



America's Seaplane City™

City of Tavares Employment Application

201 East Main Street, Tavares, FL 32778

Telephone (352) 742-6264 - Job Line (352) 742-6450

Fax (352) 742-6351 - Email: ApplyToday@Tavares.org

An Equal Opportunity Employer and a Drug-Free Workplace

Applicants who need accommodation in accordance with the Americans with Disabilities Act are asked to notify Human Resources.

Posting Number	Position Title	Posting Date

Name _____
(Last) (First) (Middle)

Other Name(s) you are known by _____

Current Address _____

(City) (County) (State) (Zip)

Previous Residence _____

(City) (County) (State) (Zip)

Phone Number _____ E-Mail Address _____

DO YOU WISH TO CLAIM VETERAN'S PREFERENCE? _____ YES _____ NO

If yes, in order to be considered for Veteran's Preference, you must complete and submit the "Application for Veteran's Employment Preference", which is available in Human Resources, and a DD214 or other official document(s) from the Division of Veteran's Affairs which substantiates your eligibility for Veteran's Preference.

All applications and/or resumes *must* be submitted to Human Resources or postmarked by the advertised closing date, *without exception*. Applications and/or resumes are accepted only for positions that are posted and open for recruitment.

READ THIS SECTION CAREFULLY BEFORE YOU SIGN THE APPLICATION BELOW

City of Tavares Human Resources staff or other designated City staff are authorized to verify any or all of the information contained herein. By my signature below, I hereby authorize the release of all information related to my application for employment, including, but not limited to, military service, education and employment history.

A false answer to any question(s) in this application may be grounds for non-selection, or for termination after you begin work. All statements are subject to investigation, including a check of your training and experience statement. All information you give will be considered in reviewing your application. Your application may be subject to public inspection in accordance with the Florida Public Records Law, Chapter 119, Florida Statutes.

I hereby certify that all statements made in this application and attached resume if included, are true. I understand that any misstatement, misrepresentation, material omission or falsification of facts shall cause forfeiture of all rights to employment with the City of Tavares. I understand that should I receive a conditional offer of employment, the following tests may be required as a condition of employment with the City of Tavares; drug screen, medical questionnaire, medical evaluation, employment background check, education background check, certification verification, worker's compensation background check, motor vehicle records check, credit report, criminal history check, polygraph examination, psychological examination and a physical demonstration of job-related skills.

If accepted for employment, I agree to abide by and comply with all rules, regulations, policies and practices of the City of Tavares. I understand that should I be hired by the City of Tavares, my employment with the City is at-will, that I have the right to terminate my employment at any time with or without cause, and that the City has the same right I understand that no representative of the employer has any authority to enter into any agreement with me contrary to the policies and practices of the City of Tavares.

DATE SIGNED

APPLICANT SIGNATURE IN INK

Type of Employment Sought (check all that apply) FULL TIME PART TIME HOURS AVAILABLE _____

If a job requirement, will you work:

Saturday Sunday Holidays Nights Various Shifts Other

Will you travel: Yes No

Date available for work/service _____

Did you receive a High School Diploma? _____ Yes _____ No **GED?** _____ Yes _____ No

Universities or State Colleges attended/attending _____

Type of Degree Received _____ **Indicate Major/Minor** _____

**To receive consideration for college course work or Vocational Training, please provide quarter/semester or class hours earned in addition to dates attended. You may be required to submit college transcripts or list of courses successfully completed.*

Business, Technical, Vocational Schools or Correspondence Courses attended/attending**

Type of Degree or Program _____ **Indicate Major/Minor** _____

***If correspondence course, please identify as such.*

Specific Skills: List the equipment with which you have had experience or any special skills you possess.

List the vehicles/equipment you can operate (if applicable to the job for which you are applying). You must also include this information in the Work History section on page 3.

List active licenses, certificates or registrations, the registration number(s) and expiration date(s). (If applicable to the job for which you are applying.)

How were you referred to the City of Tavares? (Please check the appropriate box.)

_____ Tavares.org website _____ Relative _____ Friend _____ Employment Agency _____ Walk-In

_____ Other (please specify) _____

Please list the name, address, telephone number and occupation of three (3) personal references who are not relatives or previous employers.

