



City of Lake City - Human Resources Department
 3rd Floor – City Hall Building
 205 N. Marion Avenue * Lake City, FL 32055
 386-719-5804 Office Phone - 386-758-5490 Office Fax

** Equal Opportunity Employer, ADA, Veterans Preference, and Drug Free Workplace **

APPLICATION FOR GENERAL EMPLOYMENT

*PLEASE NOTE: *Complete all areas of the application, please print clearly. *Under Florida Law, employment applications are open for public inspection. *False statements may cause rejection of the application or if employed, termination of employment.*

***Application must be completed in full and signed or it will not be processed.**

Position applied for: _____ Salary Expected: \$ _____ Date: _____

Name: _____ SS#: _____
First M.I. Last

Address: _____ City/St/Zip: _____

Phone #1: _____ Phone #2: _____

e-mail address: _____

Have you read the full job description of the position for which you are applying? Yes No

Are there any duties you are unable to perform? Yes No If yes, please explain: _____

Do you possess a valid Florida driver's license? Yes No CDL Level : _____ *(You must be able to provide proof if a position is offered)*

Have you ever been employed by the City of Lake City Yes No If yes, please give dates and job title held _____

Do you have any relatives currently employed by the City of Lake City Yes No
 If yes, please list names and their Department _____

EDUCATION

Depending on the position sought, you may be required to provide a copy of your high school or college transcript/degree and/or professional registration. Give years of college completed, type of degree and major/minor. Be sure to list all technical and/or trade courses or programs you have completed.

Circle highest school grade COMPLETED: 6 7 8 9 10 11 12 * GED * AA/AS * Bachelor's Degree * Master's Degree *
 Doctorate Degree * Other Training

Do you currently have a High School Diploma or a GED? (circle one) Yes No

Name of College/Technical School	# Of Yrs. Attended	Major	Degree Obtained

Technical skills or other training acquired: _____

List certificates or trade licenses you possess: _____

RECORD OF EMPLOYMENT

Please give complete name and address of all employers, including military employment. Describe major duties performed. A resume may be attached as a supplement; however, you **MUST** complete all information requested on the application. Begin with your current or most recent employer and list all previous employers in chronological order. Include a minimum of 5 years of employment, attach additional sheet(s) as needed.

Employer: _____ Phone: _____

Address: _____

City/State/Zip

Position Held: _____ Supervisor: _____

Dates Employed: From _____ to _____ Rate of Pay: _____

Yearly Gross/Hourly (circle one)

Brief description of Duties: _____

Reason for Leaving: _____

Employer: _____ Phone: _____

Address: _____

City/State/Zip

Position Held: _____ Supervisor: _____

Dates Employed: From _____ to _____ Rate of Pay: _____

Yearly Gross/Hourly (circle one)

Brief description of Duties: _____

Reason for Leaving: _____

Employer: _____ Phone: _____

Address: _____

City/State/Zip

Position Held: _____ Supervisor: _____

Dates Employed: From _____ to _____ Rate of Pay: _____

Yearly Gross/Hourly (circle one)

Brief description of Duties: _____

Reason for Leaving: _____

Employer: _____ Phone: _____

Address: _____

City/State/Zip

Position Held: _____ Supervisor: _____

Dates Employed: From _____ to _____ Rate of Pay: _____

Yearly Gross/Hourly (circle one)

Brief description of Duties: _____

Reason for Leaving: _____

Applicant Name: _____

PERSONAL INFORMATION

Are there any days or hours you are unable to work? Yes No If yes, please list them: _____

Are you able to travel if required? Yes No Are you 18 years of age or older? Yes No

Type of employment desired: Full-Time Part-Time Temporary

With reference to the Immigration Control and Reform Act (IRCA), are you eligible to work in the United States?
 Yes No (Verification will be required before employment)

Have you ever been convicted of, or pled guilty, no contest or *nolo contendere* to a crime? Yes No If yes, explain fully: _____

Have you ever been charged with a crime and either placed on court ordered probation, had adjudication withheld, entered a pre-trial intervention program, or have any criminal charges now pending? Yes No

Have you ever been a defendant in a civil action for intentional tort(s) (e.g. assault, battery, intentional infliction of emotional distress), or an unlawful employment practice (e.g. sexual or racial harassment)? Yes No

Have you ever been ticketed due to a traffic accident? Yes No

Why are you interested in working for the City of Lake City? _____

Have you ever served in the military? Yes No

Was any formal disciplinary action taken against you while in the military? Yes No

Under Florida law, certain individuals may be eligible for "Veteran's Preference" for employment purposes. Please read the VETERAN'S PREFERENCE INFORMATION SHEET then answer the following questions. Are you claiming Veteran's Preference? Yes No Have you attached a copy of your DD-214? Yes No Have you claimed Veteran's Preference since October 1, 1987? Yes No

Applicant Comments: _____

I hereby certify that all the information given on this application is true and correct to the best of my knowledge and I understand that any false information given on this application shall constitute cause to withdraw the application from consideration for any position with the City of Lake City or termination of employment with the City of Lake City. Inquiry as to past employment or on the job performance may be conducted and all past and current employers will be contacted. I release the City of Lake City and any past or current employers and other individuals contacted from any liability for release of information regarding my employment.

