

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.

Clerk of Circuit Court
P.O. Box 1028
Vero Beach, FL 32961-1028

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:

Advertisement Employee Relative Walk-in Name of source (if applicable) _____

Name _____
Last First Middle

Mailing Address _____
Street or P.O. Box City State Zip Code

Residence Address, if different _____
Street City State Zip Code

Home Telephone # (____)____-____ Mobile Telephone # (____)____-____

Best time to call you at home ____:____ AM / PM

May we contact you at work? Yes No

If yes, work number: (____)____-____

Best time to call you at work ____:____ AM / PM

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 Educational Co-Op

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

Have you ever been bonded? Yes No

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

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

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).

Date: Month & Year Salary Range	Name, Address and Telephone Number of Employer Name of Supervisor	Position and Job Duties	Reason for Leaving
From: _____ To: _____ Starting \$ _____ Ending \$ _____			
From: _____ To: _____ Starting \$ _____ Ending \$ _____			
From: _____ To: _____ Starting \$ _____ Ending \$ _____			
From: _____ To: _____ Starting \$ _____ Ending \$ _____			

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. _____

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

Educational Background

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

SCHOOL	NUMBER OF YEARS COMPLETED	DEGREE / DIPLOMA

Additional Information

Write a short paragraph explaining why you want to work in the office of the Clerk of the Circuit Court.

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?

Foreign Languages

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.

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, Your cooperation is appreciated.

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 _____

Name of person who referred you (if applicable) _____

APPLICANT INFORMATION

Name _____ Telephone # (____) _____
Last First Middle

Address _____
Street City State Zip Code

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 difference races)

FOR ADMINISTRATION USE ONLY

Position(s) applied for Available Not Available

Other position(s) considered for _____

Hired Yes No

Position hired for _____

From the EEO job classifications listed below, which one best describes the position filled?

Officials and Managers Professionals Technicians Office and Clerical Workers

Notes _____

Completed by _____ Date ____/____/____