



FOR HR USE ONLY

Applicant No.		Degrees:	
Recruitment No.		Notes:	

An Equal Opportunity Employer and Drug-Free Workplace

Qualified applicants are considered for employment and treated without regard to race, color, religion, sex, national origin, age, disability, marital, or veteran status (except if eligible for veterans' preference).

Notice to Applicants: In accordance with the provisions of the Americans with Disabilities Act, persons requiring special accommodation to participate in the employment process should contact the Human Resources Department at (305) 259-1234 for assistance. Applications for positions with the Village of Palmetto Bay will be accepted only when a vacancy exists for that position. This application has been developed to give you the opportunity to list qualifications, work experience and abilities and will remain active for 90 days. All information submitted is subject to verification. Your ability to complete this application as directed will be evaluated and used as one basis for selection decisions.

INSTRUCTIONS (MUST READ BEFORE COMPLETING THIS FORM)

- Type or print legibly in **blue or black ink only**.
- **Incomplete or illegible applications will not be considered.**
- You may add a resume or attach copies of documents to your application. **However, resumes will not be accepted in lieu of a fully completed application.**
- **All questions must be answered.** Print or type "Not Applicable" for questions that do not apply to you or to the position for which you are applying.
- If applying for more than one position, you must submit a separate application for each one.

POSITION APPLIED FOR:

CURRENT PERSONAL DATA

Name (First & Last): _____

Current Address: _____
 City State Zip Code

Contact Numbers: Home: _____ Mobile/Other: _____

Email Address: _____

EMPLOYMENT AVAILABILITY

Are you seeking full-time or part-time employment? Full-time Part-time

Your work schedule may require that you work weekends, shifts and holidays. Would you work (please check all that apply):

Shifts Evenings Weekends Holidays Temporary/Seasonal

Earliest date that you are able to start: _____ Salary Desired: \$ _____

Are you over 18 years of age? Yes No

Do you have a legal right to work in the United States? Yes No

Can you, upon employment, submit documentation verifying your right to work and your identity? Yes No

EDUCATION

	School Name/ City, State	Year of Graduation	Did you graduate?	Degree Earned (You may be required to provide proof of degrees/diplomas)
High School			<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Diploma or GED
College/ University			<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Associates; Major _____ <input type="checkbox"/> Bachelors; Major _____
Graduate			<input type="checkbox"/> Yes <input type="checkbox"/> No	Major _____
Post-Graduate			<input type="checkbox"/> Yes <input type="checkbox"/> No	Major _____
Vocational/ Technical			<input type="checkbox"/> Yes <input type="checkbox"/> No	Study Area _____

SKILLS, ABILITIES & TRAINING

1. List all degrees, licenses, certifications, or additional skills which you possess and which are job-related.
(Please note that you may be required to provide documentation of your licenses, certification or other)

2. List the computer programs that you are familiar with and that may be helpful in doing this job. Indicate your proficiency level for each one.

PROGRAM	PROFICIENCY LEVEL (How well do you know the program)	
	<input type="checkbox"/> Very familiar	<input type="checkbox"/> Need assistance with it
	<input type="checkbox"/> Very familiar	<input type="checkbox"/> Need assistance with it
	<input type="checkbox"/> Very familiar	<input type="checkbox"/> Need assistance with it
	<input type="checkbox"/> Very familiar	<input type="checkbox"/> Need assistance with it

3. List any special tools, equipment or machinery you can operate that may be helpful in doing this job:

4. List any professional, technical or trade association in which you are a member:

5. Provide any other skills, abilities and/or training that are pertinent to this position and have not been covered in another section:

EMPLOYMENT HISTORY (This section must be completed entirely even if attaching a resume)

- List all full and part-time employment **for the last 10 years**
- Account for **all periods of unemployment** which exceed 3 months
- **Answer all questions. Use additional sheets if necessary.**
- List your employment history as indicated here, even if you were employed under other names.

Present/ Most recent employer name: _____

Street Address: _____

City, State, Zip: _____ Telephone Number: _____

Job Title: _____ Supervisor's Name: _____

Hire Date: _____ Separation (End) Date: _____

Describe Your Main Duties & Responsibilities Below:

Starting Salary: \$ _____ Ending Salary: \$ _____

Reason for leaving (be specific, this area must be completed): _____

May the Village of Palmetto Bay contact your present employer? YES NO

Employer Name: _____

Street Address: _____

City, State, Zip: _____ Telephone Number: _____

Job Title: _____ Supervisor's Name: _____

Hire Date: _____ Separation (End) Date: _____

Describe Your Main Duties & Responsibilities Below:

