



APPLICATION FOR EMPLOYMENT  
Court of Justice  
www.courts.ky.gov  
An Equal Opportunity Employer

Post ID – Job Title  
Name-Location for  
which you are applying

Accommodations are available for applicants with disabilities in all phases of the application and employment process.  
To request an accommodation please contact the ADA Coordinator at 502-573-2350 or ADACoordinator@kycourts.net.

Resumes without a completed application will not be considered.

**Personal Information**

Last Name \_\_\_\_\_ First Name (legal name) \_\_\_\_\_ Middle Name \_\_\_\_\_ Preferred Name \_\_\_\_\_

Street/Rural Route /PO Box \_\_\_\_\_ Apt. Ste or Apt. Box # \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip Code (zip last 4 digits) \_\_\_\_\_

Home County \_\_\_\_\_ Primary Phone \_\_\_\_\_

Email Address \_\_\_\_\_ Secondary Phone \_\_\_\_\_

Driver's License State \_\_\_\_\_ Driver's License No \_\_\_\_\_

Are you over the age of 16? \_\_\_\_\_ If hired, could you provide documentation that you are legally eligible to work in the United States? \_\_\_\_\_

**Commonwealth Employment Status**

\_\_\_\_\_ I have retired from an agency under the Kentucky Retirement System (e.g. KRS, CERS, KTRS)  
Branch/Agency Department \_\_\_\_\_ Last Year of Employment \_\_\_\_\_

\_\_\_\_\_ I am currently/previously employed by an agency under the Kentucky Retirement System  
(If multiple agencies, list most recent agency below)  
Branch/Agency Department \_\_\_\_\_ Last Year of Employment \_\_\_\_\_  
Years of service \_\_\_\_\_ Are you currently employed by this agency? \_\_\_\_\_  
If currently employed, are you serving a disciplinary probation? \_\_\_\_\_

\_\_\_\_\_ I have never been employed by an agency under the Kentucky Retirement System

**Certifications**

1. Date Certified \_\_\_\_\_ Date Expiration \_\_\_\_\_ Certification Number \_\_\_\_\_  
Profession \_\_\_\_\_ Licensing Agency \_\_\_\_\_  
Agency Address and Telephone Number \_\_\_\_\_

2. Date Certified \_\_\_\_\_ Date Expiration \_\_\_\_\_ Certification Number \_\_\_\_\_  
Profession \_\_\_\_\_ Licensing Agency \_\_\_\_\_  
Agency Address and Telephone Number \_\_\_\_\_

**Criminal History**

**Failure to disclose any convictions shall result in an automatic rejection of application and any offer of employment.**  
A conviction is the act or process of judicially finding someone guilty of a crime; the state of having been proven guilty.  
If applicable, list all convictions, including traffic violations. A conviction is not an automatic rejection. Specifics will be reviewed.

1. Date Convicted \_\_\_\_\_ State Convicted \_\_\_\_\_  
Details \_\_\_\_\_

2. Date Convicted \_\_\_\_\_ State Convicted \_\_\_\_\_  
Details \_\_\_\_\_

3. Date Convicted \_\_\_\_\_ State Convicted \_\_\_\_\_  
Details \_\_\_\_\_

**Education – Any certifications/degrees may be requested at any time through the hiring process.**

\_\_\_ I have graduated high school. \_\_\_ I have a GED.

High School Name and Address or GED certification location address

- 1. College/University/Vocational/MilitaryName \_\_\_\_\_  
Address \_\_\_\_\_  
Degree Name \_\_\_\_\_ Type of Degree \_\_\_\_\_  
Major \_\_\_\_\_ Date Earned \_\_\_\_\_  
Date Attended From \_\_\_\_\_ To \_\_\_\_\_ Hours Completed \_\_\_\_\_ Hours Carrying \_\_\_\_\_
- 2. College/University/Vocational/MilitaryName \_\_\_\_\_  
Address \_\_\_\_\_  
Degree Name \_\_\_\_\_ Type of Degree \_\_\_\_\_  
Major \_\_\_\_\_ Date Earned \_\_\_\_\_  
Date Attended From \_\_\_\_\_ To \_\_\_\_\_ Hours Completed \_\_\_\_\_ Hours Carrying \_\_\_\_\_
- 3. College/University/Vocational/MilitaryName \_\_\_\_\_  
Address \_\_\_\_\_  
Degree Name \_\_\_\_\_ Type of Degree \_\_\_\_\_  
Major \_\_\_\_\_ Date Earned \_\_\_\_\_  
Date Attended From \_\_\_\_\_ To \_\_\_\_\_ Hours Completed \_\_\_\_\_ Hours Carrying \_\_\_\_\_

**Employment**

List the most recent employment history first. Military experience may be listed in this section.

