

LEXINGTON POLICE DEPARTMENT

Online application instructions 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.

Begin at: <http://jobs.lexingtonky.gov.careers>

Careers **First time users create a username and password first**

Enter your user name and password to login. If you have not yet registered, [click here to Register.](#)

Basic Job Search Keywords: <input type="text" value="Police Officer"/> Posted: <input type="text" value="Anytime"/> <input type="button" value="v"/>	Login User Name: <input type="text"/> Password: <input type="text"/>
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Register

Enter your new user name and password.

Enter Registration Information

*User Name

*Password

*Confirm Password

[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: Password:

[Login Help](#) [Register Now](#)

[Return to Previous Page](#)

Keywords: Police Officer
Posted: Anytime or Last 3 months
(Use drop down list)
Click "Search" button

Basic Job Search

Keywords:

Posted: ▼

[Advanced Search](#) [Search Tips](#)

Login

User Name:

Password:

[Login Help](#) [Register Now](#)

Latest Job Postings

◀◀ First ◀ Previous | Next ▶▶ Last ▶▶

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

[Select All](#) [Deselect All](#)

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](#) ◀◀ First ◀ Previous | Next ▶▶ Last ▶▶

Select	Created	Posting Title	ID #	Job Family	Location
<input type="checkbox"/>		Police Officer - Recruit	2102	Protective Services	Fayette County
<input type="checkbox"/>		Police Officer - Recruit Phase 2	2252	Protective Services	Fayette County

[Select All](#) [Deselect All](#)

Click "Apply Now"

Click on job title to view eligibility requirements.

[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](#)

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](#)

Select from drop down list

Preferred Method of contact:

Not Specified

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:

Email Address: [Remove](#)

[+ Add Another Email Address](#)

Provide preferred phone number.

Phone Numbers

Primary Phone Type:

Phone Number: Extension: [Remove](#)

[+ Add Another Phone Number](#)

[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

[Edit Profile](#)

Click Submit

[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:

Are you willing to relocate? Yes No

Are you willing to travel? Yes No

If yes, how often?

Regular/Temporary:

Desired Work Days: Monday Tuesday Wednesday Thursday Friday Saturday Sunday

Full/Part-Time:

Desired Shift:

Minimum Pay: Per:

Desired Hours Per Week:

Geographic Preference

First Choice: Second Choice:

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:

Select Gender from drop box

Ethnic Group Find First 1 of 1 Last

Primary

Select Ethnicity from drop box.

[Add Ethnic Group](#)

You may decline by checking the box.

Decline to provide my self identification details.

Terms and Agreements

Applicants, who are offered employment with the Lexington-Fayette Urban County Government, may 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.
- Check the Lexington Police Employment Procedures web page to see available testing dates: <http://www.lexingtonky.gov/police-application>