Starting Salary: \$ _____ Ending Salary: \$ _____

Reason for leaving (be specific, this area must be completed): _____

Employer Name: _____

Street Address: _____

City, State, Zip: _____ Telephone Number: _____

Job Title: _____ Supervisor's Name: _____

Hire Date: _____ Separation (End) Date: _____

Describe Your Main Duties & Responsibilities Below:

Starting Salary: \$ _____ Ending Salary: \$ _____

Reason for leaving (be specific, this area must be completed): _____

REFERENCES

List three (3) personal or professional references (no relatives or employers)

Name	Occupation	Telephone	Years Known

VILLAGE OF PALMETTO BAY HISTORY

1. Were you referred by a Palmetto Bay employee? Yes No

Please provide the employee's name _____

2. Are you related to anyone presently employed by the Village of Palmetto Bay? Yes No

If yes, please give name and relationship: _____

3. Have you ever filed an application with the Village of Palmetto Bay before? Yes No

If yes, when and what position? _____

4. Have you ever been employed by the Village of Palmetto Bay? Yes No (If yes, complete the following)

Dates previously employed (From/ To)	
Position Title:	
Reason for Leaving:	

BACKGROUND INFORMATION

IMPORTANT: A CRIMINAL BACKGROUND CHECK AND DRIVING RECORD CHECK WILL BE CONDUCTED IF YOU ARE CONSIDERED FOR EMPLOYMENT. INFORMATION CONCERNING ARRESTS AND CONVICTIONS MAY NOT NECESSARILY DISQUALIFY AN APPLICANT. HOWEVER, ANY APPLICANT WHO FALSIFIES THE APPLICATION BY FAILING TO PROVIDE REQUIRED INFORMATION ON ARRESTS AND CONVICTIONS WILL, IF EMPLOYED, BE SUBJECT TO DISMISSAL, OR, IF NOT EMPLOYED, BE SUBJECT TO DISQUALIFICATION.

1. Have you ever been arrested, indicted, convicted or pled no contest to any violation of the law, ordinance, or criminal traffic violation? Yes No

(if yes, provide details below, including fines, arrests, convictions, probation, jail or prison sentences (including those while in the military):

Year	Offense/ Charge	Name/ Location of Court	Disposition/ Sentence

2. Have you ever been refused a surety bond? Yes, when? _____ No

3. Have you ever been named in a charge of discrimination or a lawsuit? Yes No

If YES, please give date, employer and brief statement of what the complaints were on a separate sheet of paper.

Note: This will not automatically exclude you from consideration.

DRIVER'S LICENSE INFORMATION

Driver License Number:	
State:	
Driver License Type:	<input type="checkbox"/> Operator <input type="checkbox"/> CDL: <input type="checkbox"/> A <input type="checkbox"/> B <input type="checkbox"/> C <input type="checkbox"/> D
CDL Endorsements (if applicable):	
Restrictions (if applicable):	

1. Have your driving privileges ever been suspended or revoked? Yes No

If yes, explain, _____

2. Do you currently hold a valid driver's license? Yes No

If no, explain (provide a date when the license will be reinstated if suspended/revoked): _____

MILITARY SERVICE

1. Have you ever served in the U.S. military? Yes No

If yes, Branch: _____

2. Dates of Active Duty (From/ To): _____

3. Rank: _____ AND Occupational Specialty: _____

4. Type of Discharge: _____

VETERAN'S PREFERENCE

Are you claiming veteran's preference pursuant to Florida Statute 295.07? Yes No

If yes, you must complete the Village of Palmetto Bay Claim for Veteran's Preference Form. Please note that you are required to submit the form and supporting documentation with your Employment Application. You cannot be considered for veteran's preference without providing the required forms and documents with your application.

CERTIFICATION

THIS PAGE MUST BE SIGNED AND INITIALED. PLEASE READ CAREFULLY AND INITIAL NEXT TO EACH STATEMENT:

_____ I HEREBY CERTIFY THAT ALL OF THE INFORMATION PROVIDED IN THIS EMPLOYMENT APPLICATION (AND ANY ACCOMPANYING DOCUMENT) IS CORRECT, ACCURATE, AND COMPLETE TO THE BEST OF MY KNOWLEDGE.

_____ I FURTHER UNDERSTAND AND AGREE IN ADVANCE THAT I MAY BE SUMMARILY DISCHARGED OR ANY EMPLOYMENT OFFER MAY BE WITHDRAWN IF ANY OF THE INFORMATION PROVIDED BY ME CONTAINS ANY MISREPRESENTATIONS OR FALSIFICATIONS OR IF ANY MATERIAL INFORMATION HAS BEEN OMITTED REGARDLESS OF WHEN THIS INFORMATION BECOMES KNOWN TO THE VILLAGE OF PALMETTO BAY.

