



City of North Bay Village

1666 Kennedy Causeway, # 700
 North Bay Village, Florida 33141
 305 756-7171 Fax 305-756-7722
www.nbvillage.com

EMPLOYMENT APPLICATION

OFFICE USE ONLY

APPROVED

DISAPPROVED

REASONS:

BY: _____

INSTRUCTIONS: Please print or type all information completely. Answer all questions. Do not leave an item blank. If an item does not apply, write N/A (not applicable). Incomplete applications will not be considered. All statements made on the application are subject to verification. Exaggerated, false, or misleading statements may be cause for rejection of the application and/or termination of employment. Eligibility for hire may be based on a rating of this application; therefore, completeness and accuracy is of the utmost importance.

Position Applied For: _____

Last Name: _____ First: _____ Middle Initial: _____

Street Address: _____

City: _____ State: _____ Zip Code _____

Home Phone: _____ Work/Message Phone: _____ E-Mail: _____

Please Check Appropriate Response

<p>1. Have you ever worked for the City of North Bay Village? Yes No</p> <p>If yes, please give date(s) of employment. _____</p> <p>2. Are you a U.S. citizen? Yes No</p> <p>If no, are you authorized by Immigration and Naturalization to work in the U.S.? Yes No</p> <p>Alien #A: _____</p> <p>Admission #- _____</p> <p>3. Will you work night shift? Yes No Will you work weekends? Yes No</p> <p>4. Have you ever been fired, forced to resign, or resigned in lieu of termination? Yes No</p> <p>If yes, please explain below: Employer's Name: _____ Date: _____ Reason: _____</p> <p>5. Are you related to a City employee or is any member of your family employed by the City of North Bay Village? Yes No If yes, please give the person's Name: _____ Relationship: _____ Department: _____</p>	<p>6. Have you ever been found guilty of, had adjudication withheld, or pled no contest to any violation of law? Yes No</p> <p>If yes, please give details below: Date: _____ Agency: _____ Offense/Charge: _____ Felony Misdemeanor Outcome: _____</p> <p>Note: A conviction does not automatically mean you cannot be employed by the City of North Bay Village. The nature of the offense, how long ago it occurred, etc., are given consideration</p> <p>Attach additional sheets as needed.</p> <p>7. Were you in the U. S. Armed Forces? Yes No Did you receive an honorable discharge? Yes No Do you claim veteran's preference? Yes No</p> <p>If yes, copy of your DD214 must accompany this application.</p>
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8. DRIVER'S LICENSE INFORMATION

Do you have a valid Driver's License? <input type="checkbox"/> Yes <input type="checkbox"/> No		Have your license ever been suspended? <input type="checkbox"/> Yes <input type="checkbox"/> No
Drivers License Number:		Have your license ever been revoked? <input type="checkbox"/> Yes <input type="checkbox"/> No
State:	Expiration Date:	If yes, please provide dates and explain:
CDL Class:		
Endorsements:		

9. TRAFFIC CITATIONS – PLEASE LIST ALL RECEIVED WITHIN THE LAST SEVEN (7) YEARS

(Driving under the influence, driving while intoxicated, etc., should be listed under number 6 on page 1)

Date:	Date:
Agency:	Agency:
Offense / Charge:	Offense / Charge:
Points:	Points:
Outcome:	Outcome:
Date:	Date:
Agency:	Agency:
Offense / Charge:	Offense / Charge:
Points:	Points:
Outcome:	Outcome:

If you have more than four citations within the last seven years, please attach a separate sheet in the same format.

10. EDUCATION AND SPECIAL TRAINING

Do you have a High School Diploma? <input type="checkbox"/> Yes <input type="checkbox"/> No Date Obtained:	Do you have a GED? <input type="checkbox"/> Yes <input type="checkbox"/> No Date Obtained:	If not, highest grade completed:		
Name and Location of Last High School Attended:				
Name:	City:	State:		
List Special Training (Business, Trade, Vocational, Armed Forces Schools, etc.) Below:				
Name and Location	Total Hours Completed	Hours Required for Certification	Course / Subject Taken	Certificates Received
List Colleges and Universities Attended Below:				
Name and Location	Credit Hours Received Please circle	Did you Graduate? <input type="checkbox"/> Yes <input type="checkbox"/> No	Major / Minor Degree Field of Program of Study	Type of Degree Received
	SEM QTR	<input type="checkbox"/> Yes <input type="checkbox"/> No		
	SEM QTR	<input type="checkbox"/> Yes <input type="checkbox"/> No		
	SEM QTR	<input type="checkbox"/> Yes <input type="checkbox"/> No		
	SEM QTR	<input type="checkbox"/> Yes <input type="checkbox"/> No		
	SEM QTR	<input type="checkbox"/> Yes <input type="checkbox"/> No		

