

# CITY OF TREASURE ISLAND EMPLOYMENT APPLICATION

**INSTRUCTIONS:** Only the applicant can complete and sign this form. This Application will remain active for ninety (90) days. Answer all questions – incomplete applications will not be referred to the hiring supervisor for review. If you need additional space, use a separate sheet of paper. You may add a resume or attach copies of documents you feel help clarify your background, however resumes will not be accepted in lieu of a fully completed application. The information you provide will be verified and a background investigation will be conducted on all applicants considered for hire. **EOE/ADA/VP**

POSITION APPLYING FOR \_\_\_\_\_

Name \_\_\_\_\_ Social Security Number \_\_\_\_\_

Current Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone Number \_\_\_\_\_ Email Address \_\_\_\_\_

Date Available to Start \_\_\_\_\_ Salary Desired \_\_\_\_\_

Are you over 18 years old? \_\_\_\_\_ Do you have a legal right to work in the US? \_\_\_\_\_

How did you learn about this job opening? \_\_\_\_\_

Are you available to work any shift? \_\_\_\_\_ Weekends? \_\_\_\_\_ Holidays? \_\_\_\_\_ Evenings? \_\_\_\_\_

## **EDUCATION**

List the school(s) you have attended from high school and beyond, the dates you attended, and whether or not you graduated or received a degree.

Name and Address of School	Course of Study	Dates Attended	Degree Earned

List any licenses or certifications you have that relate to this job \_\_\_\_\_

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

Date HR Received \_\_\_\_\_

**NOTE:** A criminal background check and driving record check will be conducted if you are considered for hire. Information concerning arrests and convictions may not necessarily disqualify an applicant, however any applicant who falsifies the application by failing to provide required information will, if employed, be subject to termination.

Have you ever been arrested, convicted, or pled no contest to any violation of the law, police regulation or ordinance? \_\_\_\_\_

If you answered "Yes" to the question above, provide details (*include fines, convictions, probation, jail, or prison sentences; including those that occurred while in the military. Also include traffic violations that resulted in fines greater than \$50*)

Date	Offense / Charge	Name and Location of Court	Disposition / Sentence

Driver License State \_\_\_\_\_ Class \_\_\_\_\_ Expiration Date \_\_\_\_\_

Driver License Number \_\_\_\_\_

Has your driver license privileges ever been suspended or revoked? \_\_\_\_\_ If "Yes", explain:

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

Are you related to anyone presently employed by the City of Treasure Island? \_\_\_\_\_

If "Yes", Employee's Name and Relationship \_\_\_\_\_

Have you ever been employed by the City of Treasure Island? \_\_\_\_\_ If "Yes", complete the following:

Dates of previous employment \_\_\_\_\_ to \_\_\_\_\_

Position held \_\_\_\_\_

Reason for leaving \_\_\_\_\_

List any job-related professional, technical, or trade associations in which you are a member \_\_\_\_\_

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

**MILITARY SERVICE**

Have you ever served in the US Military? \_\_\_\_\_ If "Yes", which branch? \_\_\_\_\_

Dates of Active Duty \_\_\_\_\_ Rank \_\_\_\_\_

Occupational Specialty \_\_\_\_\_ Type of Discharge \_\_\_\_\_

Many full time employees are required to report for work during disasters, such as hurricanes. Are you able to meet this requirement? \_\_\_\_\_ If not provide details \_\_\_\_\_

**EMPLOYMENT RECORD**

List below each and every place in which you were employed for the past twenty (20) years. OMIT NONE. Give correct and full addresses. If employment was interrupted by military service or unemployment, list those periods in chronological order with other employment history. Include part time employment. Attach additional sheets if necessary. INCOMPLETE APPLICATIONS WILL NOT BE PROCESSED.

Do you have any objection to us contacting your present employer? \_\_\_\_\_

Employer \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_

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

Duties and responsibilities \_\_\_\_\_

Name and Title of your Supervisor \_\_\_\_\_

Start Date \_\_\_\_\_ End Date \_\_\_\_\_ Starting Salary \_\_\_\_\_ Ending Salary \_\_\_\_\_

Reason for leaving \_\_\_\_\_

Employer \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_

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

Duties and responsibilities \_\_\_\_\_

Name and Title of your Supervisor \_\_\_\_\_

Start Date \_\_\_\_\_ End Date \_\_\_\_\_ Starting Salary \_\_\_\_\_ Ending Salary \_\_\_\_\_

Reason for leaving \_\_\_\_\_

Employer \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_

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

Duties and responsibilities \_\_\_\_\_

Name and Title of your Supervisor \_\_\_\_\_

Start Date \_\_\_\_\_ End Date \_\_\_\_\_ Starting Salary \_\_\_\_\_ Ending Salary \_\_\_\_\_

Reason for leaving \_\_\_\_\_

Employer \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_

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

Duties and responsibilities \_\_\_\_\_

Name and Title of your Supervisor \_\_\_\_\_

Start Date \_\_\_\_\_ End Date \_\_\_\_\_ Starting Salary \_\_\_\_\_ Ending Salary \_\_\_\_\_

Reason for leaving \_\_\_\_\_

Employer \_\_\_\_\_ Phone \_\_\_\_\_

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Name and Title of your Supervisor \_\_\_\_\_

Start Date \_\_\_\_\_ End Date \_\_\_\_\_ Starting Salary \_\_\_\_\_ Ending Salary \_\_\_\_\_

Reason for leaving \_\_\_\_\_

**REFERENCES**

List three (3) personal or professional references who are not relatives.