_____ I HEREBY AUTHORIZE THE VILLAGE OF PALMETTO BAY TO VERIFY ALL INFORMATION CONTAINED HEREIN AND I RELEASE ALL PAST EMPLOYERS AND ALL REFERENCES FROM ANY AND ALL LIABILITY FOR THE RELEASE OF INFORMATION TO THE VILLAGE OF PALMETTO BAY.

_____ I UNDERSTAND THAT IF OFFERED A POSITION WITH THE VILLAGE OF PALMETTO BAY, I WILL BE REQUIRED TO SUBMIT TO A PRE-EMPLOYMENT DRUG SCREENING AND BACKGROUND CHECK AS A CONDITION OF EMPLOYMENT. I AM AWARE THAT ADDITIONAL TESTS, AS DEEMED NECESSARY BY THE VILLAGE FOR CERTAIN POSITIONS, MAY BE REQUIRED AS A CONDITION OF EMPLOYMENT. THESE MAY INCLUDE, BUT ARE NOT LIMITED TO A MEDICAL EXAMINATION AND A CREDIT CHECK. PRE-EMPLOYMENT TESTS AND BACKGROUND SCREENINGS SHALL BE PERFORMED BY THE VILLAGE OR BY A PROVIDER ASSIGNED BY THE VILLAGE. I UNDERSTAND THAT, UNSATISFACTORY RESULTS, REFUSAL TO COOPERATE, OR ANY ATTEMPT TO AFFECT THE RESULTS OF THE PRE-EMPLOYMENT TESTS AND CHECKS WILL RESULT IN THE WITHDRAWAL OF ANY EMPLOYMENT OFFER OR TERMINATION OF EMPLOYMENT.

_____ I UNDERSTAND THAT SUBMISSION OF AN APPLICATION DOES NOT GUARANTEE EMPLOYMENT OR JOB AVAILABILITY. I FURTHER UNDERSTAND THAT SHOULD AN OFFER OF EMPLOYMENT BE EXTENDED BY THE VILLAGE OF PALMETTO BAY OR ACCEPTED, THAT SUCH EMPLOYMENT IS **"AT-WILL"**. I AGREE THAT SUCH OFFER OR ACCEPTANCE DOES NOT CREATE A CONTRACTUAL OBLIGATION UPON THE VILLAGE OF PALMETTO BAY TO CONTINUE TO EMPLOY ME IN THE FUTURE AND THAT IT MAY BE TERMINATED WITHOUT CAUSE AND WITHOUT NOTICE BY EITHER PARTY.

_____ I UNDERSTAND THAT THE VILLAGE OF PALMETTO BAY WILL NOT TOLERATE UNLAWFUL DISCRIMINATION OR UNLAWFUL HARASSMENT AND THAT EMPLOYEES HAVE AN AFFIRMATIVE DUTY TO REPORT SUCH INCIDENTS AND THAT SUCH CONDUCT IS GROUNDS FOR TERMINATION OF EMPLOYMENT.

_____ I ACKNOWLEDGE THAT, IF SELECTED FOR EMPLOYMENT, I MUST TAKE A LOYALTY OATH IN ACCORDANCE WITH FLORIDA STATUTE 876.05 AND ESTABLISH IDENTITY AND EMPLOYMENT ELIGIBILITY UNDER THE IMMIGRATION REPORT AND CONTROL ACT OF 1986.

THIS ACKNOWLEDGEMENT AND CONSENT SHALL CONTINUE TO BE IN EFFECT DURING MY ACTIVE EMPLOYMENT WITH THE VILLAGE OF PALMETTO BAY.

I HAVE READ, UNDERSTOOD, AND AGREE TO THE TERMS OF THE ABOVE STATEMENTS.

SIGNATURE

DATE

APPLICANT'S PRINTED NAME (First, Last)

POSITION APPLIED FOR

Applications missing the required initials and/or signature on this page will NOT BE CONSIDERED. Before submitting this application, please verify that all questions have been answered, and copies of necessary documentation are attached. Please refer to the instructions on Page 1.

VILLAGE OF PALMETTO BAY
AUTHORIZATION TO RELEASE INFORMATION



By signing this release below, I hereby authorize the Village of Palmetto Bay to contact and obtain from any local, state, county and federal agency of the Government of the United States, and/or any other agencies, persons, firms, corporations, current and former employers, credit agencies, educational institutions, military services and law enforcement agencies to release information about my background including but not limited to military service, education, employment information and, and general public records history to the Village of Palmetto Bay.

