

CITY OF BUNNELL, FLORIDA

PO Box 756

Bunnell, FL 32110-0756

Telephone: 386-437-7500

Fax: 386-437-7503

APPLICATION FOR EMPLOYMENT

Received by: _____

Date Received: _____

Important Instructions: Hand-print or type neatly in black ink only. Fill in every blank line or box. If a blank line or box doesn't apply, enter "NA," or if you have no comment, enter "NC." A resume may be submitted with your completely filled-out Application for Employment form. Do not write "See Resume" in any of the blank lines or boxes.

Position applied for: _____

APPLICANT'S FULL NAME: _____

Desired wage/salary: _____ Date you can start: _____

Have you ever used a different first name, last name, or any nickname? Yes ___ No ___

If yes, please list names used: _____

Applicant's mailing address: _____

City: _____ State: _____ Zip Code: _____

Daytime Phone number: _____ Other Phone number: _____

How did you learn of this job opening? _____

Are you 18 years old, or older?..... Yes___ No ___

Can you legally hold a job in the USA?..... Yes___ No ___

Are you currently employed?..... Yes___ No ___

If not currently employed, were you laid off and/or subject to re-call?..... Yes___ No ___

May we ask information about you from your current employer?..... Yes___ No ___

Have you ever worked for the City of Bunnell before?..... Yes___ No ___

Have you ever been arrested?..... Yes___ No ___

If yes, please provide details below or attach detailed documentation including date(s), crime(s), disposition(s), probation(s), and location(s):

Job Applicant's full name: _____

DRIVERS LICENSE

Do you have a valid Florida Drivers License?..... Yes__ No__

What type of drivers license is it? Hardship__ Operator__ CDL Class D__ C__ B__ A__

Do you have less than six violation points charged against your license? Yes__ No__

Has your drivers license ever been suspended or revoked? Yes__ No__

If yes, give reason(s) and the month and year of each: _____

MILITARY SERVICE

Have you ever served in the US Army__ Air Force__ Navy__ Marines__ Coast Guard__ or National Guard__? Are you now in the National Guard or Reserve? Yes__ No__

What was your discharge? Honorable ___ Dishonorable ___ Other than honorable ___

What rank/grade did you achieve (E-3, O-2, etc.)? _____

What was your rating (communications, infantry, supply, medic, etc.)? _____

Are you claiming veteran's preference (attach DD Form 214)? Yes__ No__

EDUCATION

Level	Name of School City & State	# of Years	Diploma/ Degree	Type of Degree or Major discipline
High School	_____	_____	_____	_____
College	_____	_____	_____	_____
Voc-Ed	_____	_____	_____	_____

PROFESSIONAL / VOCATIONAL CERTIFICATION(S) / LICENSE(S)

1. _____

2. _____

SPECIAL SKILLS

List all, such as word-processing speed, operate front-end loader, mechanical, pipe laying, computer programs you're proficient at, electrical, operate tractor mower, crime investigation, construction inspection, HazMat training, conflict resolution, administration, etc.

Job Applicant's full name: _____

REFERENCES

Do not list former employers, people related to you, or people you have known less than one year.

Name	City/State of Residence	Telephone	Years
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

RESUMES

I have a resume which I have attached for the City's consideration..... Yes__ No __

OTHER PERTINENT COMMENTS OR REMARKS

Be all-inclusive. You may refer to attached/included documents. Include social as well as work matters.

AFFIRMATION OF APPLICANT

I certify that all information in this Application for Employment, including all attachments, is true and complete; and, I understand that if any false information, omissions, or misrepresentations are discovered I may be rejected from potential employment, and if employed this is grounds for termination. In consideration of the employment applied for, I agree to conform to the City's rules, regulations and policies. I understand that Florida is a "right to work" state; and, therefore, my employment and compensation can be terminated with or without cause at either my option or the City's option.

Applicant's signature: _____ Date: _____

Job Applicant's full name: _____

EMPLOYMENT HISTORY

Start with your current, or most recent, job and list all former employers for the last ten years. If you need more space, photocopy the next page (page 5 of 6) before you fill it out.

Current or Most Recent Job

Name of Organization: _____

Mailing Address: _____

City: _____ State: _____ Zip Code: _____

Job Title: _____

Summarize the work you did/do: _____

Name & Title of Supervisor: _____

Telephone: _____ Fax Number: _____

Dates Worked (Mo/Yr): Started: _____ Ended: _____

Final Wage/Salary: \$ _____ per _____. Hours worked per week: _____

Reason for Leaving: _____

Next Most Recent Job

Name of Organization: _____

Mailing Address: _____

City: _____ State: _____ Zip Code: _____

Job Title: _____

Summarize the work you did/do: _____

Name & Title of Supervisor: _____

Telephone: _____ Fax Number: _____

Dates Worked (Mo/Yr): Started: _____ Ended: _____

Final Wage/Salary: \$ _____ per _____. Hours worked per week: _____

Reason for Leaving: _____

Job Applicant's full name: _____

CONTINUATION OF EMPLOYMENT HISTORY

Next Most Recent Job

Name of Organization: _____

Mailing Address: _____

City: _____ State: _____ Zip Code: _____

Job Title: _____

Summarize the work you did/do: _____

Name & Title of Supervisor: _____

Telephone: _____ Fax Number: _____

Dates Worked (Mo/Yr): Started: _____ Ended: _____

Final Wage/Salary: \$ _____ per _____. Hours worked per week: _____

Reason for Leaving: _____

Next Most Recent Job

Name of Organization: _____

Mailing Address: _____

City: _____ State: _____ Zip Code: _____

Job Title: _____

Summarize the work you did/do: _____

Name & Title of Supervisor: _____

Telephone: _____ Fax Number: _____

Dates Worked (Mo/Yr): Started: _____ Ended: _____

Final Wage/Salary: \$ _____ per _____. Hours worked per week: _____

Reason for Leaving: _____

Job Applicant's full name: _____

Applicant is not to type/write on this page.

Application:

Neat: Yes ___ No ___; Writing is easily read: Yes ___ No ___; Complete: Yes ___ No ___

Recommendation for Interview: Yes ___ Potentially ___ No ___

Reviewed by: _____ Title: _____

FIRST INTERVIEW: Date: _____ Structured: _____ Random: _____ Tour: _____

Interviewer: _____ Title: _____

Applicant was: Neat in appearance___ Articulate___ Confident___ Sincere___ Friendly___
Abrasive___ Evasive___ Not succinct___ Seemed to have good understanding of the job___

Other Comments:

Recommended for a second Interview? Yes ___ No___

References checked: Yes ___ No ___ Result _____

Former Employees Checked: Yes ___ No ___ Result _____

SECOND INTERVIEW: Date: _____ Structured: _____ Random: _____ Tour: _____

Interviewer: _____ Title: _____

Applicant was: Neat in appearance___ Articulate___ Confident___ Sincere___ Friendly___
Abrasive___ Evasive___ Not succinct___ Seemed to have good understanding of the job___

Other Comments:

Recommended for Hiring by:

Name: _____ Title: _____

Signature: _____ Date: _____