Name \_\_\_\_\_ Occupation \_\_\_\_\_

Telephone \_\_\_\_\_ Years Acquainted \_\_\_\_\_

Name \_\_\_\_\_ Occupation \_\_\_\_\_

Telephone \_\_\_\_\_ Years Acquainted \_\_\_\_\_

Name \_\_\_\_\_ Occupation \_\_\_\_\_

Telephone \_\_\_\_\_ Years Acquainted \_\_\_\_\_

**CERTIFICATION/AUTHORIZATION – PLEASE READ CAREFULLY**

I certify that there are no misrepresentations, omissions, or falsifications in the statements and answers on this application, and that all foregoing entries are true, complete, and correct to the best of my knowledge and belief. I hereby authorize the City of Treasure Island to verify all information contained herein and I release all past employers and all references from any and all liability for the release of information to the City of Treasure Island.

I understand that all job offers from the City of Treasure Island are conditioned upon successful completion of a health questionnaire and medical examination by a City appointed physician to determine my ability to perform essential functions of the job offered. Such exam shall include alcohol/drug testing for which I give consent. I further understand and agree in advance that I may be summarily discharged if any of the information provided by me contains any misrepresentations, or falsifications, or if any material information has been omitted.

I understand that a condition of employment is that I am required to use direct deposit for my payroll. The City of Treasure Island collects the social security number of employees and applicants for employment for the following purposes: identification and verification; credit worthiness; benefit processing, and tax reporting. Social security numbers may also be used as a unique numeric identifier and may be used for search purposes. Social security numbers held by the City of Treasure Island are confidential and exempt from s.119.07(1) and s. 24(a), Art. I of the State Constitution (public records disclosure).

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

\_\_\_\_\_  
Date

**NOTICE TO EMPLOYMENT APPLICANTS**

*Read carefully and sign below*

The selection of top-notch personnel is most important to us. Our product is service. In order to provide high quality services to Treasure Island residents, the City strives to competitively hire the person best qualified for each position. Resumes and other documentation you wish to submit may be added, but resumes will not be accepted in lieu of a fully completed City application form. We expect that you will take the time to complete all areas of the application form and sign it. The information you provide will be verified. If there are omissions, falsifications, or misrepresentations, we will have to withdraw your application from consideration. Should you start employment prior to the completion of the entire verification process, any falsifications or misrepresentations on the application will result in termination of your employment.

Your application is a public record and can be viewed and/or copied upon request from any person. Your Social Security number is confidential and exempt from this public records disclosure provision. There are other personal information exemptions for persons who have worked in certain types of public employment (e.g. law enforcement, code enforcement) and these exemptions will be applied. The top candidates will be contacted for an interview with the hiring department head and/or testing. If you are interviewed by the hiring department head, but not selected to fill the position, you will be notified as soon as possible. We are unable to give you an accurate time frame in which a decision will be made as this is determined by the hiring department head's current work load. If you do not receive a call to schedule an interview, you may assume that someone else was hired for the position and no further correspondence will take place. Your application will be kept on active file for 90 days. You may apply for another job vacancy posted during this period by notifying the Human Resources Department.

Offers of employment are contingent upon the selected applicant passing any testing deemed necessary by the hiring department head, a physical examination, and where required by law, a drug screen. The City has a Drug Free Workplace Program that includes, pre-hire, reasonable suspicion, fitness for duty, random, and post-accident substance testing. A copy of the program is available for inspection in the Human Resources Office.

The City has an Equal Employment Opportunity Policy posted in the Human Resources Office. We believe that one of our greatest strengths as an organization is the diversity of our people.

Persons being hired by the City of Treasure Island will also be checked for the following:

Driver License check; local, state, and national criminal history record check; verification of all information on application; background investigation that includes interviews with previous employers and others who can attest to your work habits, qualifications, and character. A credit report may be made for some positions.

Among other requirements, persons being hired by the City of Treasure Island will:

Complete the Immigration & Naturalization Form I-9; be fingerprinted by the City's Police Department; take an employee loyalty oath; and provide copies of any required licenses or certifications.

The City of Treasure Island collects the social security number of employees and applicants for employment for the following purposes: identification and verification; credit worthiness; benefit processing, and tax reporting. Social security numbers may also be used as a unique numeric identifier and may be used for search purposes.

If you have any questions, feel free to ask anyone in the Human Resources Office.

I certify that I have read the above notice; that I have had an opportunity to ask questions about it; that I fully understand this notice and have received a copy.

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

\_\_\_\_\_  
Date

## DUPLICATE COPY – DETACH FOR YOUR RECORDS

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**DETACH AND KEEP THIS PAGE – IT IS YOUR COPY OF THE NOTICE**