

APPLICANT INSTRUCTIONS CITY OF SHEPHERDSVILLE SHEPHERDSVILLE, KENTUCKY

- 1.** Applicants should submit copies of the following along with completed form:
 - Copy of High School Diploma or GED Certificate
 - Copy of college diplomas or transcripts
 - Copy of birth certificate or confirmable verification from government agency
 - Copy of valid operator's license
 - Copy of a current resume
- 2.** Applications must be received at the City of Shepherdsville, 634 Conestoga Parkway, Shepherdsville, Kentucky, 40165 by the filing deadline. If mailed, the application must be postmarked by midnight of the filing deadline.
- 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 do 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 City of Shepherdsville is an Equal Employment Opportunity Employer.
- 7.** The applicant is responsible for notifying this office immediately of any change or information to the application (address, telephone number, etc.).
- 8.** In compliance with Shepherdsville Civil Service Ordinance the department has established the following procedures for the selection process:
 - A review of each applicant's application and resume (15%)
 - Test Score (50%)
 - Interview (35%)
 - Ranking of the top 10 individuals after the interview
 - Background Investigation

FILING DEADLINE: June 28th, 2024 by 12:00PM