

City of Minneola, Florida

PLEASE PRINT ALL
INFORMATION REQUESTED
EXCEPT SIGNATURE



APPLICATION FOR EMPLOYMENT

APPLICANTS MAY BE REQUIRED TO PASS A PRE-EMPLOYMENT DRUG SCREEN

PLEASE COMPLETE PAGES 1-5. DATE _____

Name _____

Last
First
Middle
Maiden

Present address _____

Number
Street
City
State
Zip

How long _____

Telephone () _____

If under 18, please list age _____

Position applied for (1) _____
 and salary desired (2) _____
 (Be specific)

Days/hours available to work
 No Pref _____ Thur _____
 Mon _____ Fri _____
 Tue _____ Sat _____
 Wed _____ Sun _____

How many hours can you work weekly? _____ Can you work nights? _____

Employment desired FULL-TIME ONLY PART-TIME ONLY FULL- OR PART-TIME

When available for work? _____

| TYPE OF SCHOOL | NAME OF SCHOOL | LOCATION (Complete mailing address) | NUMBER OF YEARS COMPLETED | MAJOR & DEGREE |
|----------------------|----------------|--|---------------------------|----------------|
| High School | | | | |
| College | | | | |
| Bus. or Trade School | | | | |
| Professional School | | | | |

HAVE YOU EVER BEEN CONVICTED OF A CRIME? No Yes

If yes, explain number of conviction(s), nature of offense(s) leading to conviction(s), how recently such offense(s) was/were committed, sentence(s) imposed, and type(s) of rehabilitation. _____

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DO YOU HAVE A DRIVER'S LICENSE? Yes No

What is your means of transportation to work? _____

Driver's license number _____ State of issue _____ Operator Commercial (CDL) Chauffeur
Expiration date _____

Have you had any accidents during the past three years? How many? _____

Have you had any moving violations during the past three years? How Many? _____

OFFICE ONLY

Typing Yes _____ WPM No
10-key Yes No
Word Processing Yes No _____ WPM
Personal Computer Yes PC Other _____
 No Mac Skills _____

Please list two references other than relatives or previous employers.

| | |
|---------------------|---------------------|
| Name _____ | Name _____ |
| Position _____ | Position _____ |
| Company _____ | Company _____ |
| Address _____ | Address _____ |
| _____ | _____ |
| Telephone () _____ | Telephone () _____ |

An application form sometimes makes it difficult for an individual to adequately summarize a complete background. Use the space below to summarize any additional information necessary to describe your full qualifications for the specific position for which you are applying.

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MILITARY

HAVE YOU EVER BEEN IN THE ARMED FORCES? Yes No

ARE YOU NOW A MEMBER OF THE NATIONAL GUARD? Yes No

Specialty _____ Date Entered _____ Discharge Date _____

Work Experience Please list your work experience for the **past five years** beginning with your most recent job held. If you were self-employed, give firm name. **Attach additional sheets if necessary.**

| | | | |
|--|-------------------------|------------------|----------------|
| Name of employer Address City, State, Zip Code Phone number | Name of last supervisor | Employment dates | Pay or salary |
| | | From To | Start Final |
| | Your last job title | | |

Reason for leaving (be specific)

List the jobs you held, duties performed, skills used or learned, advancements or promotions while you worked at this company.

| | | | |
|--|-------------------------|------------------|----------------|
| Name of employer Address City, State, Zip Code Phone number | Name of last supervisor | Employment dates | Pay or salary |
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| | | From | Start |
| | | To | Final |
| Your last job title | | | |

Reason for leaving (be specific)

List the jobs you held, duties performed, skills used or learned, advancements or promotions while you worked at this company.

