Sample online application for:
POLICE OFFICER - RECRUIT ONLY

These requirements are for the Position of Police Officer-Recruit with the Lexington Police Department. To be considered for this position, it is important to read the following:

1. **You must complete the specified portion of the application and submit it before you attend the written exam.**
2. You must register a username and create a password to login to the application.
3. Resumes are not accepted for Police Officer-Recruit applicants at this time.
4. Complete **ONLY** the **"MY PROFILE"** portion of the online application ***(First & Last Name, Street Address, Email and Phone Number)*** at this time.
5. **Click "Submit"** after completing your profile. Complete **Self Identification Details** and **Terms and Agreements**. **Click "Submit" again.**
6. You will receive a confirmation email from Peoplesoft@Peoplesoft.com after your application has been submitted to the email address you provided. This is a generic and automated response from LFUCG.
7. Your confirmation email registers you automatically for the written exam.
8. After successfully passing the written exam, a more extensive application will be required.

Go to the following web page to begin:

http://app.lexingtonky.gov/jobs.aspx

Jobs with the Lexington-Fayette Urban County Government

Thank you for your interest in Career opportunities with the Lexington Fayette Urban County Government.

IMPORTANT!
To be considered, it is important as an applicant to know and follow the instructions:

To be considered, it is important as an applicant to know and follow the instructions:

- You must complete the entire application before you submit. It is important that your application show all relevant information in the appropriate sections. Once you submit, you cannot go back and edit or change the application.

    - In Section one (1), you will be asked to provide your employment preferences.
    - In Section two (2), you will be asked to provide information about your education and work experience.
        - Note: Multiple positions with the same employer should be listed separately.
    - Section three (3) contains the application questionnaire specific to the position.
    - In Section four (4), you will be asked to provide references and addresses.
    - In Section five (5), you will be asked to provide military service information (if applicable).
- Resumes cannot be substituted for an application, but may be uploaded as an attachment. Required documents to verify your education, training or certification/licenses, may also be uploaded as attachments when requested.
- Only those applicants who are invited to test and/or interview for the position which they have applied will be contacted unless specified in the job posting. For questions concerning the minimum qualifications for the position, please refer to the job posting.
- The Jobs site will be unavailable from 9 pm to 12:30 am Friday evenings.

NOTE:
An incomplete application, missing documents or false information may result in disqualification.

By clicking the link below I agree that I have read and understood the instructions above regarding the application requirements.

Please note: Our online application system is certified with Internet Explorer. Other browsers may experience less than optimal results.

Click link

Click here to continue.

FOR FURTHER INFORMATION, CONTACT HUMAN RESOURCES AT (859) 258-3030

Equal Opportunity Employer

Careers

Create username and password first

Enter your user name and password to login. If you have not yet registered, click here to Register.

Keywords: Police Officer

Posted: Anytime or Last 3 months
(Use drop down list)

Click "Search" button

Basic Job Search

Keywords: Police Officer

Posted: Anytime

Search | Advanced Search | Search Tips

Login

User Name:

Password:

Login | Login Help | Register Now

Latest Job Postings

First | Previous | Next | Last

Select	Date	Job Title	Job ID	Location
☐	11/26/2014	Community Corrections Officer - REVISED	2241	Fayette County
☐	11/23/2014	Mechanic (Water Quality and Waste Management)	2256	Fayette County
☐	11/23/2014	Electrician (Water Quality) West Hickman	2255	Fayette County
☐	11/23/2014	Administrative Specialist (Police)	2253	Fayette County

Select All | Deselect All | Save Jobs | Apply Now

You can scroll through job postings by using the "Next" button

Apply now without adding a job

If you do not see a position you would like at this time, please feel free to continue entering your application profile information. You may revisit the site at any time to check for available jobs and/or update your profile information. Please note: Application profile data will remain active for a period of one (1) year from the date of submission.

Search results should look similar to this page.

Job Search

Click box for job posting Police Officer - Recruit

If a job posting is open, you must create a username and password or login to apply for the position.

Click icon to view Quick Search criteria

2 Results Found

Search Results

Select All Deselect All Save Jobs Apply Now First Previous Next Last

Select	Created	Posting Title	ID #	Job Family	Location
☐		Police Officer - Recruit	2102	Protective Services	Fayette County
☐		Police Officer - Recruit Phase 2	2252	Protective Services	Fayette County

Select All Deselect All Save Jobs Apply Now

Click "Apply Now"

Click on job title to view eligibilty requirements.

Return to Previous Page

Register

Enter your new user name and password.

Enter Registration Information

*User Name: JSmith45

*Password: ●●●●●●●●●●

*Confirm Password: ●●●●●●●●●●

Register Return to Previous Page

Login

Create username and password if you have not done so.

You must login or register in order to continue. If you have not yet registered, click here to Register.

Login

User Name: JSmith45 Password: ●●●●●●●●●●

Login Login Help Register Now

Return to Previous Page

Apply Now

Choose Resume

Select one resume option.

A resume is not required for Police Recruits.
Select "Apply without using a resume".
Click "Continue".

Resume Options

Resumes cannot be substituted for an application, but may be uploaded as an attachment.

- ○ Copy and paste resume text
- ○ Upload a new resume
- ◉ Apply without using a resume

Continue Return to Previous Page

Careers Home | Job Search | My Saved Jobs | My Saved Searches | My Career Tools | Logout

My Profile

Please provide your name and other contact details in order to continue with the application. Changes made to your contact details on this page will be updated on all of the jobs you have applied to.