I understand that employment information and history shall include but shall not be limited to; employment history, hire dates, salary information, professional achievements, disciplinary actions, reasons for termination, job performance information and address verification. I further authorize my current and/or former employer(s) to respond to verbal and written inquiries from the Village of Palmetto Bay concerning my employment and personal character. Included in this grant of authority is the furnishing of copies of pertinent documents about my background.

This release is executed with full knowledge and understanding that the information provided is for the official use of the Village of Palmetto Bay. A photocopy of this authorization with my signature shall be considered valid.

I hereby release the Village of Palmetto Bay, you as the custodian of records and as an employer, educational institutions, or any other agencies or entities, including all of their officers, employees, or related personnel, both individually and collectively, from any and all liability and/or damages of whatever kind to me, my heirs, family, or associates arising out of compliance with this authorization to release information or an attempt to comply with it.

Applicant's Signature

Date

Applicant's Name (please print)



Fair Credit Reporting Act Disclosure and Authorization

Disclosure: The Village of Palmetto Bay may procure, or cause to be procured, a consumer report for employment purposes on you as an applicant or during the term of your employment, if hired. This report is conducted in accordance with applicable federal and state laws including the Fair Credit Reporting Act (FCRA). A consumer report consists of information by a consumer reporting agency bearing on a consumer's credit worthiness, credit standing, credit capacity, character, general reputation, or mode of living which is used or expected to be used or collected in whole or in part for the purpose of serving as a factor in establishing the consumer's eligibility for employment purposes. The screening will be conducted by an outside agency. This consumer credit report cannot be obtained without your consent, which your signature below will indicate.

Consent: I, _____, hereby authorize the Village of Palmetto Bay to procure, or cause to be procured, my consumer credit report for employment purposes.

Applicant Signature

Date

Print Name

Position Applied To

Current Address (street, city, state, zip code)



In compliance with Florida Statutes §119.071(5), the Village of Palmetto Bay Human Resources Department collects and uses your Social Security number only for the following purposes in performance of the Village's duties and responsibilities.

Your Social Security number is used for legitimate employment business purposes in compliance with:

- Completing an Employment Application/Packet;
- Completing and processing Federal I-9 (Employment Eligibility Verification Form);
- Completing and processing Federal W4, W2 and 1099 (tax forms);
- Completing and processing Federal Social Security taxes;
- Completing and processing Quarterly Unemployment Reports;
- Completing and processing Federal and State Employee and Educational Reports;
- Completing and processing Direct Deposit transactions;
- Completing and processing group health, life and dental coverage enrollment;
- Completing and processing Supplemental Insurance Deduction Reports;
- Completing and processing Workers' Compensation Claims;
- Completing the employee's background screening and validating the employee's educational credentials;
- Completing and processing Retirement Contribution Reports;
- Processing retirement benefits;
- Processing employee benefits;
- Any other reason that is determined imperative for the performance of the Village's duties and responsibilities, as prescribed by law; and/or
- Any other reason specifically authorized by law to do so.

NOTIFICATION

Providing a Social Security number is a condition of employment at the Village of Palmetto Bay.

The Village may disclose Social Security numbers to another agency or governmental entity if such disclosure is necessary for the receiving agency or entity to perform its duties and responsibilities.

The Village may not deny a commercial entity engaged in the performance of a commercial activity access to Social Security numbers, provided the Social Security numbers will be used only in the performance of a commercial activity, and provided the commercial entity makes a written request for the Social Security numbers.

I understand the above information and have been given a copy of this document.

Social Security Number

Applicant Name (Print)

Applicant Signature

Date



The Village of Palmetto Bay is an equal opportunity employer, and it complies with government regulations with regard to equal employment. To assist us in our continuing efforts to do so, this data is compiled on an on-going basis. However, your cooperation in completing the following is voluntary. Inclusion or exclusion of any data will not affect any employment decision. This form is removed from the application upon submittal to the Village of Palmetto Bay and it is kept in a separate file.

Date of Application: _____

Name: _____

Mailing Address: _____

Telephone: _____

Date of Birth: _____

Position Applied For: _____

RACE/ ETHNICITY:

- White (Non-Hispanic)
- Black
- Hispanic
- Asian/ Pacific Islander
- American Indian/Alaskan Native

SEX:

- MALE
- FEMALE

VETERAN:

- YES
- NO

DISABLED:

- YES
- NO

REFERRAL SOURCE:

- Newspaper Advertisement
- Village Job Posting/ Village Website
- Village Employee (Please indicate name of referring employee on the front page of the application)
- Florida State Job Service
- Trade Publications/ Associations
- Website- Careerbuilder
- Website- Trade Organizations
- Other (Please Specify) _____