



**3 NORTH SUMMIT STREET  
CRESCENT CITY, FLORIDA 32112-2599**

**WE ARE AN EQUAL OPPORTUNITY EMPLOYER AND DRUG/SMOKE-FREE WORKPLACE**

We consider applicants for all positions without regard to race, color, religion, sex, age, national origin, marital, disability or any other legally protected status. Applicant with a disability who require accommodation for the application/interview process should direct a request in advance to City Hall.

**INSTRUCTIONS:** Please print or type all information. The application must be filled out accurately and completely. Answer all questions. Do not leave an item blank. If an item does not apply, write **N/A** (not applicable). Incomplete applications will not be considered. All statements made on the application are subject to verification. Exaggerated, false, or misleading statements may be cause for rejection or the application and/or termination of employment.

Position Applying for:

Date of Application:

Last Name:

First Name:

Middle Name:

Address:

City:

State:

Zip:

Phone:

Alternate Phone:

Email:

**Please Check the Appropriate Boxes**

1. If you are under 18 years of age, can you provide required proof of your eligibility to work? \_\_\_ Yes \_\_\_ No \_\_\_ N/A

2. Have you ever filed an application with us before? \_\_\_ Yes \_\_\_ No \_\_\_ N/A

3. Have you been employed with us before? \_\_\_ Yes \_\_\_ No

4. Are you currently employed? \_\_\_ Yes \_\_\_ No

5. May we contact your present employer? \_\_\_ Yes \_\_\_ No

6. Are you currently on "lay-off" status and subject to recall? \_\_\_ Yes \_\_\_ No

7. Are you prevented from lawfully becoming employed in this country because of Visa or Immigration Status?

**(Proof of citizenship or immigration status will be required upon employment)** \_\_\_ Yes \_\_\_ No

8. On what date would you be available for work? \_\_\_\_\_

9. Are you available to work: Full Time Part Time \_\_\_ Temporary  
Shift Work AM PM Weekends

10. Can you travel if a job requires it? \_\_\_ Yes \_\_\_ No

11. Have you ever been found guilty of, had adjudication withheld, or pled no contest to any violation of law? \_\_\_ Yes \_\_\_ No

If Yes, please give details: Date \_\_\_\_\_ \_\_\_ Felony \_\_\_ Misdemeanor

Details

Note: A conviction will not necessarily disqualify an applicant from employment

### EMPLOYMENT HISTORY

List previous employment history for the last 5 years, starting with the most recent employment. Please indicate job-related volunteer, temporary, part-time work, and military experience. List all gaps in work history in spaces provided. Resumes may be provided to support employment history listed but will not be accepted in lieu of completing this section of the application.

Dates Employed (Month and Year)		Employer _____
From	To	Address _____
		Telephone Number(s) _____
Hours per Work: _____		Your Job Title _____
Starting Salary \$ _____ per _____		Supervisor's Name and Title _____
Last Salary \$ _____ per _____		Reason for Leaving Position _____
Specific Duties _____		
_____		

BETWEEN THESE JOBS (If applicable) \_\_\_\_\_ Unemployed \_\_\_\_\_ In School \_\_\_\_\_ From (mo/yr) To (mo/yr) \_\_\_\_\_

Dates Employed (Month and Year)		Employer _____
From	To	Address _____
		Telephone Number(s) _____
Hours per Work: _____		Your Job Title _____
Starting Salary \$ _____ per _____		Supervisor's Name and Title _____
Last Salary \$ _____ per _____		Reason for Leaving Position _____
Specific Duties _____		
_____		

BETWEEN THESE JOBS (If applicable) \_\_\_\_\_ Unemployed \_\_\_\_\_ In School \_\_\_\_\_ From (mo/yr) To (mo/yr) \_\_\_\_\_

Dates Employed (Month and Year)		Employer _____
From	To	Address _____
		Telephone Number(s) _____
Hours per Work: _____		Your Job Title _____
Starting Salary \$ _____ per _____		Supervisor's Name and Title _____
Last Salary \$ _____ per _____		Reason for Leaving Position _____
Specific Duties _____		
_____		

BETWEEN THESE JOBS (If applicable) \_\_\_\_\_ Unemployed \_\_\_\_\_ In School \_\_\_\_\_ From (mo/yr) To (mo/yr) \_\_\_\_\_