Applicant Signature _____

Date _____

Applications of municipalities are considered public documents according to Florida Statutes are open to public inspection upon request. Applications will remain active until position applied for is filled.

RECORD CHECK AUTHORIZATION & CERTIFICATE OF APPLICANT

Name: _____

PRINT FULL LEGAL NAME

Please Read Carefully Before Signing

I HEREBY AUTHORIZE that all the facts and information listed on this employment application are true and complete. I understand that any false, incomplete or misleading information given by me on this application is sufficient cause for rejection of this application. I also understand and agree that any such false, incomplete, or misleading information discovered on this application at any time after I am employed may result in my dismissal.

I HEREBY AUTHORIZE the City to investigate all statements contained in this application, to interview the references and previous employers listed in this application, and to obtain a report from a consumer reporting agency to be used for employment purposes in accordance with Fair Credit Reporting Act, to conduct a record check on my background to include but not be limited to the following: criminal and driving check, employment and performance record and education records. I authorize the references, previous employers, and school or other education institution, credit bureau, lending institution, consumer reporting agency or public agency listed to give the City all the facts, opinions and evaluations concerning my previous employment and any other information they may have, personal or otherwise, and I HEREBY RELEASE and save harmless the addressee, its officers, agents, servants or employees from and against any and all liability, claims, demands, damages, expenses, fees, fines, penalties, suits, proceedings, actions and costs of actions, including attorney’s fees of any kind and nature arising or growing out of or in any way connected with the disclosure of requested information.

If I am offered employment, I understand that such an offer will be conditioned upon satisfactory results of a background investigation and/or City medical examination or inquiry, including a drug screen test. If then employed, I understand that I will be required to serve a probationary period. I further understand that my employment and compensation can be terminated, with or without cause or notice, at any time, regardless of the successful completion of my probationary period, at the option of either the City or myself. I understand that no supervisor or other representative of the City other than the City Manager has any authority to enter into any agreement for employment for any specified period of time, or to make any agreement contrary to the foregoing. I further authorize on going procurement of the above mentioned reports at any time during my employment.

I FULLY UNDERSTAND AND VOLUNTARILY AGREE WITH THE ABOVE

Signature of Applicant

Date

VETERAN'S PREFERENCE INFORMATION SHEET

The City of Lake City, in accordance with Chapter 295 of the Florida Statutes dealing with Veteran's Preference, provides preference in employment and retention to those veterans who were honorably discharged who fall in categories 1 or 4 or the spouses of veterans who fall in categories 2, 3, or 5 as identified below:

- 1) Honorably discharged disabled Veteran who has a service-connected, compensable disability;
- 2) The spouse of a totally disabled Veteran, who because of this disability cannot qualify for employment;
- 3) The spouse of any person missing in action, captured in the line of duty or forcibly detained;
- 4) A Veteran of any war who served on active duty during a wartime era; and who was discharged under honorable conditions:

“**Wartime Era**” includes:

- (a) **Spanish-American War:** April 21, 1898 to July 4, 1902, and including the Philippine Insurrection and the Boxer Rebellion;
- (b) **Mexican Border Period:** May 9, 1916 to April 5, 1917, in the case of a veteran who during such period served in Mexico, on the borders thereof, or in the waters adjacent thereto;
- (c) **World War I:** April 6, 1917 to November 11, 1918; extended to April 1, 1920, for those veterans who served in Russia; also extended through July 1, 1921, for those veterans who served after November 11, 1918 and before July 2, 1921, provided such veterans had at least (1) day of service between April 5, 1917 and November 12, 1918;
- (d) **World War II:** December 7, 1941 to December 31, 1946;
- (e) **Korean Conflict:** June 27, 1950 to January 31, 1955;
- (f) **Vietnam Era:** August 5, 1964 to May 7, 1975;
- (g) **Persian Gulf War:** August 2, 1990 to “such date as may be prescribed by Presidential proclamation or by law.”

- 5) The un-remarried widow or widower of a Veteran who died of a service connected disability.

The applicant must have served at least (1) day during wartime period to be eligible for veteran's preference.

