



## EMPLOYMENT RECORD

Starting with your current or last job, discuss all periods of employment, including self employment, military service and volunteer work. Please account for all periods of unemployment. Use additional sheets if necessary

**NOTE: A resume of your employment record will NOT be accepted in lieu of the requested information, although you may include a resume as a supplement to the application. Failure to submit a completed, signed application may disqualify you from consideration.**

May we contact your current employer? Yes \_\_\_\_\_ No \_\_\_\_\_

Note: Past employers may be contacted to verify your work history.

List multiple positions held with one employer separately.

Name of Employer \_\_\_\_\_

Address of Employer \_\_\_\_\_

Job Title \_\_\_\_\_

Description of Job Duties \_\_\_\_\_

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Reason for Leaving \_\_\_\_\_

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Reason for Leaving \_\_\_\_\_

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Reason for Leaving \_\_\_\_\_

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Dates of Employment (M/Y)

From \_\_\_\_\_ To \_\_\_\_\_

Beginning Salary \_\_\_\_\_

Ending Salary \_\_\_\_\_

Supervisor's Name & Title \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Business Phone # \_\_\_\_\_

Hrs. of work/week \_\_\_\_\_

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Business Phone # \_\_\_\_\_

Hrs. of work/week \_\_\_\_\_

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Business Phone # \_\_\_\_\_

Hrs. of work/week \_\_\_\_\_

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Business Phone # \_\_\_\_\_

Hrs. of work/week \_\_\_\_\_

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### EDUCATION AND TRAINING

Type of School	Name of School	Location (City and State)	Circle Last Year Completed	Major Subject	Graduated? Degrees?
Grade			1 2 3 4 5 6 7 8		<input type="checkbox"/> Yes <input type="checkbox"/> No
High School			9 10 11 12		<input type="checkbox"/> Yes <input type="checkbox"/> No
College			1 2 3 4 5 6		<input type="checkbox"/> Yes <input type="checkbox"/> No Degree? _____
Graduate School			1 2 3 4		<input type="checkbox"/> Yes <input type="checkbox"/> No Degree? _____
Business, Trade or Apprentice					<input type="checkbox"/> Yes <input type="checkbox"/> No

### REFERENCES

List three (3) professional references.

Name	Occupation	Address	Phone	Years Known

### PROFESSIONAL REGISTRATION, LICENSES OR CERTIFICATION

Type	Number	Authorizing Board

Valid Florida Driver's License? Yes No                      Valid Commercial Driver's License? Yes No

Class \_\_\_\_\_ Endorsements \_\_\_\_\_ Expiration Date \_\_\_\_\_

Special Skills (include skills with computers, machines, tools and, motor equipment) \_\_\_\_\_

In your own words, explain how you qualify for the position. Be specific. \_\_\_\_\_

### PRE-EMPLOYMENT STATEMENT

I hereby certify that all statements made on this application are true and that I agree and understand that any misstatements, misrepresentations, or omission of material facts herein may result in any offer of employment made by Alachua County to be withdrawn or my employment with Alachua County to be terminated. Alachua County is authorized to verify information contained in this application and any attachments. I authorize anyone having such information to release it to Alachua County.

Signature of Applicant \_\_\_\_\_ Date \_\_\_\_\_



# APPLICANT FACT SHEET

## SUBMITTING YOUR APPLICATION

Current vacant positions are posted in the Employment Opportunities Listing for a minimum of five working days, Resumes and applications are only accepted for posted positions and must be received or postmarked no later than midnight on the last day the position is posted. **You must complete an application form for each position for which you are applying.** Photocopied applications with an original signature and recent date will be accepted. Failure to submit a completed, signed application may disqualify you from consideration.

You may submit a Position Interest Card, obtained from the Personnel Office, for positions not currently listed. Upon notification that the position has become available, you must submit a resume or application in order to be considered for the position.

If you are applying for a position requiring a specific license or certification, a copy (not the original) of the document must be submitted with the application. Failure to include required copies of documents will delay the processing of your application, and may, therefore, result in non-referral for the posted position.

If the position requires a typing, word processing and/or shorthand test, you must take the County test, **no later than Thursday after the position closes**. Scores received after that day will not be considered and applications will not be referred for consideration. The minimum score for passing the typing speed test is 35 cwpm. All tests will be conducted in the County Administration Building on the following days and times:

Tuesday from 12:00 p.m. to 2:00 p.m. and if necessary, Thursday from 10:00 a.m. to 12:00 p.m.

If you do not live in the immediate area and cannot travel to Alachua County for a **typing speed test**, then scores from tests administered by the Florida Jobs & Benefits Center office within your area will be accepted. Scores must be received no later than Thursday after the position closes.

