

City of Radcliff

Radcliff City Hall
411 W. Lincoln Trail Blvd.
Radcliff, KY 40160



Phone: (270) 351-4714
Fax: (270) 351-7329
www.radcliff.org

Employment Application

Applicant Information

Date: _____ Position(s) Applied For: _____

Name: _____

Last

First

M.I.

Social Security No

Address: _____

Street Address

Apartment/Unit #

City

State

ZIP Code

Phone: () Mobile: () E-Mail:

How did you learn about us? ☐Advertisement ☐Friend ☐Walk In ☐Employment Agency ☐Other

Are you a citizen of the United States? ☐ YES ☐ NO If no, are you authorized to work in the U.S.? ☐ YES ☐ NO

If you are under 18 years of age, can you provide required proof of your eligibility to work? YES NO N/A

☐ ☐ ☐

Have you ever worked for the City of Radcliff? ☐ YES ☐ NO If yes, please list dates and department.

Have you ever been convicted of a felony? YES NO If yes, explain.
Conviction will not necessarily disqualify an applicant from employment. ☐ ☐

If offered employment, on what date would you be available for work? Date: Availability: Full Time Part Time Temporary

Military Service

Have you ever served in the U.S. Armed Forces? ☐ YES ☐ NO If yes, what branch?

Rank at discharge: _____ Type of discharge: _____ Dates of duty: From: _____ To: _____
 Less than honorable discharge will not necessarily disqualify an applicant from employment.

List duties in service, including special training: _____

Education & Specialized Skills

Education is not the sole determining factor in choosing a successful applicant

High School: _____ Address: _____

From: _____ To: _____ Did you graduate? YES ☐ NO ☐ (If yes) Degree: _____
(If no) Do you have a GED? YES ☐ NO ☐

College: _____ Address: _____

From: _____ To: _____ Did you graduate? YES ☐ NO ☐ Degree: _____

Other: _____ Address: _____

From: _____ To: _____ Did you graduate? YES ☐ NO ☐ Degree: _____

Please summarize any skills or qualifications relevant to the position for which you are applying (such as professional licenses, certifications, technical skills, typing/computer familiarity or other special training):

Employment History

Begin with your current or most recent employment - Do not write "See Resume"

Company: _____ Phone: () _____

Address: _____ Supervisor: _____

Job Title: _____ From: _____ To: _____ Ending Salary: \$ _____

Responsibilities: _____

Reason for Leaving: _____

Company: _____ Phone: () _____

Address: _____ Supervisor: _____

Job Title: _____ From: _____ To: _____ Ending Salary: \$ _____

Responsibilities: _____

Reason for Leaving: _____

Company: _____ Phone: () _____

Address: _____ Supervisor: _____

Job Title: _____ From: _____ To: _____ Ending Salary: \$ _____

Responsibilities: _____

Reason for Leaving: _____

References

Name: _____ Occupation: _____

Address: _____ Phone: () _____

Name: _____ Occupation: _____

Address: _____ Phone: () _____

Name: _____ Occupation: _____

Address: _____ Phone: () _____

Applicant Agreement

I hereby certify that all statements on this application are true and correct to the best of my knowledge, and I agree to permit the investigation of each statement made by me hereon unless otherwise indicated. I understand that false or incomplete statements herein supplied are grounds for disqualification from employment consideration or termination of employment.

I hereby understand and acknowledge that, unless otherwise defined by applicable law, any employment relationship with this organization is of an “at will” nature, which means that the employee may resign at any time and the employer may discharge employee at any time with or without cause. It is further understood, that the “at will” employment relationship may not be changed by any written document or by conduct unless such change is specifically acknowledged in writing by an authorized agent of this municipality.

Signature of Applicant

Date

The City of Radcliff is an Equal Opportunity Employer.