

Application for Employment
Suwannee County Board of County Commissioners
An Equal Opportunity Employer

General Instructions for Completion of Application

- Please type or print in ink.
- Specify the position for which you are applying. (Note: a separate application must be submitted for each vacancy. Photocopies are acceptable.)
- Submit application to the Administrative Services Department, 224 Pine Avenue, Live Oak, FL 32064 or FAX 386/362-1032 no later than 4:30 p. m. (EST) on the announced deadline date.
- Please answer all questions. *Resumes are not accepted in lieu of completion of this application.* This application was designed to use with several types of job positions. Some questions may not be completely applicable to the job position you are seeking; however, we ask that you answer all questions.
- Attach a copy of your Driver's License, transcripts, and/or any documents, certificates, commendations and any other information you feel will help in the evaluation. Veterans (peacetime or wartime) must submit a copy of their DD214 for Veterans Preference.
- Sign your name in the Certification Section. All information is subject to verification.
- Suwannee County is a **"Drug Free Workplace."**
- Person selected for employment must: Pass a pre-employment background check, and/or drug test and/or a physical (by the County's physician).

Position Applied For

Your Name: _____

Position Title: _____ Department: _____

Date of Availability: _____ Minimum Salary Expected: _____

Referral Source: _____ Advertisement _____ Employee _____ Other
 _____ Walk-In _____ Employment Agency

Name of Source (If Applicable): _____

Exemption from Public Records Disclosure

Are you a current or former employee of a covered position **, or the spouse or child of one, whose information is exempt from public records disclosure under Section 119.071(4)(d), Florida Statutes (F.S.)? Yes No

**Covered jobs included but are not limited to: correctional and correctional probation officers, firefighters, certain judges, assistant state attorneys, state attorneys, assistant and statewide prosecutors, personnel of the Department of Revenue or local governments whose responsibilities include revenue collection and enforcement or child support enforcement, and certain investigators in the Department of Children and Family Services [see§199.071.F.S.].

Your Contact Information

Name: _____
Last Name First Name Middle Name

Present Street Address: _____

City State Zip Code

Mailing Address: _____

City State Zip Code

Telephone Number: _____ Alternate Phone: _____

E-mail Address: _____

Drivers License: Yes No State: _____ Class: _____

License Number: _____ Expiration: _____

Note: Failure to have a driver's license will not necessarily bar you from employment unless driving is an essential function of the particular job for which you are applying.

Citizenship

The Suwannee County Board of County Commissioners hires only U.S. citizens and lawfully authorized alien workers. You will be required to provide identification and either proof of citizenship or proof of authorization to work in the U. S. and complete an I-9 Form in this regard.

Are you a U.S. citizen? Yes No

If no, are you legally authorized to accept employment with the specific hiring authority to which you are applying? Yes No

Social Security Number: _____

Additional Information

May we contact you at work? Yes No

If yes, work number and best time to call: () _____ : _____ a. m. / p. m.

When would you be available to work? _____

If you are under 18 and it is required, can you furnish a work permit? Yes No

If no, please explain _____

Have you ever worked under a different name? Yes No

If yes, please provide name(s) _____

Have you ever been discharged from any employment or asked to resign? Yes No

Have you ever been disciplined or fired for fighting, harassment, assault, or similar offenses?

Yes No

Have you been employed by Suwannee County before? Yes No

If yes, when _____ Position Held _____

If yes, reason for leaving _____

Do you have any relatives, including spouse, who work here? Yes No

If yes, state name and relationship _____

Have you ever been convicted of a crime other than a minor traffic violation or been a defendant in any civil action claim? Yes No

If yes, please indicate the charge, date, and disposition. Note: Conviction of a crime will not necessarily be a bar to employment. Type of offense, how long ago, and related factors are important. _____

Education

High School

School Name: _____

Address: _____

Phone Number: _____ Diploma Other Specify _____ None

Your name, if different while attending school: _____

College, University or Professional School (Transcripts may be required)

Name of School	Address	Phone #	Dates of Attendance	Course of Study	Type of Degree Earned

Your name, if different while attending school:

Job-related Training or Course Work
(Vocational, Trade, Governmental, Business, Armed Forces, Etc.)

Name of School	Address	Phone #	Dates of Attendance	Course of Study	Training Completed

Your name, if different while attending school:

Licensure, Registration, Certification
(Examples: Paramedic, EMT, Firefighter, CPR, Building Inspector License, Notary, Etc.)

