

APPLICANT INSTRUCTIONS
LATERAL APPLICANT (3years post academy experience)
SHEPHERDSVILLE POLICE DEPARTMENT
SHEPHERDSVILLE, KY

1. Applicant should submit copies of the following documentation along with the completed applications:
 - a. Copy of high school diploma or GED certificate
 - b. Copy college diplomas and/or transcripts
 - c. Copy of military discharge form DD-214(DD-214 must indicate type or discharge and character of service.
 - d. Copy of birth certificate or confirmable verification from government agency
 - e. Copy of valid operator's license
 - f. Copy of a current resume

2. Applications must be received at the Shepherdsville Police Department, 634 Conestoga Parkway, Shepherdsville, KY, 40165 by the filing deadline. If mailed, the application must be postmarked by midnight of the filing deadline. Applicants electing to mail the application should address it to: Shepherdsville Police Department, PO Box 1712, Shepherdsville, KY, 40165.

3. Other names and date of birth: this information is requested for completion of the records check in the background investigation.

4. Social Security Number: Federal Law (PL 93-579, Section 7) requires that you be informed when asked for your Social Security Number; this number must be provided for identification purposes in the City's examination, employment, and payroll process.

5. Conviction record: A conviction and/or arrest does not necessarily mean you cannot be considered. The nature of the conviction, and/or arrest and how long ago it occurred are important. Give all the facts so that a decision can be made. Note: Applicants cannot be considered if there is a history of a felony conviction.

6. Equal Opportunity: The Shepherdsville Police Department is an Equal Employment Opportunity Employer.

7. The applicant is responsible for notifying this office immediately of any change of information to the application (address, telephone number, etc.).

8. In compliance with the Shepherdsville Civil Service Ordinance the Department has established the following procedures for the selection process:
 - a. A review of each applicant/s application and resume (50%)
 - b. An oral interview of the top 10 individuals (50%)
 - c. Ranking the top 10 individuals after the interview
(The remaining parts of the selection process are pass/fail)
 - d. Background investigation
 - e. Polygraph examination
 - f. Medical Examination
 - g. Confirmation of Certification by Kentucky Peace Officer Professional Standards

Filing deadline: **October 7, 2016**