Should you qualify for the preference under any category and wish to assert it, please complete the attached sheet along with your application. **Documentation (DD214) substantiating your claim MUST BE FURNISHED AT THE TIME OF APPLICATION TO BE ELIGIBLE. If claiming preference due to disability, a letter that is less than one year old from the Veteran's Administration stating disability percentage must be submitted in addition to the DD214.**

If you qualify for the Veteran's Preference, the City of Lake City will give you special consideration during the employment selection process. The City of Lake City shall give preference to and shall hire a person entitled to Veteran's Preference ahead of other equally qualified applicants.

Should the position for which you are applying be filled by someone who does not qualify for Veteran's Preference and should you feel that proper consideration of the Veteran's Preference law has not been provided to you by the City of Lake City or the City of Lake City has not complied with the Veteran's Preference rules, please notify the City of Lake City, Human Resources Department, (386) 719-5804.

You also have the right to initiate an investigation by the Florida Division of Veteran's Affairs. You may do so by notifying the State of Florida, Department of Administration, Division of Veteran's Affairs, PO Box 1437, St Petersburg FL 33731, within 21 calendar days from the date you received notice that you were not selected for the position.

****Completion of this form is strictly voluntary. The information collected is for census purposes only. If you choose, you may complete this information and mail it to Human Resources, 205 N. Marion, Lake City, FL 32055 at your convenience. Thank you.**



Date Completed: _____ Position for which you are applying: _____

Division/Department: _____

Federal Laws and regulations require that the City incorporate a procedure for obtaining information necessary to conduct an applicant flow and selection analysis to determine the number of persons protected under those laws and whether or not the present selection system has an adverse effect on any protected group. Therefore, your cooperation is requested in providing the following information:

Race/National Origin: (Definitions from EEOC Form 221) (Check one only)

_____ White (not Hispanic origin): All persons having origins in any of the original peoples of Europe, North Africa, or the Middle East.

_____ Black (not of Hispanic origin): All persons having origins in any of the black racial groups.

_____ Hispanic: All persons of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin, regardless of race.

_____ Asian or Pacific Islanders: All persons having origins in any of the original peoples of the Far East, Southeast Asia, or the Pacific Islands, This area includes, for example, China, Japan, Korea, the Philippine Islands, Samoa, and the Indian Subcontinent.

_____ American Indian or Alaskan Native: All persons having origins in any of the original peoples of North America and who maintain cultural identification through tribal affiliation or community recognition.

_____ Decline to Answer.

Sex: Male _____ Female _____

Vietnam Era Veteran? Yes _____ No _____

Special Disabled Veteran? Yes _____ No _____

Other Eligible Veteran? Yes _____ No _____

Individual with Disabilities? Yes _____ No _____

Name: _____ **I do not wish to Self Identify: _____

How did you learn of the opening?

_____ Job Opportunity Posting

_____ Friend

_____ Advertisement Where? _____

_____ Other

[**Editors note: According to 41 CFR 60-741.42, there are only two circumstances when an employer may ask a disabled applicant to self-identify on a pre-offer basis:

(1) The invitation is made when the contractor actually is undertaking affirmative action for individuals with disabilities at the pre-offer stage; or (2) The invitation is made pursuant to a Federal, state or local law requiring affirmative action for individuals with disabilities.

According to 41 CFR 60-250.42, there are only two circumstances under which an employer may ask applicants who are Special Disabled Veterans to self-identify on a pre-offer basis:

1) The invitation is made when the contractor actually is undertaking affirmative action for special disabled veterans at the pre-offer stage; or (2) The invitation is made pursuant to a Federal, state or local law requiring affirmative action for special disabled veterans.]

Individual with Disabilities

Defined as a person who (1) has a physical or mental impairment which substantially limits one or more of his or her major life activity(s), (2) has a record of such impairment(s), or (3) is regarded as having such impairment(s). For purposes of this definition, an individual with disability(s) is substantially limited if he or she is likely to experience difficulty in securing, retaining, or advancing in employment because of the disability(s).

Special Disabled Veteran

Defined as a veteran who is entitled to disability compensation (or who but for the receipt of military retired pay would be entitled to compensation) under laws administered by the Veterans Administration for a disability (I) rated at 30% or more, or (ii) rated at 10 or 20% in the case of a veteran who has been determined under Section 1506 to have a serious employment disability, or a person who was discharged from active duty because of a service-connected disability.

Veteran of the Vietnam Era

Defined as a veteran who (a) served on active duty in the Republic of Vietnam between February 28, 1961 and May 7, 1975, or (b) served on active duty for a period of more than 180 days, any part of which occurred between August 5, 1964 and May 7, 1975, and was discharged or released there from with other than a dishonorable discharge, or (c) was discharged or released from active duty for a service-connected disability if any part of his or her active duty was performed between August 5, 1964 and May 7, 1975.

Other Eligible Veteran

Defined as any veteran who served in a “war” declared by Congress, in a campaign or on an expedition for which a campaign badge, a service medal, or an expeditionary medal has been awarded.