Dates Employed (Month and Year)		Employer _____
From	To	Address _____
		Telephone Number(s) _____
Hours per Work: _____		Your Job Title _____
Starting Salary \$ _____ per _____		Supervisor's Name and Title _____
Last Salary \$ _____ per _____		Reason for Leaving Position _____
Specific Duties _____		
_____		

**ADDITIONAL INFORMATION**

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**PERSONAL/PROFESSIONAL REFERENCES**

1. _____ Name and Job Title	(____) _____ Telephone Number
_____	_____ Personal    _____ Professional
Address _____	
2. _____ Name and Job Title	(____) _____ Telephone Number
_____	_____ Personal    _____ Professional
Address _____	
3. _____ Name and Job Title	(____) _____ Telephone Number
_____	_____ Personal    _____ Professional
Address _____	

**APPLICANTS CERTIFICATION**

**PLEASE READ THIS STATEMENT CAREFULLY BEFORE SIGNING BELOW:**

I hereby certify that each response on this application and all other information I have furnished in applying for employment with the City of Crescent City is true and correct. I understand that false entries, misrepresentations, or material omissions provided on this application and all other information furnished in applying for employment are sufficient for dismissal, no matter how long after initial employment they are discovered.

I authorize investigation of all statements contained in this application for employment and all other information I have furnished in applying for employment as may be necessary in arriving at an employment decision. I further authorize release of all past employment records, police records, medical records, educational records, and other reference information for use by the City of Crescent City in this investigation.

I agree to comply with the City of Crescent City Rules and Regulations. I understand that such employment will begin with an introduction period of ninety (90) days from the date of hire. I further understand that my employment and completion of trial period will not result in an employment contract.

Subsequent to an offer of employment, I voluntarily give my consent to be medically examined and to be tested for use of drugs and/or controlled substances.

My signature affirms that all information is true to the best of my knowledge and that I understand that any statement of fact may result in disqualification or dismissal.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

### EDUCATION/TRAINING/SKILLS

Language(s) other than English \_\_\_\_\_

Do you have a High School Diploma? \_\_\_\_ Yes \_\_\_\_ No      GED? \_\_\_\_ Yes \_\_\_\_ No

If not, highest-grade level completed \_\_\_\_\_

Name and location of last High School attended \_\_\_\_\_  
NameCityState

### LAST COLLEGE OR UNIVERSITY ATTENDED

Name & Location	Credit Hours	Did you Graduate?		Major/Minor Degree Field/ Program Studied	Type of Degree Received
		Yes	No		

### LIST TRAINING BELOW (Business, Trade, Armed Forces, School, etc)

Name & Location	Total Hours Completed	Hours required for Certification?		Course /Subject taken	Certificate Received
		Yes	No		

### DRIVERS LICENSE INFORMATION

Do you have a valid Driver's License? \_\_\_\_ Yes \_\_\_\_ No      Driver's License Number \_\_\_\_\_

State \_\_\_\_\_ Expiration Date \_\_\_\_\_

License Type      \_\_\_\_\_ Operator/Class E      \_\_\_\_\_ Commercial/ Class A, B, or C      \_\_\_\_\_ Chauffer/ Class D

Has your license ever been suspended? \_\_\_\_\_ Yes \_\_\_\_ No

If yes, please provide dates and explain \_\_\_\_\_

\_\_\_\_\_

### LIST PROFESSIONAL, TRADE, BUSINESS OR CIVIC ACTIVITIES AND OFFICES HELD

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Personal Inquiry Waiver

Applicant's Name: \_\_\_\_\_  
Date of Birth \_\_\_\_\_  
Social Security Number \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

I respectfully request and authorize you to furnish the City of Crescent City all information that you have concerning my work record, school record, military record, reputation, and financial and credit status. Please include all medical, physical, and mental records and or Photostats of same if requested. This information is to be used to assist in determining my qualifications and fitness for the position I am seeking with the City of Crescent City.

I hereby release you, your organization or others from any liability or damage, which may result from furnishing the information requested above.

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date

**AFFIDAVIT**

State of Florida  
County of Putnam

Before me personally appeared the said \_\_\_\_\_  
Who says that he/she executed the above instrument of his/her own free will and accord, with full knowledge of purpose therefore.

Sworn to and subscribed in my presents this \_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_\_.

\_\_\_\_\_  
My Commission Expires

\_\_\_\_\_  
Notary Public