1. _____
2. _____
3. _____

WORK HISTORY - YOU MUST COMPLETE THE WORK HISTORY SECTION OF THIS APPLICATION. List your most recent employer first. If currently unemployed, leave present employer section of this application blank. Include any unpaid work experience as well as military service. If you held more than one position with the same employer, list each separately. **Please BE SPECIFIC.** You must account for all periods of time for at least the last ten (10) years. If desired, include a resume or additional pages to clarify your work experience. If a resume is attached, be sure that month/year for each employment is reflected on the resume and coincides with the Work History section of this application.

Present Employer: _____ **Phone Number:** _____

Address: _____ **Supervisor:** _____

Job Title: _____ **Number Supervised:** _____ **Last Salary: \$** _____ **per** _____

From: _____ **To:** _____ **Reason for Leaving:** _____

May we contact this employer: _____ **Yes** _____ **No** _____ **Responsibilities:** _____

Past Employer: _____ **Phone Number:** _____

Address: _____ **Supervisor:** _____

Job Title: _____ **Number Supervised:** _____ **Last Salary: \$** _____ **per** _____

From: _____ **To:** _____ **Reason for Leaving:** _____

May we contact this employer: _____ **Yes** _____ **No** _____ **Responsibilities:** _____

Past Employer: _____ **Phone Number:** _____

Address: _____ **Supervisor:** _____

Job Title: _____ **Number Supervised:** _____ **Last Salary: \$** _____ **per** _____

From: _____ **To:** _____ **Reason for Leaving:** _____

May we contact this employer: _____ **Yes** _____ **No** _____ **Responsibilities:** _____

Past Employer: _____ **Phone Number:** _____

Address: _____ **Supervisor:** _____

Job Title: _____ **Number Supervised:** _____ **Last Salary: \$** _____ **per** _____

From: _____ **To:** _____ **Reason for Leaving:** _____

May we contact this employer: _____ **Yes** _____ **No** _____ **Responsibilities:** _____

MISCELLANEOUS - Answer the following questions by marking an "X" for (yes) or (no). It is imperative that you provide detailed information when requested, i.e., dates, types, etc., in the space provided at the bottom of the page.

Are you able to perform the essential functions of the position with or without reasonable accommodation?

_____ Yes _____ No (If no, please explain) _____

Have you even been convicted of or plead guilty or no contest to any criminal violation of law?_____ Yes _____ No
If yes, please explain. (A conviction does not automatically mean you are ineligible for hire. Please provide date(s), location(s), arresting agency(ies), charge(s) and disposition(s).)_____

Have you ever been discharged for any reason from any job? _____ Yes _____ No (If yes, please explain)

Have you ever been employed by the City of Tavares? _____ Yes _____ No

If yes, indicate below, your previous date(s) of employment. Department(s)/Division(s), position(s) and reason for leaving. _____

Are any members of your family or relatives (by blood or marriage) employed by the City of Tavares?

_____ Yes _____ No *If yes, indicate their name(s), Department(s)/Division(s), and relationship below.

Do you have the legal right to remain and work in the United States? _____ Yes _____ No

Do you have a source of transportation to work? _____ Yes _____ No

If no, explain how you will get to work below _____

Do you possess a current, VALID Florida driver's license? _____ Yes _____ No

If yes, complete question below. If no, please explain. _____

Indicate which driver's license you possess by checking the appropriate box: E (Regular Operator's License)

Commercial Driver's License (CDL) type: C B A

Do you have a driver's license endorsement(s)? If yes, please check the appropriate box(es):

- H (Any vehicle used to transport hazardous materials in placard able amounts.)
- N (Tank vehicle designed to transport any liquid or gaseous material with designed capacity of 1,000 gallons or more)
- P (Any vehicle designed to transport 16 or more passengers, including the driver.)

Other _____

If continuation of an answer, or additional comments applies.

This form is for completion by applicants, and is used to collect information for reporting purposes only.

Qualified applicants are considered for employment, and employees are treated during employment, without regard to race, color, religion, sex, national origin or age. In keeping with that policy and to help us comply with federal and state Equal Employment Opportunity record keeping, reporting and legal requirements, please answer the questions below.

The information provided is confidential, and will be retained separately from your application for employment.

Name Date of Birth Date of Application

Sex: Male Female

Vietnam Veteran: Yes No
Disabled Veteran: Yes No

Race/Ethnic Group: Hispanic or Latino White Black or African American Asian Native Hawaiian or other Pacific Islander American Indian or Alaska Native Two or More Races

Position(s) applied for, or primary area(s) of interest

Check one: Full-time Part-time

Signature Date