License, Registration or Certification	Number	Date Received	Expiration Date	State Licensing Agency

Knowledge, Skills, Abilities

List the knowledge, skills, and abilities, you possess and believe relevant to the position you seek, such as operating heavy equipment, computer skills, fluency in language(s), etc.

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

Employment Record

Starting with your current or last job, discuss all period of employment, including self-employment, military service, and volunteer work. Please account for all periods of unemployment. Use additional sheets if necessary. Note: Past and present employers may be contacted to verify your work history. It is important that your application show all relevant education and experience you possess. Incomplete applications may not be processed. List multiple positions held with one employer separately.

1) Name of Present or Last Employer: _____

Full Address: _____ Phone No. (____) _____

Starting Pay Rate: _____ Final Pay Rate: _____

Duties and responsibilities: _____

Employed From: ____/____/____ To: ____/____/____ Hours per week: _____

Your Job Title: _____ Supervisor's Name: _____

Your Name if Different During Employment: _____

Reason for Leaving: _____

2) Name of Present or Last Employer: _____

Full Address: _____ Phone No. (____) _____

Starting Pay Rate: _____ Final Pay Rate: _____

Duties and responsibilities: _____

Employed From: ___/___/___ To: ___/___/___ Hours per week: _____

Your Job Title: _____ Supervisor's Name: _____

Your Name if Different During Employment: _____

Reason for Leaving: _____

3) Name of Present or Last Employer: _____

Full Address: _____ Phone No. (____) _____

Starting Pay Rate: _____ Final Pay Rate: _____

Duties and responsibilities: _____

Employed From: ___/___/___ To: ___/___/___ Hours per week: _____

Your Job Title: _____ Supervisor's Name: _____

Your Name if Different During Employment: _____

Reason for Leaving: _____

4) Name of Present or Last Employer: _____

Full Address: _____ Phone No. (____) _____

Starting Pay Rate: _____ Final Pay Rate: _____

Duties and responsibilities: _____

Employed From: ___/___/___ To: ___/___/___ Hours per week: _____

Your Job Title: _____ Supervisor's Name: _____

Your Name if Different During Employment: _____

Reason for Leaving: _____

References – Please list references not related to you.

1) Name: _____ Affiliation: _____

Address: (Street, City, State, Zip Code) _____

E-mail Address: _____ Phone No. _____

2) Name: _____ Affiliation: _____

Address: (Street, City, State, Zip Code) _____

E-mail Address: _____ Phone No. _____

3) Name: _____ Affiliation: _____

Address: (Street, City, State, Zip Code) _____

E-mail Address: _____ Phone No. _____

Certification

I am aware that any omissions, falsifications, misstatements, or misrepresentations above may disqualify me for employment consideration and, if I am hired, may be grounds for termination at a later date. I understand that any information I give may be investigated as allowed by law. I consent to the release of information about my ability, employment history, and fitness for employment. This consent shall continue to be effective during my employment if I am hired. I understand that applications submitted for County employment are public records. I certify that to the best of my knowledge and belief all of the statements contained herein and on any attachments are true, correct, complete, and made in good faith.

Signature

Date

Military Record - Veterans' Preference Information

Have you ever served in the military service of the United States? Yes No

Are you a member of the active reserve? Yes No

If yes to above questions, did your military service have any relationship or provide experience to the position for which you have applied? Yes No

If yes, provide details _____

Do you claim Veterans' Preference? Yes No

If yes, you must complete the following section and submit required documentation.

(A) Based on active wartime or campaign service? Yes No

(B) As a disabled veteran? Yes No

(C) As the unmarried widow of a war veteran? Yes No

(D) As the wife of a war veteran who is unable to pursue gainful employment because of disability? Yes No

If a veteran preference is claimed, list dates of qualifying service:

Date of entry _____ Date of separation _____

If campaign service is claimed submit copy of official orders or citation.

If disability is claimed, give percent _____

VETERAN PREFERENCE: Persons who have been honorably separated from active wartime or campaign service (during peacetime) in the armed forces of the United States are allowed veteran preference points in accordance with Florida Statutes. In support of your claim for veteran preference, you will be required to furnish documentary proof of service upon request of the agency.

Background Investigation

I hereby understand and acknowledge that as an applicant for a position with Suwannee County, Florida, I may be subjected to the following background investigations: criminal, character references, prior employment, education, motor vehicle report, drug test, and/or physician examinations.

I further understand that these investigations are required or allowed under law and will be initiated at the time an offer of employment is made.