Please see the Receptionist to schedule a typing, word processing and/or shorthand test. Also, please notify the Receptionist of any special accommodations you will require prior to scheduling a test.

## ONE POSITION PER APPLICATION FORM

You may apply for only one position on each application form. If you wish to apply for more than one position with Alachua County, you must submit an application for each position. Photocopied applications with an original signature and recent date will be accepted. You will receive a card in the mail verifying that we have received your application materials.

## PROCESSING YOUR APPLICATION

Once the position closes, all applications are reviewed for the posted minimum qualifications. If your application reflects that you meet minimum qualifications, it will be referred to the interviewing department. The department selects the most qualified applicants for interview and schedules the interviews. **Only those applicants who are interviewed will be notified of the results of the selection process.**

## VETERANS' PREFERENCE

In accordance with Chapter 295 of the Florida Statutes, Alachua County gives preference in employment to veterans and spouses of veterans who meet certain eligibility criteria. Such preference will be granted, provided that you have demonstrated eligibility and have met any other employment criteria required by Alachua County. Any applicant claiming veterans' preference for a vacant position who is not selected, may file a complaint with the Division of Veterans' Affairs: P. O. Box 31003, St. Petersburg, FL 33732. This complaint must be filed within 21 days notice of the hiring decision, For further information, see the Receptionist.

## PROOF OF CITIZENSHIP AND EMPLOYMENT ELIGIBILITY

The Immigration Reform and Control Act requires that all employees submit proof of citizenship and employment eligibility upon hire. If you are chosen for employment with Alachua County, you will need to submit the required documentation on your first day of employment. No one will be allowed to begin working unless the original documents are submitted to the Personnel Office for verification.

**JOB RECORDING NUMBER: 352/955-2243 x372**  
**INTERNET ADDRESS: <http://www.co.alachua.fl.us/joblist.html>**  
Personnel Office: 352/374-5219  
TTD/TYY: 352/374-5284  
An Equal Opportunity Employer M F V D

**ADMINISTRATIVE SERVICES, PERSONNEL OFFICE, P.O. BOX 1467. GAINESVILLE. FL 32602**

## **NOTICE TO ALL APPLICANTS**

### Drug Free Workplace and Drug Testing Policy

The Alachua County Board of County Commissioners and the Alachua County Library District Governing Board support the Drug Free Workplace and Drug Testing Policy. **DRUG TESTING IS REQUIRED FOR ALL FINAL CANDIDATES.** All offers of employment are contingent upon the successful completion of a pre-employment drug test. Copies of the "Drug Free Workplace and Drug Testing Policy" are available at the Receptionists desk, Personnel Office, Third Floor, County Administration Building.

### **ADDITIONAL NOTICE FOR POSITIONS REQUIRING COMMERCIAL DRIVER'S LICENSES (CDL'S) ALACHUA COUNTY BOARD OF COUNTY COMMISSIONERS POSITIONS ONLY**

Beginning January 1, 1995, The Omnibus Transportation Employee Testing Act (1991) requires drug testing of safety-sensitive employees, i.e., employees who are required to have a commercial driver's license (CDL).

Pre-employment drug testing will be conducted BEFORE the final candidate is hired or after the offer to hire, but BEFORE actually performing safety-sensitive functions for the first time. This testing will also be required when current ALACHUA COUNTY BOARD OF COUNTY COMMISSIONER employees transfer, promote or demote to a safety-sensitive position from a non-safety-sensitive position.

Presently, the following Alachua County positions are considered safety-sensitive and require a CDL:

Equipment Operator I	Maintenance Supervisor II
Equipment Operator II	Parks Maintenance Worker
Equipment Operator III	Parks Supervisor
Fleet Technician	Senior Fleet Technician
Master Fleet Technician	Solid Waste Operator
Maintenance Supervisor I	

**Questions and/or concerns regarding this pre-employment drug testing policy can be directed to the Alachua County Personnel Office at 352/374-6219.**

**ALACHUA COUNTY  
EQUAL EMPLOYMENT OPPORTUNITY**

**The following information is requested to satisfy federal equal employment opportunity reporting requirements and for our Affirmative Action purposes. It will not be kept with your application.**

Name \_\_\_\_\_ Date of Birth \_\_\_\_\_

Male \_\_\_\_\_ Female \_\_\_\_\_

Position Applied For \_\_\_\_\_

Department \_\_\_\_\_

**Check the race/ethnic group with which you identify:**

Hispanic	_____	Am. Indian/Alaskan Native	_____
White	_____	Asian/Pacific Islander	_____
Black	_____		

**Will you require any special accommodations during the interview process with Alachua County? If so, please specify.** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_