

# APPLICATION FOR EMPLOYMENT



**Village of Tequesta**

345 Tequesta Drive, Tequesta, FL 33469. Tel: (561) 768-0700, Fax: (561) 768-0697

Conditions of employment are stated at the end of this form. Please read carefully before you sign this application. (Application must be completed in full even if attaching a resume.)

**POSITION APPLIED FOR:** \_\_\_\_\_ **DATE OF APPLICATION:** \_\_\_\_\_

PLEASE PRINT				
LAST NAME:	FIRST NAME:	MIDDLE:		
ADDRESS:	Street	City	State	Zip Code
TELEPHONE NUMBER(S)				
EMAIL ADDRESS:				
HOW DID YOU LEARN ABOUT US?				
<input type="checkbox"/> NEWSPAPER AD <input type="checkbox"/> TEQUESTA WEBSITE AD <input type="checkbox"/> FRIEND <input type="checkbox"/> GENERAL INQUIRY <input type="checkbox"/> EMPLOYMENT AGENCY <input type="checkbox"/> RELATIVE <input type="checkbox"/> OTHER _____				

Have you ever worked under another name? Yes  No   
 If so, please provide name: \_\_\_\_\_

Have you ever been employed with us before? Yes  No   
 If yes, please provide details: \_\_\_\_\_

Have you ever filed an application with us before? Yes  No   
 If yes, please provide details: \_\_\_\_\_

Are any of your friends or relatives presently employed with the Village? Yes  No   
 If yes, please state name and relation: \_\_\_\_\_

Are you currently employed? Yes  No

Are you available to work:

	Overtime	Yes <input type="checkbox"/>	No <input type="checkbox"/>
	Nights	Yes <input type="checkbox"/>	No <input type="checkbox"/>
	Weekends	Yes <input type="checkbox"/>	No <input type="checkbox"/>

If you are under age 18, please state your age: \_\_\_\_\_

Date Available for work: \_\_\_\_\_ Wage Expected? \_\_\_\_\_ (hourly/annually)

Only U.S. citizens or aliens who have a legal right to work in the U.S. are eligible for employment. Can you, upon employment provide genuine documentation establishing your identity and eligibility to be legally employed in the United States? Yes  No

Have you ever been convicted of a crime or violation other than a minor traffic infraction? Yes  No

(A conviction record will not necessarily be a bar to employment. Factors such as job relations, age and time of the offense, seriousness and nature of violation and rehabilitation will be taken into account)

If yes, please explain: \_\_\_\_\_  
 \_\_\_\_\_

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

If yes, please explain: \_\_\_\_\_  
 \_\_\_\_\_

EDUCATION					
School Type	Name and Address of School	Course of Study/ Major	Circle last year attended	Graduated?	Diploma/ Degree
High School			9 10 11 12	Yes[ ] No[ ]	
College			1 2 3 4	Yes[ ] No[ ]	
Graduate/ Professional			1 2 3 4	Yes[ ] No[ ]	
Business			1 2 3 4	Yes[ ] No[ ]	
Other			1 2 3 4	Yes[ ] No[ ]	

ADDITIONAL EXPERIENCE OR QUALIFICATION
List any other experience, skills or other qualifications including hobbies, which you believe should be considered in evaluating your qualifications for employment.

VETERANS PREFERENCE
Veteran's preference will be granted to Florida residents in accordance with Florida law to eligible veterans and spouses of veterans. To be considered for veteran's preference points, you are required to submit a copy of your DD214 showing dates of entry, separation, and if disabled, proof of current receipt of disability benefits within 5 business days of applying for a position with the Village of Tequesta, or prior to the closing date announcement, whichever is later.
Did you serve in the Armed Services? _____ Branch of Service? _____
Date of Entry? _____ Date of Discharge? _____ Was your discharge honorable? _____
Have you previously claimed and been employed through a veteran's preference? Yes <input type="checkbox"/> No <input type="checkbox"/>
If so, please give name of employer? _____
Signature of Applicant: _____ Date: _____

## EMPLOYMENT HISTORY

<b>NAME OF COMPANY</b>	<b>DATES EMPLOYED</b> From	<b>To</b>	<b>Describe your duties</b>	<b>Reason for Leaving</b> (please explain)
<b>Address</b>				
<b>City, State, Zip</b>	<b>HRLY RATE/SALARY</b> Starting                  Final			
<b>Telephone Number(s)</b>				
<b>Name &amp; Title of immediate supervisor</b>	<b>May we contact?</b> Yes <input type="checkbox"/> No <input type="checkbox"/>			
<b>Job Title</b>				
<b>Explain any period between jobs</b>				

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### BUSINESS OR PERSONAL REFERENCES

NAME	PHONE NUMBER(S)	OCCUPATION	RELATIONSHIP	HOW LONG KNOWN
1.				
2.				
3.				

### NOTIFICATION AND AGREEMENT

PLEASE READ BEFORE SIGNING

**I CERTIFY THAT THE INFORMATION PROVIDED IN THIS APPLICATION IS TRUE, CORRECT AND COMPLETE. I UNDERSTAND THAT ANY OMISSION OF FACTS, MISREPRESENTATIONS OR MISSTATEMENTS ON THIS APPLICATION MAY RENDER THIS APPLICATION VOID, DISQUALIFY ME FROM EMPLOYMENT CONSIDERATION WITH THE VILLAGE, OR IF EMPLOYED, CONSTITUTE GROUNDS FOR DISMISSAL**

Questions regarding this statement should be directed to the employment interviewer before signing. The application will be given every consideration, but its receipt does not imply that the applicant will be employed.

It is the policy of the Village to conduct recruitment and selection in an affirmative manner to provide equal employment opportunity to all applicants and to prohibit discrimination because of race, religion, color, national origin, gender, gender identity or expression, political affiliation, veteran status, marital status, familial status, pregnancy, ancestry, sexual orientation, age, disability, or any other discriminatory factor prohibited by law.

I authorize the Village of Tequesta to conduct a background check pertaining to my suitability for employment, which will include a criminal history check. I understand that any application information submitted to the Village of Tequesta is public record and I authorize any employee or agent of the Village of Tequesta to verify the information submitted. I hereby release all of my prior employers, schools and other persons from all liability related to any information provided them to the Village of Tequesta.

Subsequent to an employment offer, I give my voluntary consent to be examined and to be subject to a drug screening test. I understand that the result of this drug screening test may disqualify me from further consideration for employment. Further, I understand that acceptance of an offer of employment does not create a contractual obligation upon the Village to continue to employ me in the future.

I understand that I will be required to provide the Village of Tequesta with documentation which verifies my identity and my right to work in the United States

I understand that by signing this application, I agree to accept all of the above terms.

APPLICANT SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_