INSTRUCTIONS: Beginning with your present or most recent job, describe your paid work experience for the past ten (10) years and list a minimum of three (3) employers. List each promotion or transfer as a separate job even if they were with the same employer. Include military, part time, and self-employment. List all gaps in work history in spaces provided. If you have more than four (4) separate periods of employment, sign and attach sheets in the same format as below. Resumes will not be accepted as official applications.

CURRENT JOB STATUS		<input type="checkbox"/> UNEMPLOYED <input type="checkbox"/> IN SCHOOL		FROM (MM/YY)		TO (MM/YY)	
PRESENT OR MOST RECENT EMPLOYER				Employer			
From		To		Total Time		Address	
Mo Yr		Mo Yr		Yr Mo		Telephone Number	
Hours per week				Your Job Title			
Starting Salary		\$		per		Supervisor's Name / Title	
Last Salary		\$		per		Reason for Leaving Position	
Number of Employees Supervised (if Applicable):						May we contact your present employer? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Specific Duties:							
BETWEEN THESE JOBS (If applicable)		<input type="checkbox"/> UNEMPLOYED <input type="checkbox"/> IN SCHOOL		FROM (mm/yy)		TO (mm/yy)	
PRESENT OR MOST RECENT EMPLOYER				Employer			
From		To		Total Time		Address	
Mo Yr		Mo Yr		Yr Mo		Telephone Number	
Hours per week				Your Job Title			
Starting Salary		\$		per		Supervisor's Name / Title	
Last Salary		\$		per		Reason for Leaving Position	
Number of Employees Supervised (if Applicable):						May we contact your present employer? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Specific Duties:							

BETWEEN THESE JOBS (If applicable)		<input type="checkbox"/> UNEMPLOYED <input type="checkbox"/> IN SCHOOL		FROM (mm/yy)		TO (mm/yy)	
PRESENT OR MOST RECENT EMPLOYER				Employer			
From		To		Total Time		Address	
Mo Yr		Mo Yr		Yr Mo		Telephone Number	
Hours per week						Your Job Title	
Starting Salary		\$		per		Supervisor's Name / Title	
Last Salary		\$		per		Reason for Leaving Position	
Number of Employees Supervised (if Applicable):					May we contact your present employer? <input type="checkbox"/> Yes <input type="checkbox"/> No		
Specific Duties:							
BETWEEN THESE JOBS (If applicable)		<input type="checkbox"/> UNEMPLOYED <input type="checkbox"/> IN SCHOOL		FROM (mm/yy)		TO (mm/yy)	
PRESENT OR MOST RECENT EMPLOYER				Employer			
From		To		Total Time		Address	
Mo Yr		Mo Yr		Yr Mo		Telephone Number	
Hours per week						Your Job Title	
Starting Salary		\$		per		Supervisor's Name / Title	
Last Salary		\$		per		Reason for Leaving Position	
Number of Employees Supervised (if Applicable):					May we contact your present employer? <input type="checkbox"/> Yes <input type="checkbox"/> No		
Specific Duties:							
NOTE: We may contact previous employers to verify employment information.							

City of North Bay Village

EQUAL EMPLOYMENT OPPORTUNITY/AFFIRMATIVE ACTION SURVEY

TO ALL APPLICANTS:

The following information is being gathered by the City of North Bay Village for research, affirmative action, and federal EEO reporting requirements.

If you choose not to answer any of the items, you will not be subject to adverse treatment; however, we urge you to do so and assure you that this information will not be used to evaluate your application, and will be kept confidential.

