

THE CITY OF DeLAND
 "AN EQUAL OPPORTUNITY EMPLOYER"
 120 S. FLORIDA AVENUE
 DELAND, FLORIDA 32720-5422
 HUMAN RESOURCES DIVISION
WWW.DELAND.ORG
 (386) 626-7000

GENERAL EMPLOYMENT APPLICATION



Instructions: This application must be filled out completely and accurately. Failure to complete application in its entirety may be cause for disqualification. All statements are subject to investigation. Exaggerated, false, or misleading statements are cause for rejection and/or termination. PLEASE PRINT CAREFULLY or type all information.

 (Last Name) (First) (MI) Social Security Number
 [][] - [][] - [][][][]

 Mailing Address, Include Apartment Number Date Available for Work

 (City) (State) (Zip Code) Phone Numbers

 Street Address Res: () _____ - _____
 Cell: () _____ - _____
 Work: () _____ - _____

Position Applied For:		Date of Application:	
Are You Applying For Veteran's Preference? [] YES [] NO BRANCH _____ DATES: FROM _____ TO: _____ Veteran's Preference: Documentation substantiating your claim (e.g. DD-214 and/or letter establishing eligibility to receive disability compensation from the Department of Defense or equivalent certification) must be furnished at the time of application.		Did you receive an Honorable Discharge? [] YES [] NO	
Circle Highest Grade Completed 1 2 3 4 5 6 7 8 9 10 11 12	Are you a U.S. Citizen? [] YES [] NO	Minimum Salary Acceptable:	
Check One: [] High School Diploma [] Did not Graduate [] Received GED Attach Copy of Diploma or GED or higher to Application		If you received GED, supply issuing Authority	

COLLEGE OR UNIVERSITY	LOCATION	FROM	TO	HRS	DEGREE	DATE	MAJOR
BUSINESS/TRADE CERT. LICENSES/CERT.	LOCATION	FROM	TO	HRS	LICENSE/ CERT REC'D	SUBJECTS TAKEN	

EXPERIENCE: Describe below any employment or occupation you have had, including experience in the armed forces or volunteer work. Begin with your present or most recent employment in block 1 and work backward consecutively. Count each promotion as a separate job, applicants may be required to furnish satisfactory proof of experience claimed. Be sure to include all relevant details. **Do not leave blank and state "see resume". Use additional sheets if more space is required.**

1. Dates of Employment TO/PRESENT		
Month	Day	Firm Name Address City, State
Year		Type of Business Name/Title/Phone of Immediate Supervisor Your Title
FROM:		<i>Duties:</i> Describe the nature of the work performed by you with estimated percentage of time on each type of work. State size and kind of work force supervised by you, and extent of such supervision.
Month	Day	
Year		
Total Hours Per Week		Reason for Leaving:
Start Salary:		
Last Salary:		

2. Dates of Employment TO/PRESENT		
Month	Day	Firm Name Address City, State
Year		Type of Business Name/Title/Phone of Immediate Supervisor Your Title
FROM:		<i>Duties:</i> Describe the nature of the work performed by you with estimated percentage of time on each type of work. State size and kind of work force supervised by you, and extent of such supervision.
Month	Day	
Year		
Total Hours Per Week		Reason for Leaving:
Start Salary:		
Last Salary:		

3. Dates of Employment TO/PRESENT		
Month	Day	Firm Name Address City, State
Year		Type of Business Name/Title/Phone of Immediate Supervisor Your Title
FROM:		<i>Duties:</i> Describe the nature of the work performed by you with estimated percentage of time on each type of work. State size and kind of work force supervised by you, and extent of such supervision.
Month	Day	
Year		
Total Hours Per Week		Reason for Leaving:
Start Salary:		
Last Salary:		

Driver's License? [] YES [] NO State: _____ License Number: _____

Commercial Driver's License? [] YES [] NO License Number: _____
State: _____ Class Code: _____ Endorsements: _____

Have you been convicted, pleaded guilty or nolo contendere to a misdemeanor or felony involving false statement or perjury? [] YES [] NO

Have you ever been in violation of traffic law? [] YES [] NO

If yes, please explain for what, where and when: _____

Have you ever been employed by the City? YES [] NO [] If yes, where and when? _____

Are any members of your family or relatives employed by the City: YES [] NO []

If yes, please give name and their position: _____

Have you ever been discharged/fired from employment: YES [] NO []

Have you ever resigned/quit after being informed that your employer intended to discharge you? YES [] NO []

If yes to either question, complete the following: Employer: _____

Address: _____ Date: _____

Explanation (Use additional sheets if necessary): _____

Signature Certification and Release of Information:

YOU MUST SIGN THIS APPLICATION. READ THE FOLLOWING CAREFULLY BEFORE YOU SIGN:

I certify that each answer to any question herein and all other information otherwise furnished is true and correct. I further certify that all such answers and information constitutes full and complete disclosure of my knowledge with respect to the questions or subject matter. I understand that any incorrect, incomplete or false statements or information, furnished by me may subject me to disqualification or to discharge at any time. If employed by the City of DeLand, I agree to comply with all its orders, rules and regulations.

