

**APPLICATION FOR EMPLOYMENT
GILCHRIST COUNTY
CLERK OF COURT'S OFFICE**

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

Date: _____

Are you 18 Years or Older Yes No

Name: _____
Last First Middle

Present Address: _____
Street City State

Permanent Address: _____
Street City State

Phone No: _____ Referred by: _____

Related to anyone who works for this office, state name, department and location: _____

EMPLOYMENT DESIRED

<u>Position:</u>	<u>Date You Can Start</u>	<u>Salary Desired</u>
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Are you employed now? If so, may we inquire of your present employer? _____

Ever applied to this office before? Where? When?

Are there any days, shifts or hours you will not work?
If yes, explain: _____

EDUCATION	<u>Name and Location of School</u>	<u>Degree/Dates Certificate</u>	<u>Subjects Studied</u>	<u>Grade Average</u>
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Grade School(s) _____

High School _____

College _____

Trade, Business, or Correspondence School _____

Other (including Graduate School) _____

Within the past seven (7) years:

Have you ever been convicted of, or pled guilty, no contest or nolo contendere to, a crime? YES NO

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

Have you ever been charged with a crime and either been placed on a court ordered probation, had adjudication withheld, or entered a pre-trial intervention program? YES NO

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

PREVIOUS EMPLOYMENT: 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).

<u>Date</u> <u>Month and Year</u>	<u>Name, Address and</u> <u>Telephone Number of Employer</u>	<u>Position and</u> <u>Job Duties</u>	<u>Salary</u>	<u>Reason for</u> <u>Leaving</u>
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From: _____

To: _____

From: _____

To: _____

From: _____

To: _____

From: _____

To: _____

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 _____

Have you received any written reprimands or disciplinary suspensions during any previous employment? YES
 NO

If yes, please explain: _____

Have you ever been discharged or asked to resign? YES NO

If yes, please explain (include by whom, when and for what). Attach separate page if necessary: _____

REFERENCES: Give below the names of three persons not related to you, whom you have known at least one year.

	Name	Address	Business	Acquainted
1.	_____	_____	_____	_____
2.	_____	_____	_____	_____
3.	_____	_____	_____	_____

MILITARY RECORD:

Were you in the U.S. Armed Forces? YES NO

If yes, what Branch? _____

Did you receive any training in the U.S. Armed Forces that is relevant to this office? _____

Employment in this office will require a copy of your DD-214.

VETERANS' PREFERENCE: (Complete this section only if you are claiming Veterans' Preference).

Have you entered into covered employment by a covered employer after having claimed preference since October 1, 1987? Yes [] No []

If yes, give name of employer: _____

If you claim Veterans' Preference, check the type below. Attach copies of the required documents to your application to support your claim. (Documents will not be returned.)

1. Veteran of a wartime era – Requires (A) DD214 or other document showing dates of service and type of discharge.
2. Disabled Veteran – Requires (A) and (B) letter of service connected disability from the V.A.
3. Veterans' Widow – Requires (A) and marriage and death certificates, and statement saying not remarried.
4. Disabled Veterans' Spouse – Requires (A) and (B), evidence of marriage to the veteran, a statement that the spouse is still married at the time of application, and proof that the disabled veteran cannot qualify for employment because of disability.
5. Permanently Disabled Veteran – Requires (A) indicating veteran is permanently disabled, or (A) and letter from V.A. indicating that the veteran is permanently disabled.
6. Receipt of any Armed Forces Expeditionary Medal – Requires (A) DD214.

Veterans' Preference documentation must be submitted at the time of initial application. If any preference-eligible applicant claiming Veterans' Preference for a vacant position is not selected for the position, they have the right to an investigation by the Division of Veterans' Affairs if a non-preference-eligible applicant is appointed to a position. In order to commence the investigation, the applicant must file a written complaint addressed to the Division of Veterans' Affairs, P.O. Box 1437, St. Petersburg, FL 33731. A complaint shall be filed within 21 days after notice of a hiring decision. If a notice of a hiring decision is not given, it is the responsibility of the veteran to contact the employer within two months of the application to determine if the position has been filled. For further information, contact the Department of Veterans' Affairs.

Note: Veterans' Preference pertains to all positions except the following:

1. Elected Officials.
2. Board and Commission Members.
3. Department Heads.
4. Personal secretary of each such office or appointee.
5. Temporary employee for the purpose of conducting special studies.
6. Positions filled internally by means of promotion, demotion or reassignment.

BACKGROUND CHECK INFORMATION

DRIVING RECORD:

Do you have a valid driver's license YES NO

What class of license do you possess? _____

List driver's license number and state? _____

Have you had a suspension or probation of your license within the last five (5) years? YES NO

How many speeding or other moving violations have you received in the last three (3) years?

List below all traffic violations (except parking) on your record for the last five (5) years and all motor vehicle accidents in which you were involved (use additional page if necessary).

DATE	LOCATION	DESCRIPTION	RESULT
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

SOCIAL SECURITY NO. _____

EMPLOYMENT APPLICATION CERTIFICATION

I hereby certify that all of the facts and information listed on this employment application are true and complete. I understand that any false, incomplete or misleading information given by me on this application is sufficient cause for rejection of this application. I also understand and agree that any such false, incomplete, or misleading information discovered on this application at any time after I am employed may result in my dismissal.

I hereby authorize the office to investigate all statements contained in this application, to interview the references and previous employers listed in this application, and to obtain a report from a consumer reporting agency to be used for employment purposes in accordance with Fair Credit Reporting Act. I authorize the references and previous employers listed to give the Gilchrist County Clerk of Court all facts, opinions and evaluations concerning my previous employment and any other information they may have, personal or otherwise, and release all such parties from any liability which may allegedly arise from furnishing such information to the Gilchrist County Clerk of Court, including, but not limited to, any liability for defamation or invasion of privacy.

If I am offered employment, I understand that such an offer will be conditioned upon satisfactory results of a background investigation and/or medical examination or inquiry, including a drug screen test. If then employed, I understand that I will be required to serve a ninety (90) day training period. I further understand that my employment is at the discretion of the Gilchrist County Clerk of Court and compensation and employment can be terminated, with or without cause or notice, at any time, regardless of the successful completion of my training period, at the option of either the Gilchrist County Clerk of Court or myself. I understand that no supervisor or other representative of the Gilchrist County Clerk of Court has any authority to enter into any agreement for employment for any specified period of time, or to make any agreement contrary to the foregoing.

I further understand and voluntarily agree as a condition of work or my continued employment that I may be requested by the office to submit to a urinalysis or other drug or alcohol screen test and that my failure to take such test(s) when requested to do so or unsatisfactory test results will disqualify me from consideration for work, or if I am then working, may result in my immediate dismissal.

I certify that I have read, understand
and agree with the above.

Date

Signature of Applicant