I acknowledge that if these background investigations reveal unfavorable results, these findings may result in dismissal or non-hire.

I affix my signature to this document as an indication of agreement and do so without threat, intimidation, and coercion of promise of compensation.

Signature of applicant: _____

Date: _____

**SUWANNEE COUNTY BOARD OF COUNTY COMMISSIONERS
DISCLOSURE TO APPLICANTS AND EMPLOYEES**

Pursuant to the Fair Credit Reporting Act, 15 U.S.C. § 1681-1681u, Suwannee County Board of County Commissioners is providing this notice that we may obtain one or more consumer reports (including, but not limited to, credit reports, criminal background checks, driving record checks, or other investigative reports) concerning you for employment purposes and in conjunction with your application for employment and/or decisions concerning your employment status with Suwannee County Board of County Commissioners at any time during your application or membership with such organization.

**BY SIGNING BELOW, I ACKNOWLEDGE THAT I HAVE RECEIVED, READ, AND
UNDERSTAND THIS DISCLOSURE.**

Signature of Applicant

Date

Printed Name of Applicant

Background Check Release

I certify that all information I have provided in order to apply for and secure work with Suwannee County is true, complete and accurate.

I understand that any information provided by me that is found false, incomplete or misrepresented in any respect, will be sufficient cause to cancel further consideration of this application, or immediately discharge me from the employer's service, whenever it is discovered.

I expressly authorize, without reservation, the employer, its representatives, employees or agents to contact and obtain information from all references (personal and professional), employers, public agencies, licensing authorities and educational institutions and to otherwise verify the accuracy of all information provided by me in this application, resume or job interview. I hereby waive any and all rights and claims I may have regarding the employer, its agents, employees or representatives, for seeking, gathering and using such information in the employment process and all other persons, corporations or organizations for furnishing such information about me.

I hereby understand and acknowledge that as an applicant for a position with Suwannee County, Florida I may be subjected to the following background investigations; criminal, character references, prior employment, education, motor vehicle report, credit check, drug test and/or physician examinations.

I acknowledge that if these background investigations reveal unfavorable results, these findings may result in dismissal or non-hire.

I understand that the employer does not lawfully discriminate in employment and no question on this application is used for the purpose of limiting or excusing any applicant from consideration for employment on a basis prohibited by applicable local, state, or federal law.

I also understand that if I am hired, I will be required to provide proof of identity and legal authority to work in the United States and that federal immigration laws require me to complete an I-9 Form in this regard.

DO NOT SIGN UNTIL YOU HAVE READ THE ABOVE APPLICANT STATEMENT.

I certify that I have read, fully understand and accept all terms of the foregoing Applicant Statement.

Printed Name of Applicant _____ Date ____/____/____

Signature of Applicant _____ Date ____/____/____

SUWANNEE COUNTY VETERANS' PREFERENCE FORM

INSTRUCTIONS:

Complete this form if you are claiming Veterans' preference. Print your name and social security number in the spaces provided. Check the appropriate area below and provide the additional information requested. You must complete this form. Before being given a preference, you will be required to submit documentation from the Dept. of Defense (DOD) or Department of Veterans Affairs (DVA). All documents specified must clearly indicate that they are copies of originals. Veterans' preference will be awarded to all qualified applicants for selection procedures taken and passed, providing all required documentation is on file in the Human Resources Department or submitted by the "Apply By" date on the current "Job Openings" page. Preference will not be awarded retroactively.

VETERANS' NAME

Last First Middle
Social Security number _____

ARE YOU CURRENTLY EMPLOYED BY SUWANNEE COUNTY GOV?

Yes [] No []

CATEGORY / DOCUMENTATION REQUIRED

[] (1) A veteran with the compensable service- connected disability who is eligible for or receiving compensation, disability retirement or pension under public laws administered by the U.S. Department of Veterans Affairs and the Department of Defense.

PERCENTAGE OF DISABILITY _____

Copy of DD-214 member 4 copy or equivalency VA form showing military status. Must show dates of service and discharge type. **[Must be Honorable Discharge for Preference]**. Documentation from DOD, or VA certifying that the veteran has a compensable service connected disability.

[] (2) The spouse of a veteran who cannot qualify for employment because of a Total and Permanent disability, or the un-remarried spouse of a veteran missing in action, captured in action or forcibly detained by a foreign power.