Signature (Sign application in dark ink):

Date Signed (Month/Day/Year)

HUMAN RESOURCES USE ONLY:

Date Received

Meets Qualifications

[] YES [] NO

THE INFORMATION REQUESTED BELOW IS BASED IN CONJUNCTION WITH THE CITY'S AFFIRMATIVE ACTION PROGRAM. THIS INFORMATION WILL IN NO WAY AFFECT YOUR SELECTION AND IS COMPLETELY VOLUNTARY. THIS INFORMATION HELPS PROVIDE THE NEEDED INFORMATION FOR COMPLYING WITH FEDERAL REGULATIONS.

POSITION APPLIED FOR _____

GENDER Male Female

DATE OF BIRTH _____

VETERAN Korean
 Vietnam
 Desert Storm
 Iraqi conflict

EDUCATION High School Graduate/Equivalent
 Post High School
 Associate Degree
 Bachelor Degree
 Masters Degree

ETHNIC GROUP Caucasian
 Black
 Hispanic
 American Indian
 Other _____

MISCELLANEOUS Handicapped
 Disabled
 Limited English
 Other _____

City of DeLand

ACCT: DeLAND

(Completed by Recruiter)

Recruiter: _____

Candidate Name: _____

(Please Print)

CANDIDATE INFORMATION

(Completed by candidate)

The following is required to conduct pre-employment verifications. Date of birth and maiden name are not considered in the employment decision. This information is utilized for accurate records verifications only.

Social Security Number	Maiden or other name used	Year last used	Date of Birth
Please provide list of cities, including state and zip, where you have lived or worked in the last 7 (seven) years. Use extra sheet if necessary. <u>Please be sure all letters and numbers are legible.</u>			
Current Address, City, State,/Zip			Since
Previous City/State/Zip	Dates	Previous City/St/Zip	Dates
Previous City/State/Zip	Dates	Previous City/St/Zip	Dates
Have you ever been convicted, entered a plea of no contest, had prosecution deferred, or adjudication withheld for any crime except for minor traffic violations? (Will only be considered in relation to specific job requirements.) Y _____ N _____ If yes, please explain.			
Drivers License Number		State	

I request that this document in its original or copied form serve as my valid authorization to any and all persons, educational institutions, past and/or current employers, organizations, credit reporting agencies, law enforcement or criminal record agencies, and other agencies to release information about me to Maglio-Accufacts, and hereby release all such persons, institutions, agencies, employers, and organizations providing such information from liability in any or all claims and damages connected with their providing any requested information.

Authorized by Candidate:

Printed Full Name	Home Phone (include Area Code)	Work Phone (include Area Code)
Signature	Date Signed	

DISCLOSURE

This serves to advise you that in consideration for employment, a consumer report may be obtained on you. This process may include a review local, county, state, and federal government agency records, and court public records.

By signing this DISCLOSURE,

- You acknowledge receipt of this Disclosure
- You give us permission to obtain a consumer report on you for employment purposes

Received and Authorized by:

Printed Full Name

Signature

Date Signed

How did you learn about the position with the City of DeLand for which you are applying?
City of DeLand web page _____ Newspaper Ad _____ Friend _____ City employee _____ Other _____

(This signed form is to be retained in the applicant's file)

**CITY OF DELAND
SOCIAL SECURITY NUMBER COLLECTION NOTICE**

The City of DeLand recognizes that an individual's Social Security number is a unique form of identification that can be utilized to obtain sensitive information regarding that particular individual. However, the City of DeLand must collect Social Security numbers under certain circumstances in order for the City to be able to properly perform its duties and functions as a municipal corporation and in order to ensure that such duties and functions are performed accurately and efficiently.

THE CITY OF DELAND COLLECTS YOUR SOCIAL SECURITY NUMBER ONLY FOR THE FOLLOWING PURPOSES:

- CLASSIFICATION OF ACCOUNTS
- IDENTIFICATION, VERIFICATION AND BACKGROUND CHECKS
- CREDIT WORTHINESS OR COLLECTIONS
- BILLING AND PAYMENTS
- DATA COLLECTION, RECONCILIATION AND TRACKING
- BENEFIT AND PAYROLL PROCESSING
- TAX REPORTING
- NEW UTILITY ACCOUNT APPLICATIONS
- VENDOR REGISTRATION APPLICATIONS
- VOLUNTEER CONTRACTS FOR BACKGROUND CHECKS
- EMERGENCY TRANSPORT/SERVICES FOR BILLING AND INSURANCE
- POLICE STATEMENTS AND ARRESTS FOR THE VERIFICATION OF IDENTITY

Each individual who provides a Social Security number to the City of DeLand shall be provided with a copy of this notice. Additional copies of this Social Security Number Collection Notice may be obtained by contacting City Hall, 120 South Florida Avenue, DeLand, Florida.

This Social Security Number Collection Notice has been provided by the City of DeLand in compliance with Florida Statutes Section 119.071(5) (2007).

Signature

Date