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City of Punta Gorda
326 West Marion Avenue
Punta Gorda, FL 33950

Application For Employment

EQUAL EMPLOYMENT OPPORTUNITY

The City of Punta Gorda considers applicants for all positions without regard to race, color, religion, creed, gender, national origin, age, disability, marital status, or any other legally protected status.

VETERANS PREFERENCE IN EMPLOYMENT AND RETENTION
Section 295.07, Florida Statutes, extends veterans' preference to:

- ☐ A veteran with a 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.
- ☐ The spouse of a veteran who cannot qualify for employment because of a total and permanent service-connected disability, or the spouse of a veteran missing in action, captured, or forcibly detained by a foreign power.
- ☐ 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. A veteran who served honorably but who has not met the criteria for the award of a campaign or expeditionary medal for service in Operation Enduring Freedom or Operation Iraqi Freedom, qualifies for preference in appointment effective July 1, 2007
- ☐ The unremarried widow or widower of a veteran who died of a service-connected disability.
- ☐ The Armed Forces Expeditionary Medal, as well as the Global War on Terrorism Expeditionary Medal are qualifying for Veterans' Preference.

To claim veterans' preference, a **DD214** or comparable document which serves as a certificate of release or discharge and any other required supporting documentation **must be furnished at time of application**.

PERSONAL INFORMATION

Last Name _____ First Name _____ M.I _____ Email Address _____ Date of Application _____

Mailing Address _____ City _____ State _____ Zip Code _____ Date Available To Work _____

Primary Phone Number _____ Alternate Phone _____ Position(s) For Which You Are Applying _____

Have you ever been employed by the City of Punta of Gorda before?..... ☐ Yes ☐ No

If "Yes" please give dates(s) and position(s) _____

Do you have any friends or relatives employed by the City of Punta of Gorda?..... ☐ Yes ☐ No

If "Yes" please give name(s) and relationship(s) _____

Are you currently employed?..... ☐ Yes ☐ No

Are you currently on lay-off and subject to recall?..... ☐ Yes ☐ No

Are eligible to work in this country? *(Proof of eligibility will be required if employed)*..... ☐ Yes ☐ No

Do you hold a current Florida driver's license? ☐ Yes ☐ No DL No. _____ Exp. Date _____

Do you hold a current Florida commercial driver's license (CDL)? ☐ Yes ☐ No Class ☐ A ☐ B ☐ C

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EDUCATION

Please select the level of education that you have achieved. Be prepared to provide proof of completion. Acceptable forms of proof include diploma, certificate of completion, and/or current certification card.

Did you receive your high school diploma or GED? ☐ Yes ☐ No

Did you receive your Associates (2-year) degree? ☐ Yes ☐ No Major _____

Did you receive your Bachelor's (4-year) degree? ☐ Yes ☐ No Major _____

Did you receive your Master's degree? ☐ Yes ☐ No Major _____

Did you receive your Doctorate or other advanceddegree? ☐ Yes ☐ No Major _____

Do you have technical training that can be used for this job? ☐ Yes ☐ No Describe _____

Other relevant training or certifications _____

WORK EXPERIENCE

Do you have prior work experience? ☐ Yes ☐ No

Starting with your present or last job, please give your employment history for the last ten (10) years. Include any job-related military service assignments and volunteer activities. You may exclude organizations that indicate race, color, religion, gender, national origin, disabilities, or other protected status. You may attach additional sheets if necessary.

Employer	Dates Employed	Work Performed
_____	From _____	
Telephone _____	To _____	_____
Address _____	Wage Information	Reason(s) for leaving
City _____ State _____ Zip _____	Start _____	_____
Most Recent Position _____	Final _____	May we contact? Yes ☐ No ☐

Employer	Dates Employed	Work Performed
_____	From _____	
Telephone _____	To _____	_____
Address _____	Wage Information	Reason(s) for leaving
City _____ State _____ Zip _____	Start _____	_____
Most Recent Position _____	Final _____	May we contact? Yes ☐ No ☐

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_____	From _____	
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Address _____	Wage Information	Reason(s) for leaving
City _____ State _____ Zip _____	Start _____	_____
Most Recent Position _____	Final _____	May we contact? Yes ☐ No ☐