Copy of DD21-4 member copy 4 or equivalency from DOD or VA showing military status. Must show dates of service and **Honorable Discharge**, copy of certification from the VA that the veteran is totally and Permanently disabled and cannot qualify for employment because of a service connected disability ; or an ID card issued by the Florida Department of Veterans Affairs ; copy of marriage

certificate along with a continuous marriage affidavit ; copy of a certification from the Branch of Military , DOD or VA that the person is on active duty is missing in action, captured, forcibly detained or interned in the line of duty by a foreign government or power.

(3) A veteran of any war who has served on Active Duty for one day or more during a **Wartime** period, excluding active duty for training, and who was discharged under **Honorable** conditions from the Armed Forces of the United States of America.

Copy of DD214 member copy 4 or equivalency from DOD or VA showing military status. Must Show dates of service and **Honorable** Discharge.

(4) The un-remarried widow or widower of a veteran who died of a service connected disability.

Copy of DD214 member copy 4 or equivalency from DOD or VA showing military status. Must show dates of service and **Honorable** Discharge.

(5) A veteran who has served in a campaign or expedition for which a campaign badge has been authorized; any Armed Forces Expeditionary Medal qualifies for Veterans' Preference.

Copy of DD214 member copy 4 or equivalency from the DOD or VA showing military status. Must show dates of service and **Honorable** Discharge; to include the award of any Armed Forces Expeditionary Medal.

WARTIME ERAS: For the purpose of determining veterans' preference, wartime era is limited to service during the following periods:

10-7-2001 through present date

8-2-1990 to 1-2-1992 Gulf

2-28-1961 to 5-5-1975 Vietnam

6-21-1950 to 1-31-1955 Korea

12-7-1941 to 12-31-1946 WWII

4-6-1917 to 7-1-1921 WWI

You must read, complete, attach appropriate documents, and sign this form.

Revised: 08/2013

INFORMATION ABOUT SERVICE

Branch of Service: _____ Type of Discharge _____

Date of Entry: _____ Date of Discharge _____

Do you have a Service Connected compensable disability? Yes No

Dates of Active Duty : _____

Are you a resident of the State of Florida? Yes No

IMPORTANT NOTICE:

In accordance with the rules of the Florida Department of Veterans Affairs, Chapter 55A-7, Veterans' Preference in Appointment and Retention in Employment and Florida Law, preference in appointment, employment and promotion shall be given, by the state and its political subdivisions, first to those persons included in categories 1 and 2 and second to those persons included under categories 3,4 and 5 as shown on previous pages. Preference in appointment and employment requires that the preferred applicant be given special consideration each step of the employment selection process but does not require the employment of a preferred applicant over a non-preferred applicant who is the most qualified for the position.

An applicant eligible for veterans' preference who believes they were not afforded employment preference in accordance with the rules may file a complaint with the County Veterans Service Officer (CVSO) or Florida Department of Veterans Affairs (727) 319-7462 and request an investigation. When the applicant has received notice of hiring decision from the employer, the complaint shall be filed within 21 calendar days from the date that the notice is received by the applicant (postal time will be considered no more than 5 days from the date notice was mailed by employer). When the applicant has not received a notice of hiring decision within two calendar months of the receipt of the application by the employer, the applicant shall contact the employer to determine if the position has been filled by the appointment of a non-preferred applicant. After having determined from the information supplied by the employer that the position has been filled by a non-preferred applicant, the preferred applicant may file a complaint within 3 calendar months of the date the application was received by the employer. If the position has not been filled, the time the period for filing a complaint is extended to provide the preferred applicant one calendar month after having determined that the position was filled. It is the responsibility of the preferred applicant to maintain contact with the employer to determine if the position has been filled.

Additional information on Veterans' Preference can be found on the following link <http://www.floridavets.org/benefits/veteranspref.htm>

Suwannee County accepts applications on a continuous basis, the date of receipt of the application by the employer shall be considered the date that the applicant is signed up for the job classification.

The following positions are exempt from Veterans' Preference provisions: positions filled by officers elected by popular vote or persons appointed to fill vacancies in such offices and the personal secretary of each officer, members of boards and commissions, persons employed on a temporary basis without benefits, heads of Departments, positions which require licensure such as a physician, and positions which require that the employee be a member of the Florida Bar.

SIGNATURE (required)

I acknowledge that I have read and understand the rights expressed in this notice. I certify that all information provided is true, complete and correct to the best of my knowledge and belief, and is made in good faith.

Signature

Date

FOR COUNTY VETERANS' SERVICE OFFICER ONLY:

Documentation verified DD214 other

Points awarded: _____ Date _____

Applicant qualified Yes No

Notes: _____
