary required: \_\_\_\_\_ When can you begin to work: \_\_\_\_\_

## WORK HISTORY:

Begin with your present or most recent job and end with your least recent job.

Employer: _____ Employed from: _____ To: _____ Title of position: _____ _____ Starting Salary: _____ Ending Salary: _____ Address of employer: _____ Name of supervisor: _____ Reason for leaving: _____ _____ _____	Describe your duties: _____ _____ _____ _____ _____ _____ _____ _____ _____ _____ _____
---	---

Employer: _____ Employed from: _____ To: _____ Title of position: _____ _____ Starting Salary: _____ Ending Salary: _____ Address of employer: _____ Name of supervisor: _____ Reason for leaving: _____ _____ _____	Describe your duties: _____ _____ _____ _____ _____ _____ _____ _____ _____ _____ _____
---	---

Employer: _____ Employed from: _____ To: _____ Title of position: _____ _____ Starting Salary: _____ Ending Salary: _____ Address of employer: _____ Name of supervisor: _____ Reason for leaving: _____ _____ _____	Describe your duties: _____ _____ _____ _____ _____ _____ _____ _____ _____ _____ _____
---	---

If more space is needed please attach additional sheets.

## EDUCATION AND TRAINING:

Elementary School \_\_\_\_\_ Location: \_\_\_\_\_  
Highest grade completed \_\_\_\_\_ Attended from \_\_\_\_\_ (year) to \_\_\_\_\_ (year)

High School \_\_\_\_\_ Location: \_\_\_\_\_  
Highest grade completed \_\_\_\_\_ Attended from \_\_\_\_\_ (year) to \_\_\_\_\_ (year)  
Did you graduate or receive a G.E.D.? Yes \_\_\_\_ No \_\_\_\_ If yes, when did you receive it? \_\_\_\_\_  
What was your course of study? \_\_\_\_\_

College \_\_\_\_\_ Location: \_\_\_\_\_  
Attended from \_\_\_\_\_ (mo./yr.) to \_\_\_\_\_ (mo./yr.) Did you graduate? Yes \_\_\_\_ No \_\_\_\_  
Year or anticipated year of graduation \_\_\_\_\_ Give degree, or credit hrs received \_\_\_\_\_  
What were your major and minor fields of study? \_\_\_\_\_

College \_\_\_\_\_ Location: \_\_\_\_\_  
Attended from \_\_\_\_\_ (mo./yr.) to \_\_\_\_\_ (mo./yr.) Did you graduate? Yes \_\_\_\_ No \_\_\_\_  
Year or anticipated year of graduation \_\_\_\_\_ Give degree, or credit hrs received \_\_\_\_\_  
What were your major and minor fields of study? \_\_\_\_\_

Vocational or Other School: \_\_\_\_\_ Location: \_\_\_\_\_  
Attended from \_\_\_\_\_ (mo./yr.) to \_\_\_\_\_ (mo./yr.) Did you graduate? Yes \_\_\_\_ No \_\_\_\_  
Year or anticipated year of graduation \_\_\_\_\_ What was your field of study? \_\_\_\_\_  
\_\_\_\_\_

## SPECIAL QUALIFICATIONS AND SKILLS:

If you have a special license or certificate, please describe \_\_\_\_\_  
\_\_\_\_\_

Describe any special skills or machines or equipment you can operate \_\_\_\_\_  
\_\_\_\_\_

## MILITARY SERVICE RECORD:

Have you ever served in the armed forces? Yes \_\_\_\_ No \_\_\_\_ If yes, what branch? \_\_\_\_\_  
Dates of duty: From: \_\_\_\_\_ To: \_\_\_\_\_ Rank at Discharge: \_\_\_\_\_  
What were your duties? \_\_\_\_\_  
\_\_\_\_\_

Describe any special training while in service \_\_\_\_\_  
\_\_\_\_\_

## CHARACTER REFERENCES:

Give the names of three persons not related to you, who you know through school, business, or personal association.

Name \_\_\_\_\_ Home Phone \_\_\_\_\_ Business Phone \_\_\_\_\_

Address \_\_\_\_\_

Name \_\_\_\_\_ Home Phone \_\_\_\_\_ Business Phone \_\_\_\_\_

Address \_\_\_\_\_

Name \_\_\_\_\_ Home Phone \_\_\_\_\_ Business Phone \_\_\_\_\_

Address \_\_\_\_\_

**ADDITIONAL INFORMATION:**

**Occasionally, the form of an application blank makes it difficult for an individual to adequately summarize his/her background. Use the space to summarize additional information you feel is necessary to describe your full qualifications. Your personal interests such as hobbies, civic involvement, etc., may be as helpful as educational background and work experience. If more space is need, please attached additional sheets.**

[illegible]

**CERTIFICATION:**

I understand that the successful passing of a medical examination may be a condition of my employment. I certify that the above information is correct and complete to the best of my knowledge and belief. I understand that misrepresentation, falsification, or omission of material fact may be cause for rejection of my application or for termination after employment. I understand and agree the statements made in this application may be subject to verification concerning same, and I hereby release any such person from any and all liability for any damage whatsoever incurred in the furnishing such information.

**Signature:** \_\_\_\_\_

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