Job / Position Applied for: _____

Date of Birth (MM/DD/YYYY) _____

Gender

Male

Female

Race/Ethnic Categories (Check One)

- Black (Not of Hispanic origin): All persons having origins in any Black racial groups Africa.
- Asian or Pacific Islander: includes all persons having origins in the Far East, Southeast Asia, the Indian Subcontinent or the Pacific Islands. This area includes, for example, China, Japan, Korea, the Philippine Islands, and Samoa.
- Hispanic: includes all persons of Mexican, Puerto Rican, Cuban, South American, or Spanish culture or origin, regardless of race.
- American Indian or Alaskan native: includes all person having origins in North America, and who maintain cultural identification through tribal affiliation or community recognition.
- White (not of Hispanic origin): includes all persons having origins in Europe, North Africa, and The Middle East.
- Other: includes Aleuts, Eskimos, Malaysians, Thais, and others not covered by a specific category.
- If this category is checked, indicate specific ethnicity or national origin: _____

HOW DID YOU LEARN OF THIS POSITION?

- Ad in newspaper
- Ad in trade journal
- Ad on Radio
- Job Line
- City bulletin board/walk-in
- Friend
- City employee
- Internet
- Job Fair
- Agency Referral
- Other

Did You:

- Answer all questions completely?
- Cover a full 10 year employment history?
- Explain all gaps in employment?
- Complete application supplement, if applicable?
- Submit copies of documents requested, if applicable?
- Sign and date the application?

Please read this statement carefully before signing below:

The City of North Bay Village is an Equal Opportunity Employer. The City of North Bay Village does not discriminate on the basis of age, race, religion, sex, national origin, sexual orientation, disability or any legally protected classification of employment, promotional opportunities or in the selection of volunteers or interns.

I hereby certify that each response on this application and all other information I have furnished in applying for employment with the City of North Bay Village is true and correct. I understand that any incorrect, incomplete, or false statement or information I have furnished may subject me to disqualification in an examination or to discharge at any time.

Copies of Education Documents, Photo Identification, and Social Security Card must be submitted prior to employment. All information is subject to investigation and verification.

Subsequent to a conditional offer of employment, I give my consent to the City of North Bay Village to conduct a complete criminal background investigation, motor vehicle record check, reference checks and pre-employment physical examination which may include a drug screen as required by the Drug Free Workplace Program and any other selection processes at a later date prior to a final job offer.

My signature affirms that all information is true to the best of my knowledge and that I understand that any misstatement of fact may result in disqualification or dismissal.

SIGNATURE OF APPLICANT

DATE

Notes:

- **Applicants must provide copies of documents required with application.**
- **If you require special testing accommodations due to a disability, please notify the staff BEFORE the test date.**

BACKGROUND INFORMATION RELEASE WAIVER

In connection with my application for employment with the City of North Bay Village, I understand a background investigation, in accordance with the Fair Credit Reporting Act and all State and Federal laws, is to be conducted and may include information about my personal character, abilities, work habits, mode of living, residency, immigration status, general reputation, performance, experience and other qualities pertinent towards determining my qualifications for employment.

I understand, according to the Fair Credit Reporting Act I am entitled to know if employment is denied because of information obtained by any prospective employer from a Consumer Credit, I will be informed whether an Investigative Consumer Report was requested and will be given full information as to the nature and scope of this investigation, as well as the name of the reporting agency or sources of information.

I understand that during this background investigation, the City of North Bay Village may make inquiries and request information including but not limited to my criminal history, consumer credit history, employment history, driving history, military history, medical history, workers' compensation history, education, professional licensing, including information of a confidential or privileged nature.

I hereby authorize, without reservation any party (including, but not limited to, past and present employers, Law Enforcement agencies, state agencies, institutions and private information bureaus or repositories) contacted by the City Of North Bay Village, to furnish any or all of the above mentioned information.

In addition, I hereby release the City of North Bay Village, and its agents or representatives, from any and all liability for damages arising from this background investigation and the disclosure of the requested information. I further release and discharge from all liability, any companies, agencies, officials, officers, employees, and other persons, who, in good faith provides to the City of North Bay Village any of the above mentioned requested information obtained during the course of the background investigation.

I will also allow a photocopy or facsimile of this Background information Release Waiver to be as valid as the original.

PRINT FULL NAME

SIGNATURE

STATE OF _____

COUNTY OF _____

The foregoing instrument was acknowledged before me this ____ day of _____, _____
MONTH YEAR

By: _____

Personally known by me _____ Produced Identification: type of Identification produced

SIGNATURE OF NOTARY PUBLIC-STATE OF _____

Stamp

Commissioned Name of Notary Public