



City of Holmes Beach **Application for Employment**

The City of Holmes Beach is an Equal Opportunity Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability status, protected veteran status, or any other characteristic protected by law.

PERSONAL INFORMATION

Incomplete information could disqualify you from further consideration. Please complete all fields.

Name: _____ Date: _____

Address: _____

E-Mail Address: _____

Home Phone #: _____ Mobile Phone #: _____

Are you eligible to work in the United States? Yes No

Are you at least 18 years or older? Yes No

Have you ever been terminated from employment or asked to resign by an employer?

Yes No

If yes, please provide details: _____

Can you work any shift? Yes No

Can you work overtime, including weekends? Yes No

Are you able to perform the essential functions of the job for which you are applying, with or without a reasonable accommodation? Yes No

EMPLOYMENT DESIRED

Date you can start: _____ Hourly rate/Salary desired: _____

Position desired _____

Are you currently employed? Yes No

If so, may we inquire of your present employer? Yes No

REFERRAL SOURCE

How did you hear about us? _____

Do you know anyone who works for the City of Holmes Beach? Yes No

If yes, who? _____

Have you ever worked for the City of Holmes Beach before? Yes No

If yes, please explain: _____

EDUCATION

Level of education:

High School: Degree or GED? Yes No
Where? _____

College or University: Degree? Yes No
Number of years attended: _____
Where? _____

Trade, Technical School: Degree? Yes No
Certificate(s)? Yes No
Where? _____

What were your major courses of study? _____

EMPLOYMENT HISTORY

Include your last ten (10) years of employment history, including periods of unemployment, starting with the most recent and working backward in time. Incomplete information could disqualify you from further consideration.

<u>From</u>	<u>To</u>	<u>Employer Name</u>	<u>Phone #</u>
<u>Job Title</u>		<u>Address</u>	
<u>Immediate Supervisor</u>		<u>Summary of work performed</u>	
<u>Reason for Leaving</u>			

<u>From</u>	<u>To</u>	<u>Employer Name</u>	<u>Phone #</u>
<u>Job Title</u>		<u>Address</u>	
<u>Immediate Supervisor</u>		<u>Summary of work performed</u>	
<u>Reason for Leaving</u>			

Use this space if you need to write additional detail:

<u>From</u>	<u>To</u>	<u>Employer Name</u>	<u>Phone #</u>
<u>Job Title</u>		<u>Address</u>	
<u>Immediate Supervisor</u>		<u>Summary of work performed</u>	
<u>Reason for Leaving</u>			

<u>From</u>	<u>To</u>	<u>Employer Name</u>	<u>Phone #</u>
<u>Job Title</u>		<u>Address</u>	
<u>Immediate Supervisor</u>		<u>Summary of work performed</u>	
<u>Reason for Leaving</u>			

Use this space if you need to write additional detail:

<u>From</u>	<u>To</u>	<u>Employer Name</u>	<u>Phone #</u>
<u>Job Title</u>		<u>Address</u>	
<u>Immediate Supervisor</u>		<u>Summary of work performed</u>	
<u>Reason for Leaving</u>			

<u>From</u>	<u>To</u>	<u>Employer Name</u>	<u>Phone #</u>
<u>Job Title</u>		<u>Address</u>	
<u>Immediate Supervisor</u>		<u>Summary of work performed</u>	
<u>Reason for Leaving</u>			

Use this space if you need to write additional detail:

Do you have any special skills, experience or training that would contribute to your ability to perform the position applied for?

What computer skills do you have?

PLEASE READ CAREFULLY BEFORE SIGNING

The City of Holmes Beach is an equal opportunity employer. The City of Holmes Beach does not discriminate in employment on account of race, color, religion, national origin, citizenship status, ancestry, age, sex, sexual orientation, marital status, physical or mental disability, or military status.

I understand that neither the completion of this application nor any other part of my consideration for employment constitutes any obligation for the City of Holmes Beach to hire me. If I am hired, I understand that either the City of Holmes Beach or I can terminate my employment at any time and for any reason, with or without cause and without prior notice. I understand that no representative of the City of Holmes Beach has any authority to make any assurance to the contrary.

I attest with my signature below that I have given to the City of Holmes Beach true and complete information on this application. No requested information has been concealed. I authorize the City of Holmes Beach to contact references provided for employment reference checks. If any information I have provided is untrue, or if I have concealed material information, I understand that this will constitute cause for the denial of employment or immediate dismissal.

Should I be offered employment with the City of Holmes Beach, I understand that I will be required to submit to drug screening and a background check. (The City of Holmes Beach is a drug-free facility as established by Ordinance 94-5)

Date

Signature

HR: February 28, 2017