May we contact your present employer? Yes No

Did you complete this application yourself Yes No

If not, who did? _____

PLEASE READ CAREFULLY

APPLICATION FORM NOTICE AND WAIVER

I, (Print name) _____ agree that:

Neither the acceptance of this application nor the subsequent entry into any type of employment relationship, either in the position applied for or any other position, and regardless of the contents of employee handbooks, personnel manuals, benefit plans, policy statements, and the like as they may exist from time to time, or other City of Minneola practices, shall serve to create an actual or implied contract of employment, or to confer any right to remain an employee of the City of Minneola, or otherwise to change in any respect the employment-at-will relationship between the City and the undersigned, and that relationship cannot be altered except by a written instrument signed by the City Manager of the City of Minneola. If employed, I understand that the City may unilaterally change or revise their benefits, policies and procedures and such changes may include reduction in benefits.

I authorize investigation of all statements contained in this application. I understand that the falsification, misrepresentation or omission of facts called for is cause for dismissal at any time without any previous notice. I hereby give the City of Minneola permission to contact schools, previous employers (unless otherwise indicated), references, and others, and hereby release the City of Minneola from any liability as a result of such contract.

I also understand that (1) the City of Minneola has a drug policy that provides for pre-employment testing, for special risk and safety sensitive employees. Testing may be required after employment for all employees based on reasonable suspicion, fitness for duty and follow up; (2) consent to and compliance with such policy is a condition of my employment; and (3) continued employment is based on the successful passing of testing under such policy. I further understand that continued employment may be based on the successful passing of job-related physical examinations.

I understand that, in connection with the routine processing of my employment application, the City of Minneola may request from a consumer-reporting agency an investigative consumer report including information as to my credit records, character, general reputation, personal characteristics, criminal records and mode of living. Upon written request from me, the City of Minneola will provide me with additional information concerning the nature and scope of any such report requested by it, as required by the Fair Credit Reporting Act.

I further understand that my employment with the City of Minneola shall be probationary for a period of six months, and further that at any time during the probationary period or thereafter, my employment relation with the City is terminable at will for any reason by either party.

Signature of applicant _____ Date: _____

This City of Minneola is an equal employment opportunity employer. We adhere to a policy of making employment decisions without regard to race, color, religion, sex, marital status, national origin, citizenship, age, veteran's status or disability. We assure you that your opportunity for employment with the City of Minneola depends solely on your qualifications.

Thank you for completing this application form and for your interest in employment with the City of Minneola.

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POST EMPLOYMENT INFORMATION FORM

TO BE COMPLETED AFTER EMPLOYEE HAS BEEN HIRED

Birth date _____

Married Yes No Single Separated Divorced Widowed

Full name of spouse _____ Occupation _____

Name of company _____ Telephone () _____

PERSON TO BE NOTIFIED IN CASE OF EMERGENCY

Name _____ Telephone () _____

Address _____ Relationship _____

FOR INSURANCE PURPOSES ONLY: LIST ALL DEPENDENTS

| NAME | RELATIONSHIP | BIRTH DATE | SSN |
|------|--------------|------------|-----|
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To Be Completed By Employer

Date of employment _____ Job title _____ Dept. _____

Location _____ Rate of pay _____ Full-time Part-time Salaried

Applicant's signature acknowledging above information _____

Drug test confirmation number _____

Name of person verifying information _____

Name of person authorizing employment _____

Applicant Selection Criteria Record

| | | | |
|---|-------------------------------|-------------------------|--|
| JOB TITLE | | | |
| CANDIDATES CONSIDERED (INCLUDING MINORITIES AND FEMALES) | | | |
| NAME | MALE/ FEMALE | ETHNIC CODE* | ON LAB SECTION/ OFF LAB |
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| *ETHNIC CODES: 1-BLACK, 2-ORIENTAL, 3-HISPANIC, 4-AMERICAN INDIAN, 0-OTHER | | | |
| CANDIDATE SELECTED | | | |
| NAME | MALE/ FEMALE | ETHNIC CODE | SOURCE |
| | | | |
| SELECTION CRITERIA | | | |
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| REASONS CANDIDATE SELECTED WAS PREFERABLE TO OTHERS | | | |
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| | | | |
| | ORIGINATOR'S SIGNATURE | DATE | |