Save | Return to Previous Page

Member Information

User Name: JSmith45 ← **Your username should appear here.**

Password: Change Password

Preferred Method of contact: Not Specified ← **Select from drop down list**

Give complete and accurate information for your profile.

Name

Name Format: English

Name Prefix:

***First Name:** John

Middle Name:

***Last Name:** Smith

Name Suffix:

Address

Provide your complete mailing address(es).

Country: United States

Address 1: 150 East Main Street

Address 2:

Address 3:

City: Lexington **State:** Kentucky

Postal: 40502

County: Fayette

Scroll down on your screen to complete this form.

Email

Primary Email Type: Select

To receive confirmation your application has been successfully submitted, provide email.

Email

Primary Email Type: Select...

Email Address: **Enter Your Email Address Here** Remove

Add Another Email Address

Provide preferred phone number.

Phone Numbers

Primary Phone Type: Select...

Phone Number: **(859) 258-3600** **Extension:** Remove

Add Another Phone Number

Save Return to Previous Page

You must click "Save" before continuing with the application.

Apply Now

Complete Application

You are applying for:

Police Officer - Recruit Remove

Add Another Job to Application

You have not added any resume to your application. Use a Different Resume

John Smith

Click Submit Edit Profile

Previous | Save | Submit | Close Application | Careers Home | **Next**

Preferences **Education and Work Experience** **Application Questionnaire** **Applicant References** **Military Service**

STOP!! Police Officer-Recruit applicants do not need to go beyond this point.

Preferences

Desired Start Date: 04/04/2015

Are you willing to relocate? ◉ Yes ○ No

Are you willing to travel? ◉ Yes ○ No

If yes, how often? 76 - 100 %

Regular/Temporary: Regular

Desired Work Days: ☑ Monday ☑ Tuesday ☑ Wednesday ☑ Thursday ☑ Friday ☑ Saturday ☑ Sunday

Full/Part-Time: Full-Time

Desired Shift: Any

Minimum Pay: **Per:** Hour

Desired Hours Per Week: 40.0

Geographic Preference

First Choice: Fayette County **Second Choice:** Fayette County

Comments

Previous | Save | Submit | Close Application | Careers Home | **Next**

After selecting "Submit", two sections will appear:

- **Self Identification Details**
- **Terms and Agreements**

Submit Online Application

Self Identification Details

Qualified applicants are considered for and treated during employment without regard to race, color, religion, national origin, citizenship, age, marital status, ancestry, physical or mental disability, medical condition, veteran status or sexual orientation.
Solely to help us comply with federal and state Equal Employment Opportunity record keeping, and other legal requirements, we invite you to complete the following information.
Please note that completion of this information is voluntary. Refusal to complete this information will not subject you to adverse treatment. The information you provide is confidential and will be kept separate from your other applicant information. This information will be used for data reporting requirements and will not be considered in making any employment decisions.

***Gender:** Male

Select Gender from drop box

Ethnic Group — Find — First 1 of 1 Last

Hispanic/Latino — ☑ **Primary**

Select Ethnicity from drop box.

Add Ethnic Group

☐ **I decline to provide my self identification details.**

You may decline by checking the box.

Terms and Agreements

Applicants, who are offered employment with the Lexington-Fayette Urban County Government, ma be required to successfully complete the following tests:

1. Pre-employment drug test,
2. Prior employment verification,
3. Pre-employment physical,
4. Education background check,
5. Criminal background check.

Select to agree or disagree.

◉ **I agree to these terms** ○ **I do not agree to these terms**

Submit | Cancel | Return to Previous Page

Your submitted applications will be available from your Careers Home/My Career Tools page.

Careers Home | Job Search | My Saved Jobs | My Saved Searches | My Career Tools | Logout

Logout

My Applications

You have successfully submitted your job application.

My Applications

Display applications from: Refresh

First | Previous | Next | Last

Application	Status	Application Date
Community Corrections Officer - REVISED	Not Applied	12/02/2014 10:54AM
No Job	Applied	12/02/2014 6:40AM

Present the confirmation email during check-in for the written exam (digital or printed proof accepted).

The confirmation email that you will receive looks like this:

From: Peoplesoft@Peoplesoft.com
To: Applicant's email address
Subject: Your online application has been submitted

(Please Note: This message was automatically generated. Please do not respond.)

Dear John Smith,

Thank you for expressing an interest in the following position(s) submitted on *date*:

2102 - Police Officer - Recruit

We will review your background to determine if your qualifications are comparable to the posting requirements. Only those applicants who are invited to test and/or interview for this position will be contacted.

However, please note that an incomplete application will be rejected. Therefore, unless otherwise specified in the job posting, ensure you have thoroughly completed ALL sections of the application, including any questionnaire that is present for a position.

To review your information, click the following link.

https://jobs.lexingtonky.gov/psc/candidate/EMPLOYEE/HRMS/c/HRS_HRAM.HRS_CE.GBL?Page=HRS_CE_HM_PRE&Action=A&SiteId=1

Thank you for applying with the Lexington Police Department. If you have any questions, contact a recruiter at:

Email: **joinlexpd@lexingtonpolice.ky.gov**
Phone: **(859) 425-2325 or 1 (800) 755-6939**

- **You are automatically registered to take the written exam after you submit your completed application by the posted deadline.**