City of Neptune Beach
EMPLOYMENT APPLICATION

Equal Opportunity Employer

PLEASE TYPE OR PRINT

Personal Information:	
Your Name:	
Social Security:	
Your Mailing Address:	
City:	State: Zip Code:
Home Phone	Business Phone
E-Mail Address:	

Position Applied For:
Minimum Acceptable Salary:
Date of Availability:

EDUCATION

HIGH SCHOOL	Diploma received: Yes_____ No_____
Name/Location of School	Your name, if different while attending school:

COLLEGE, UNIVERSITY, OR PROFESSIONAL SCHOOL

Name of School	Location	Dates of Attendance (Month/Year)	Credit Hours Earned	Major/Minor Course of Study	Type of Degree Earned

LICENSURE, REGISTRATION, CERTIFICATION

EXAMPLES: Driver License, Teacher Certification, RN, IPN, PE, CPA, etc.

CITY EMPLOYMENT INFORMATION

Are you a previous employee of this City? Yes_____ No_____

If yes, what department? _____

To your knowledge, do you have any relatives working for this City? Yes_____ No_____

If yes, name of relative:

FORMER EMPLOYERS (List below previous employers, starting with last one first)

Name of Employer:

Address: Phone No.

Job Title: Supervisor's Name:

From / / to / / Hours per week:

month/day/year month/day/year

Duties and Responsibilities:

Reason for Leaving:

Name of Employer:

Address: Phone No.

Job Title: Supervisor's Name:

From / / to / / Hours per week:

month/day/year month/day/year

Duties and Responsibilities:

Reason for Leaving:

Name of Employer:

Address: Phone No.

Job Title: Supervisor's Name:

From / / to / / Hours per week:

month/day/year month/day/year

Duties and Responsibilities:

Reason for Leaving:

Name of Employer:

Address: Phone No.

Job Title: Supervisor's Name:

From / / to / / Hours per week:

month/day/year month/day/year

Duties and Responsibilities:

Reason for Leaving:

If needed, attach additional sheets, using the same format on the application. Resumes may be attached to provide additional information.

KNOWLEDGE/SKILLS/ABILITIES

List KSAs you possess and believe relevant to the position you seek, such as operating heavy equipment, computer skills, fluency in language(s), etc.

BACKGROUND INFORMATION

Have you ever been convicted of a Felony or a First Degree Misdemeanor? Yes_____ No_____

If YES, what charges? _____

Where convicted? _____

Have you ever pled Nolo Contedere or pled Guilty to a crime which is a Felony or First Degree Misdemeanor? Yes_____ No_____

If YES, what charges? _____

Where convicted? _____

Have you ever had adjudication of guilt withheld for a crime which is a Felony or First Degree Misdemeanor? Yes_____ No_____

If YES, what charges? _____

Where convicted? _____

Note: A "YES" answer to these questions will not automatically bar you from employment. The nature, job-relatedness, severity, and date of the offense in relation to the position for which you are applying are considered.

REFERENCES (List names of three persons not related to you, whom you have known at least one year.

Name	Address and Phone Number	Occupation	Years Known

CITIZEN

The City of Neptune Beach hires only U.S. citizens and lawfully authorized alien workers. If a conditional offer is made, you will be required to provide identification and proof of citizenship or authorization to work in the U.S.

CERTIFICATION

I am aware that any omissions, falsifications, misstatements, or misrepresentations above may disqualify me for me for employment consideration and, if I am hired, may be grounds for termination at a later date. I understand that any information I give may be investigated as allowed by law. I consent to the release of information about my ability, employment history, and fitness for employment by employers, schools, law enforcement agencies, and other individuals to authorized employees of the City of Neptune Beach for employment purposes. This consent shall continue to be effective during my employment if I am hired. I understand that applications submitted for City employment are public records. I certify to the best of my knowledge and belief that all of the statements contained herein and any attachments are true, complete, and made in good faith.

Signature: Date: