

TOWN OF INDIAN SHORES

TOWN OF INDIAN SHORES

19305 Gulf Boulevard

Indian Shores, FL 33785-2214

APPLICATION FOR EMPLOYMENT

(AN EQUAL OPPORTUNITY EMPLOYER)

PLEASE PRINT

Position(s) Applied For: _____

Date of Application _____

Last Name _____ First Name _____ (M.I.) _____

Address Number _____ Street _____ City _____ State _____ Zip _____

Telephone Number _____ Social Security Number _____

Notify in case of emergency:

Name _____ Address _____ Phone Number _____

Have you ever been known by any other name? _____

Have you ever been employed with us before? Yes _____ No _____

Are you currently employed? Yes _____ No _____

May we contact your present employer? Yes _____ No _____

Are you legally authorized to work in the U.S.? Yes _____ No _____
(Eligibility to work in the U.S. is subject to verification upon hire.)

On what date would you be available for work? _____

Are you available to work: Full Time _____ Part Time _____ Temporary _____

Have you ever been convicted of a felony or pled nolo contendre, regardless of adjudication? Yes _____ No _____

(Conviction or a plea of nolo contendre will not necessarily disqualify an applicant from employment.)

Note: It is the policy of the Town not to discriminate on the basis of race, sex, color, national origin, religion, age, marital status or disability and further to make reasonable accommodations as required by law. The Town of Indian Shores is a Drug-Free Workplace.

If you are applying for a position which involves driving, please complete the following three questions:

Current Valid Driver's License: State _____ Number _____

Type of License: Operator's _____ Chauffeur's _____ Restricted _____

Has your license ever been suspended or revoked? Yes _____ No _____

If yes, explain in detail:

(NOTE: Police & Driving records will be checked on applicant)

Are you at least 18 years of age? Yes _____ No _____

If no, state birth date _____

EDUCATION

**ELEMENTARY
SCHOOL** _____

**HIGH
SCHOOL** _____

**UNDERGRADUATE
COLLEGE/UNIV.** _____

**GRADUATE/
PROFESSIONAL** _____

Describe any job related specialized training, apprenticeship, skills and extra-curricular activities.

State any additional job related information you feel may be helpful to us in considering your application.

List professional, trade, business or civic activities and offices you would like us to consider.

REFERENCES:

Give name, address and telephone number of three references who are not related to you.

HEALTH:

Are you able to perform the essential functions of the job for which you are applying, either with or without reasonable accommodation?

Yes No _____

(All job offers are conditioned on successful completion of a physical examination administered by an authorized Town physician.)

EMPLOYMENT EXPERIENCE:

Provide work history for the last ten years. Start with your present or last job. Include any job-related military service assignments and volunteer activities.

1. Employer

Address _____

Phone #

Job Title

Date of Employment: From: _____ To: _____

Reason for leaving

Hourly Rate/Salary
Starting/Final

2. Employer _____

Address _____

Phone # _____

Job Title _____

Date of Employment: From: _____ To: _____

Reason for leaving _____

Hourly Rate/Salary
Starting/Final _____

3. Employer _____

Address _____

Phone # _____

Job Title _____

Date of Employment: From: _____ To: _____

Reason for leaving _____

Hourly Rate/Salary
Starting/Final _____

If you need additional space, please continue on a separate sheet of paper.

If you are an honorably discharged Veteran, you may be eligible for Veteran's Preference in consideration of your application for employment. Substantiating documents must be furnished at the time of application.

Do you request a Veteran's Preference? Yes _____ No _____
If yes, please designate the basis for your preference below.

____ 1. As a Veteran with a compensable service-connected disability who is eligible for or receiving compensation, disability retirement or pension under public laws administered by the U.S. Veterans Administration and the Department of Defense.

____ 2. As the spouse of a Veteran who cannot qualify for employment because of a total and permanent disability, or the spouse of a Veteran missing in action, captured or forcibly detained by foreign power.

____ 3. As a Veteran of any war who has served on active duty for 181 consecutive days or more, or who has served 180 consecutive days or more since January 31, 1955, if any part of such active duty was performed during a wartime era. Active duty for training is not allowable.

4. As the unremarried spouse of a Veteran who was killed in action, or died of service-connected disability.

Branch of Service

Date of Entry

Date of Discharge

Have you been employed by a State, County, or local government as of or since October 1, 1987? Yes No

If yes, name the employer: _____

NOTE: Any eligible applicant who believes he/she was not afforded employment preference in accordance with FA 295.08 may file a complaint with THE DIVISION OF VETERAN'S AFFAIRS. (P.O. BOX 31003 ST. PETERSBURG, FLORIDA 33731) within 21 calendar days from the date of notice of hiring decision.

APPLICANT CERTIFICATION (READ CAREFULLY BEFORE SIGNING):

I certify that all statements made by me on this application are true and complete to the best of my knowledge. I understand that should I be employed, any false, incomplete or incorrect statements of any fact may cause dismissal from Town employment, regardless of when discovered.

I agree to furnish proof to substantiate the information in this application. I also agree to submit to a medical examination as may be required after an offer of employment has been extended and I understand that all offers of employment are conditioned on such medical examination. Such examination may include a drug and alcohol screening. Further, I understand that I may be subject to drug and alcohol screening after employment.

I voluntarily give permission to the Town of Indian Shores to make investigations of information contained in this application and do hereby fully release the Town and its agents from liability for doing so.

If I am employed by the Town of Indian Shores, I will conform to the rules, regulations and policies of the Town of Indian Shores.

DATE

APPLICANT'S SIGNATURE

RELEASE OF INFORMATION

I VOLUNTARILY GIVE PERMISSION TO THE TOWN OF INDIAN SHORES TO CONDUCT BACKGROUND INVESTIGATIONS PERTAINING TO MY CHARACTER AND RELIABILITY, AND DO HEREBY FULLY RELEASE THE TOWN AND ITS AGENTS FROM LIABILITY FOR DOING SO.

DATE

APPLICANT'S SIGNATURE

NOTICE

EMPLOYEE SCREENING FOR PUBLIC SAFETY

All employees required by law to be screened shall be required to undergo background screening as a condition of employment and continued employment. Screenings may include any or all of the following, but may not be limited to, employment history checks, local criminal history checks through local police agencies, statewide criminal history checks through the Florida Department of Law Enforcement, and/or national criminal history checks through the Federal Bureau of Investigation.

Said employment positions to be screened include, but are not limited to, those critical to security or public safety, or for any private contractor, employee of a private contractor, vendor, repair person, or delivery person who has access to any Town facility or Town operated facility that the governing body of this municipality, or its Chief of Police, finds is critical to security or public safety.

I HEREBY ACKNOWLEDGE I HAVE RECEIVED THE EMPLOYEE SCREENING NOTICE

SIGNATURE

DATE

TOWN OF INDIAN SHORES
SOCIAL SECURITY NUMBER
COLLECTION AND USE POLICY

The Town of Indian Shores collects your social security number for the following purposes: Identification and verification; data collection; tracking; processing of employment benefits; applicant and employee background checks; credit history; and income reporting and will be used solely for those purposes. Social Security numbers are also used as a unique numeric identifier and may be used for search purposes.