



City of Highland Heights
 Office of the City Clerk/Treasurer
 176 Johns Hill Road
 Highland Heights, KY 41076
 Phone: 859-441-8575
 Fax: 859-441-8293

EMPLOYMENT APPLICATION

Date: _____

Email: _____

Name: _____

Telephone No.: _____

Current Address: _____

No. Street

City

State

Zip

Position applying for: _____

Were you previously employed by the City: _____ If yes, when: _____

On what date are you available to begin work: _____

Are there any experiences, skills, or qualifications that help you stand out as a candidate: _____

List any friends or relatives who work for the City: _____

If provided, are you able to fulfill all the essential job requirements listed on the job announcement: _____

If no, please explain: _____

EDUCATION

School	Name and Address of School	Course of Study	Check Last Year Completed				Did You Graduate? (check one)	List Diploma or Degree
			1	2	3	4		
High	_____	_____	1	2	3	4	Yes	
	_____						No	
College	_____	_____	1	2	3	4	Yes	
	_____						No	
Other (Specify)	_____	_____	1	2	3	4	Yes	
	_____						No	

REFERENCES

Name and Occupation	Address	Phone Number

EMPLOYMENT HISTORY Beginning with Most Recent

Name and Address of Company & Type of Business	From		To		List the tasks you performed	Weekly Starting Salary	Weekly Ending Salary
	Mo.	Yr.	Mo.	Yr.			
Reason for Leaving:							
Name of Supervisor:							
May we Contact this Employer?							

Name and Address of Company & Type of Business	From		To		List the tasks you performed	Weekly Starting Salary	Weekly Ending Salary
	Mo.	Yr.	Mo.	Yr.			
Reason for Leaving:							
Name of Supervisor:							
May we Contact this Employer?							

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Name of Supervisor:							
May we Contact this Employer?							

The facts set forth above in my application for employment are true and complete. I understand that, if employed, false statements on this application shall be considered sufficient cause for dismissal. Additionally, I understand if offered a position it will be contingent on a background check and I may be asked to submit to a drug test.

Signature of Applicant

Date

Print Name

THE CITY OF HIGHLAND HEIGHTS, KENTUCKY IS AN EQUAL OPPORTUNITY EMPLOYER AND DOES NOT DISCRIMINATE ON THE BASIS OF RACE, SEX, COLOR, RELIGION, NATIONAL ORIGIN, AGE, DISABILITY, OR VETERAN STATUS IN EMPLOYMENT OPPORTUNITIES AND BENEFITS.