

**DONALD W. BLEVINS
FAYETTE COUNTY CLERK
162 EAST MAIN STREET
LEXINGTON, KENTUCKY 40507**

An Equal Opportunity Employer

Print in ink or type all answers. If more space is needed, use an additional sheet of paper.

Position you are applying for: _____

When can you begin work? _____

Check all that apply: Permanent Temporary Part-time

Name: _____
Last First Middle

Address: _____ How long? _____ years
Street City State Zip Code

Phone numbers: _____
Home Cell Work (Only if you can receive calls there)

Best time to be reached by phone? _____

Recruitment by: (Check all applicable) Personal contact Advertisement Web site Other _____

Are you 18 years of age or older? Yes No

Are you related to anyone currently working for this office? Yes No

If yes, list name(s) and relationship(s): _____

Have you been convicted of any felony or misdemeanor as an adult (over 18)? Yes No

If yes, list below. A conviction includes any fines paid, probation served or jail sentences (omit parking tickets, include moving violations). Conviction of a crime is not an automatic rejection. The specific situation will be reviewed. Failure to reveal information on this question is a cause for automatic rejection.

Can you type? Yes No If yes, WPM: _____

Do you have a driver's license? Yes No

EDUCATION

| Schools | Name & City/State of School | Years Completed | Degree/Certificate/Diploma |
|----------------------|-----------------------------|-----------------|----------------------------|
| Grade School | | | |
| High School | | | |
| College | | | |
| College | | | |
| Specialized Training | | | |

Indicate any foreign languages you speak, read and/or write: _____

EMPLOYMENT EXPERIENCE

Begin with your PRESENT or LAST job. Applicable volunteer experience may be listed. Please account for periods of unemployment.

| | |
|---|-------------------------------|
| Company name _____ | Starting date (mo./yr.) _____ |
| Type of business _____ | Ending date (mo./yr.) _____ |
| Company address _____ | Position _____ |
| _____ | Average weekly hours _____ |
| Supervisor's name _____ | Approx. starting salary _____ |
| Supervisor's title _____ | Approx. ending salary _____ |
| Employer's phone _____ | |
| Explain reason for leaving: _____ | |
| Please describe your duties and responsibilities: _____ | |
| _____ | |
| _____ | |

| | |
|---|-------------------------------|
| Company name _____ | Starting date (mo./yr.) _____ |
| Type of business _____ | Ending date (mo./yr.) _____ |
| Company address _____ | Position _____ |
| _____ | Average weekly hours _____ |
| Supervisor's name _____ | Approx. starting salary _____ |
| Supervisor's title _____ | Approx. ending salary _____ |
| Employer's phone _____ | |
| Explain reason for leaving: _____ | |
| Please describe your duties and responsibilities: _____ | |
| _____ | |
| _____ | |

| | |
|---|-------------------------------|
| Company name _____ | Starting date (mo./yr.) _____ |
| Type of business _____ | Ending date (mo./yr.) _____ |
| Company address _____ | Position _____ |
| _____ | Average weekly hours _____ |
| Supervisor's name _____ | Approx. starting salary _____ |
| Supervisor's title _____ | Approx. ending salary _____ |
| Employer's phone _____ | |
| Explain reason for leaving: _____ | |
| Please describe your duties and responsibilities: _____ | |
| _____ | |
| _____ | |
| _____ | |

| | |
|---|-------------------------------|
| Company name _____ | Starting date (mo./yr.) _____ |
| Type of business _____ | Ending date (mo./yr.) _____ |
| Company address _____ | Position _____ |
| _____ | Average weekly hours _____ |
| Supervisor's name _____ | Approx. starting salary _____ |
| Supervisor's title _____ | Approx. ending salary _____ |
| Employer's phone _____ | |
| Explain reason for leaving: _____ | |
| Please describe your duties and responsibilities: _____ | |
| _____ | |
| _____ | |
| _____ | |

| | |
|---|-------------------------------|
| Company name _____ | Starting date (mo./yr.) _____ |
| Type of business _____ | Ending date (mo./yr.) _____ |
| Company address _____ | Position _____ |
| _____ | Average weekly hours _____ |
| Supervisor's name _____ | Approx. starting salary _____ |
| Supervisor's title _____ | Approx. ending salary _____ |
| Employer's phone _____ | |
| Explain reason for leaving: _____ | |
| Please describe your duties and responsibilities: _____ | |
| _____ | |
| _____ | |
| _____ | |

I hereby certify, under penalty of law, that the information contained on this application is true, correct and complete to the best of my knowledge and belief. I am aware that should investigation at any time show any such misrepresentation or falsification, my application will be rejected or I will be dismissed from my employment.

Date _____

Signature of applicant _____