

JEFFREY R. SMITH, CPA, CGFO, CGMA

Clerk of Circuit Court & Comptroller
P.O. Box 1028
Vero Beach, FL 32961-1028
Telephone: (772) 770-5185



INFORMATION FOR APPLICANTS

The Clerk of the Circuit Court and County Comptroller Human Resources Department is committed to providing equal employment and advancement opportunities to all individuals, regardless of race, color, religion, sex, national origin, age, disability, veteran status or any other characteristic protected by law. We appreciate your interest in employment opportunities in the office of the Clerk of the Circuit Court in Indian River County. It is important that you understand the application and interview process.

APPLICATIONS

Please submit only ONE (1) application for ALL vacant positions for which you are applying. Applications are accepted only when we have a vacant position. Please do NOT email your application.

Applications may be:

- Faxed to: (772) 778-4748
- Delivered or Mailed to: Indian River County Clerk of the Circuit Court
Attn: Human Resources
2000 16th Avenue
Vero Beach, FL 32960

It is important that the application be filled out completely. Even though you submit a resume, your application must be fully completed. If a question does not apply, mark NA. Your application will NOT be considered if all questions are not answered.

If you are claiming Veteran's preference, required documentation (Form DD-214) must be submitted only if an offer of employment is made.

Reasonable accommodations will be made during the employment process for qualified applicants with disabilities when the Clerk's office is made aware of the need for such accommodations.

INTERVIEWS

Due to the number of applications we receive, we are only able to interview those applicants whose qualifications most closely match the requirements of the position we are filling.

If you are selected for an interview, you will be contacted by Human Resources to set up an interview time. During the interview we will discuss your qualifications and provide you with information about the position. You may also be contacted to schedule additional interviews.

SELECTION DECISION

At each step in the process, a candidate's qualifications and references are carefully reviewed. Do not assume a hiring commitment unless you are notified by Human Resources.

Application for Employment

We are an equal opportunity employer, dedicated to non-discrimination in employment on the basis of race, color, age, religion, sex, national origin, handicap, disability or marital status.

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Equal access to programs and services is available to all persons.

Those applicants requiring reasonable accommodation to the application and/or interview process should notify (772) 770-5185, extension 3159.

Date of Application _____

Position(s) Applied For: _____

Referral Source:

Clerk's Website Employee Relative Walk-in Name of source (if applicable) _____

Name _____				
Last, First M.				
Mailing Address _____				
Street or P.O. Box		City	State	Zip Code
Residence Address, if different _____				
Street		City	State	Zip Code
Home Telephone # _____		Mobile Telephone # _____		
Email Address _____				

Best time to call you at home _____ AM PM May we contact you at work? Yes No

Best time to call you at work _____ AM PM If yes, Work #: _____

Have you submitted an application here before? Yes No When? _____

Have you ever been employed here before? Yes No Dates? From _____ To _____

Are you legally eligible for employment in this country? Yes No

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

If no, please explain _____

Date available for work _____ What is your desired salary range? \$ _____

Type of employment desired Full-time Part-time Temporary

Will you work overtime if required? Yes No If no, please explain: _____

Have you ever been bonded? Yes No

Are you claiming Veterans' Preference per Florida Statute 295? Yes No

Employment History

List below sequentially all of your employers in the last ten (10) years beginning with your current or most recent employer (use additional pages, if necessary).

Dates employed:

Month & Year

Salary Range

Name, Address and Telephone Number of

Employer and Name of Supervisor

Position and Job Duties

Reason for Leaving

From: _____ To: _____ Starting \$ _____ Ending \$ _____	Employer: Address: Phone Number: Supervisor:		
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From: _____ To: _____ Starting \$ _____ Ending \$ _____	Employer: Address: Phone Number: Supervisor:		
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From: _____ To: _____ Starting \$ _____ Ending \$ _____	Employer: Address: Phone Number: Supervisor:		
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From: _____ To: _____ Starting \$ _____ Ending \$ _____	Employer: Address: Phone Number: Supervisor:		
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Did you work for any of these employers under a different name: Yes No

If yes, which employer(s) and under what name(s)?