- 1. Date From \_\_\_\_\_ Date To \_\_\_\_\_ ( ) Current Employer Name \_\_\_\_\_  
Employer Address \_\_\_\_\_  
Employer Phone \_\_\_\_\_ Supervisor's Name \_\_\_\_\_  
Supervisor's email \_\_\_\_\_ Average Hours Per Week \_\_\_\_\_  
Starting Salary \_\_\_\_\_ Last Salary \_\_\_\_\_ Reason for Leaving \_\_\_\_\_  
Number of persons you supervised \_\_\_\_\_ Job Title \_\_\_\_\_  
Duties \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- 2. Date From \_\_\_\_\_ Date To \_\_\_\_\_ ( ) Current Employer Name \_\_\_\_\_  
Employer Address \_\_\_\_\_  
Employer Phone \_\_\_\_\_ Supervisor's Name \_\_\_\_\_  
Supervisor's email \_\_\_\_\_ Average Hours Per Week \_\_\_\_\_  
Starting Salary \_\_\_\_\_ Last Salary \_\_\_\_\_ Reason for Leaving \_\_\_\_\_  
Number of persons you supervised \_\_\_\_\_ Job Title \_\_\_\_\_  
Duties \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- 3. Date From \_\_\_\_\_ Date To \_\_\_\_\_ ( ) Current Employer Name \_\_\_\_\_  
Employer Address \_\_\_\_\_  
Employer Phone \_\_\_\_\_ Supervisor's Name \_\_\_\_\_  
Supervisor's email \_\_\_\_\_ Average Hours Per Week \_\_\_\_\_  
Starting Salary \_\_\_\_\_ Last Salary \_\_\_\_\_ Reason for Leaving \_\_\_\_\_  
Number of persons you supervised \_\_\_\_\_ Job Title \_\_\_\_\_  
Duties \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

4. Date From \_\_\_\_\_ Date To \_\_\_\_\_ ( ) Current Employer Name \_\_\_\_\_  
 Employer Address \_\_\_\_\_  
 Employer Phone \_\_\_\_\_ Supervisor's Name \_\_\_\_\_  
 Supervisor's email \_\_\_\_\_ Average Hours Per Week \_\_\_\_\_  
 Starting Salary \_\_\_\_\_ Last Salary \_\_\_\_\_ Reason for Leaving \_\_\_\_\_  
 Number of persons you supervised \_\_\_\_\_ Job Title \_\_\_\_\_  
 Duties \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

5. Date From \_\_\_\_\_ Date To \_\_\_\_\_ ( ) Current Employer Name \_\_\_\_\_  
 Employer Address \_\_\_\_\_  
 Employer Phone \_\_\_\_\_ Supervisor's Name \_\_\_\_\_  
 Supervisor's email \_\_\_\_\_ Average Hours Per Week \_\_\_\_\_  
 Starting Salary \_\_\_\_\_ Last Salary \_\_\_\_\_ Reason for Leaving \_\_\_\_\_  
 Number of persons you supervised \_\_\_\_\_ Job Title \_\_\_\_\_  
 Duties \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

6. Date From \_\_\_\_\_ Date To \_\_\_\_\_ ( ) Current Employer Name \_\_\_\_\_  
 Employer Address \_\_\_\_\_  
 Employer Phone \_\_\_\_\_ Supervisor's Name \_\_\_\_\_  
 Supervisor's email \_\_\_\_\_ Average Hours Per Week \_\_\_\_\_  
 Starting Salary \_\_\_\_\_ Last Salary \_\_\_\_\_ Reason for Leaving \_\_\_\_\_  
 Number of persons you supervised \_\_\_\_\_ Job Title \_\_\_\_\_  
 Duties \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**Related Information**

You may add any information in this section related to professional organizations, related experience, languages you can read/write/speak, equipment knowledge, and/or skills/abilities. This section may be used for preferred selection of qualified candidates. Please list dates you were a member of organizations, any titles held, and duties of the positions held.

1. Date From \_\_\_\_\_ Date To \_\_\_\_\_  
 Details \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

2. Date From \_\_\_\_\_ Date To \_\_\_\_\_  
 Details \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

3. Date From \_\_\_\_\_ Date To \_\_\_\_\_  
 Details \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**Availability**

\_\_\_\_ I can work anywhere in Kentucky Date Available \_\_\_\_\_  
 \_\_\_\_ First Shift \_\_\_\_ Second Shift \_\_\_\_ Third Shift \_\_\_\_ Any Shift  
 Counties desired for work locations \_\_\_\_\_  
 \_\_\_\_\_