Professional and/or Trade Associations of which you are a member

Specialized Skills or Equipment Capabilities (check all that apply) ☐ Other Machinery or Equipment

☐ Personal computer ☐ Spread Sheets

☐ Typing/Keyboard (WPM) _____ ☐ Word Processing _____

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PERSONAL / PROFESSIONAL REFERENCES *(Do not include family members or relatives)*

NAME	PHONE NUMBER	RELATIONSHIP	BEST TIME TO CALL

DRUG-FREE WORK PLACE

Unless the law requires otherwise, the City will not hire an applicant who uses, possesses, sells, distributes or cultivates illegal controlled substances or has an alcohol-related problem that the City believes will or may adversely affect the efficient operation of City business. To the extent allowed by applicable law, the City, at its option, may require successful completion of one (1) or more drug screening tests as a condition of employment. Whenever applicants for employment are to be tested for the presence of illegal controlled substances, they shall be informed of the test in advance and in writing.

By completing this application, the applicant certifies that he/she has received advance, written notification of testing for illegal, controlled substances.

ARREST HISTORY / COURT DATA

1. Have you ever been convicted of, or had adjudication withheld after a plea or trial, on a felony?..... ☐ Yes ☐ No
2. Have you ever been convicted of or had adjudication withheld on a first degree misdemeanor?..... ☐ Yes ☐ No
3. Have you ever been detained by any law enforcement officer for investigation purposes?..... ☐ Yes ☐ No
4. To your knowledge, have you ever been the subject or a suspect in any criminal investigation?..... ☐ Yes ☐ No
5. Are you currently, or have you ever been placed on court-ordered probation?..... ☐ Yes ☐ No
6. Have you ever been finger-printed for any reason (arrest, job, military, etc.)?..... ☐ Yes ☐ No

If you answered yes to any of the above questions, please provide details: _____

CERTIFICATION (check each line)

☐ I hereby certify that all of the facts and information listed on this employment application are true and complete. I understand that any false, incomplete or misleading information given by me on this application is sufficient cause for rejection of this application. I also understand and agree that any such false, incomplete, or misleading information discovered on this application at any time after I am employed by the City may result in dismissal.

☐ I hereby authorize the City of Punta Gorda to investigate all statements contained in this application, to interview the references and previous employers listed in this application. I authorize the references and previous employers listed to give the City all facts, opinions, and evaluations concerning my previous employment and any other information they may have, personal or otherwise, and release all such parties from any liability which may allegedly arise from furnishing such information the City, including, but not limited to, any liability for defamation or invasion of privacy.

☐ If I am selected for employment, I understand that the selection will be conditioned upon satisfactory results of a background investigation.

☐ I understand, also, that I am required to abide by all rules and regulations of the City of Punta Gorda, and that my employment relationship with the City is “at will,” which means that I may resign at any time and the City may discharge me at any time with or without cause. This “at will” relationship may not be changed or modified for any reason unless specifically acknowledged in writing by an authorized executive of the organization.

☐ I understand that this employment application becomes the sole property of the City of Punta Gorda. It is a public record, and may be inspected by any member of the public for any reason.

Type your name here _____ Date _____

SIGNATURE _____

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AFFIRMATIVE ACTION INFORMATION FOR STATISTICAL USE ONLY

FILLING OUT THIS PAGE IS OPTIONAL

NOTICE:

This information will not be kept with your application for employment. It is for statistical use only as part of the City of Punta Gorda's Affirmative Action Plan.

Name (Optional) _____ Date of Birth _____

Position for which you are applying _____ Today's Date _____

Female ☐ Male ☐ Veteran? Yes ☐ No ☐

RACE AND ETHNICITY (check one)

- ☐ Hispanic or Latino
- ☐ White (not Hispanic or Latino)
- ☐ Black or African American (not Hispanic or Latino)
- ☐ Asian (not Hispanic or Latino)
- ☐ Native Hawiian or Other Pacific Islander (not Hispanic or Latino)
- ☐ American Indian or Alaska Native (not Hispanic or Latino)
- ☐ 2 or More Races (not Hispanic or Latino)

How did you learn about this position?

- ☐ Newspaper
- ☐ City Employee
- ☐ Walk-In
- ☐ Job Hotline
- ☐ Website
- ☐ Other _____