Please explain any gaps in your employment history.

Criminal History

Have you ever been convicted of, or pled guilty, no contest or *nolo contendere* to a felony or first degree misdemeanor? Yes No

If yes, give details (date, place, offense(s), disposition, etc.):

NOTE: A "Yes" answer to this question will not necessarily bar you from employment. The nature, severity and date of the offense in relation to the position for which you are applying are considered.

Educational Background

List last three (3) schools attended, starting with most recent, the number of years completed and indicate degree or diploma earned, if any.

SCHOOL	YEARS COMPLETED	DEGREE / DIPLOMA
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1.

2.

3.

References

List names and telephone numbers of three (3) **business/work references** who are *not* related to you and are *not* previous supervisors. If not applicable, list three personal references who are *not* related to you.

NAME	TELEPHONE NUMBER	YEARS KNOWN	RELATIONSHIP
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1.

2.

3.

Special Skills and Qualifications

With what computer programs have you had experience?

Typing Speed?

Do you have any judicial or legal experience? If so, please explain.

Do you have any accounting experience? If so, please explain.

What volunteer experiences have you had?

To what professional organization(s) do you belong?

Indicate any languages other than English you speak, read and/or write.

APPLICANT STATEMENT

I certify that all information I have provided in order to apply for and secure work with the employer is true, complete and correct.

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

I expressly authorize, without reservation, the employer, his 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, resumé or job interview. I hereby waive any and all rights and claims I may have regarding the employer, his 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 understand that the employer does not unlawfully 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 understand it is this company's policy not to refuse to hire a qualified individual with a disability because of that person's need for a reasonable accommodation as required by the ADA.

I understand that this application remains current for only one (1) year. At the conclusion of that time, if I have not heard from the employer and still wish to be considered for employment, it will be necessary to reapply and fill out a new application.

If I am hired, I understand that I am free to resign at any time, with or without cause, and the employer reserves the same right to terminate my employment at any time, with or without cause and without prior notice, except as may be required by law. This application does not constitute an agreement or contract for employment for any specified period or definite duration. I understand that no supervisor or representative of the employer is authorized to make any assurances to the contrary and that no implied oral or written agreements contrary to the foregoing express language are valid unless they are in writing and signed by an authorized employee.

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.

I understand that the Florida State Supreme Court has ruled that some of the information supplied while making application for employment with all state, county and municipal entities and agencies becomes a part of Public Record under provisions of Chapter 119, Florida Statutes, and as such must be made available to interested parties upon specific request.

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.

Signature of Applicant _____ Date _____

AFFIRMATIVE ACTION VOLUNTARY INFORMATION

We consider all applicants for positions without regard to race, color, religion, sex, national origin, citizenship, age, mental or physical disabilities, veteran/reserve/national guard or any other similarly protected status. We also comply with all applicable laws governing employment practices and do not discriminate on the basis of any unlawful criteria.

To be completed by applicant on a voluntary basis. Not for interview purposes. To be filed separately from application.

In an effort to comply with requirements regarding government recordkeeping, reporting and other legal obligations which may apply, we invite you to complete this applicant data survey. Providing this information is **STRICTLY VOLUNTARY**. Failure to provide it will not subject you to any adverse personnel decision or action.

Please be advised that this survey is *not* part of your official application for employment. It will not be used in any hiring decision. The information will be used and kept confidential in accordance with applicable laws and regulations.

COMPLETION OF INFORMATION BELOW IS VOLUNTARY

PLEASE PRINT

Position (s) applied for _____ Date _____

REFERRAL SOURCE

Walk-in Employee Relative Private Employment Agency Other _____

APPLICANT INFORMATION

Name _____
Last, First M.

Male Female

Please check one of the following Equal Employment Opportunity Identification Groups:

White (not of Hispanic origin) Black (not of Hispanic origin) Hispanic
 American Indian / Alaskan Native Asian / Pacific Islander Multiracial (having parents of different races)