



Last Name _____ First Name _____ Middle Initial _____

Position Applied For: _____

Date Received: _____ Veterans' Preference: _____

Authorization and Acknowledgment

Please inform us if assistance/accommodation is required in completing the application or during any part of the application process.

The information I have provided in this application (including all attachments) is true and correct. I understand that if I have misrepresented or falsified information in this application or in any accompanying document or resume, which I may submit in support of this application, or if I have omitted any material facts, I will not be considered for employment by the Town of Southwest Ranches. If I have been hired by the Town, and any misrepresentation, falsification, or omission is discovered after I have begun employment, I understand that my employment by the Town is "at-will" and is subject to immediate termination.

I authorize the Town of Southwest Ranches to conduct an inquiry into the information contained in this application if I am considered for employment I authorize my current and former employers and educational institutions to provide information about me. I hereby release all employers, educational institutions, or other individuals or entities, which may provide information about me in connection with this application from all liability for issuing such information. I hereby waive any privilege I may have to such information. I also understand that my employment is conditioned upon acceptable references and background checks and that employment is also conditioned upon drug testing.

I understand that the Town of Southwest Ranches may request a consumer report and/or an investigative consumer report in connection with this Employment Application. An investigative consumer report contains information on your character, general reputation, or personal characteristics which has been obtained through personal interviews with neighbors, friends or associates, or from others with whom you are or have been acquainted or who may have knowledge concerning any such information. I acknowledge that, if a consumer report is requested or prepared, I have the right to request a summary of my rights under the Fair Credit Reporting Act by sending a written request to the Town Administrator or designee.

I understand that nothing contained in this employment application or interview, Town policies, procedures, correspondence, or manuals that I might receive constitute a contract or promise of employment or employment for any specified period of time. I further acknowledge that no Town policies, procedures, correspondence, or manuals establishes a contract or promise of any specific term or condition of employment between the Town and myself. I understand that the employment relationship is "at will" which means that if an employment relationship is established, the Town or I may terminate the employment relationship at any time and for any reason, with or without notice or prior discipline.

Applicant Signature: _____

Date: _____

PERSONAL INFORMATION – SECTION 1

Last Name			First		Middle		Email Address:	
Street Address					Apt #		Home phone, office or message phone	
City		County		State		Zip		Number of years and months at this address
Date of this application	<input type="checkbox"/> Full time <input type="checkbox"/> Part Time Hours Per week _____		Shift Preference _____		Date Available		Salary Desired	Are you 18 or over? Yes ___ No ___ If no, age? _____

Have you ever pled guilty or "no contest" (nolo contendere) to a crime, been convicted of a crime, had adjudication withheld, prosecution deferred, or do you have any criminal charges pending? ___ Yes ___ No If Yes, explain. Answering "yes" to this question does not constitute an automatic bar to employment. Only those crimes that are related to the position you are seeking will be considered.

Are you legally authorized to work in the U.S.? Proof will be required. ___ Yes ___ No

Can you perform the essential functions of the job for which you are applying with ___ or without ___ accommodations?

Have you previously been employed by the Town? ___ Yes ___ No Affiliated with predecessor organizations? ___ Yes ___ No
If Yes, Provide names and dates:

Do you have any relatives currently employed by or who are officials of the Town? ___ Yes ___ No If yes, please provide name and position.

Are you presently or have you been a member of the U.S. Military? ___ Yes ___ No If yes, list experience and special education received in Employment Record. Are you claiming Veteran's Preference? ___ Yes ___ No If yes, please complete form attached.

EDUCATION – SECTION 2

Name and location of high school		Diploma or equivalent received ___ Yes ___ No	
Name and location of college or university		Degree	Courses/Major
Name and location of college or university		Degree	Courses/Major
Business, technical/vocational, correspondence, etc.		Certificate or # of credits	Subject

Describe any other specialized training or qualifications relating to this position (i.e., seminars, military, professional affiliations, certificates or awards)

Professional licenses/certificates/CDLs (List State, License #, Class, Endorsement(s) etc.) Expiration Date:

Have you ever been denied a license or has your driver's license ever been suspended or revoked? ___ Yes ___ No If yes, provide details:

Have you ever been cited for driving under the influence (DUI) or driving while intoxicated (DWI)? ___ Yes ___ No

BUSINESS SKILLS – SECTION 3

List professional, technical or clerical skills that you would bring to the position for which you are applying (e.g., accounting, computer, inspector, maintenance, etc.)		List equipment you can operate (e.g., personal computer, flat bed truck, tanker, etc.)	
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REFERENCES – SECTION 4

Please list business or work related references and their relationship to you

Name	Business Relationship	Telephone
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____

EMPLOYMENT RECORD – SECTION 5

- Please complete the following information in full.
 - Complete for all positions held in the last 7 years.
 - List most recent job first.
- Do not use resume in place of information on application
 - Include any relevant military experience and unpaid work experience

Dates of Employment		Title of Position	
From (mo./yr.)	To (mo./yr)		
Name of Employing Firm		Type of Business	Phone
Address	City	State	Zip
		Starting Salary:	Final Salary:
Description of duties performed, skills, accomplishments		Variable Pay __Yes __No	Average Annual \$
Reason for Leaving			

Dates of Employment		Title of Position	
From (mo./yr.)	To (mo./yr)		
Name of Employing Firm		Type of Business	Phone
Address	City	State	Zip
		Starting Salary:	Final Salary:
Description of duties performed, skills, accomplishments		Variable Pay __Yes __No	Average Annual \$
Reason for Leaving			

Dates of Employment		Title of Position	
From (mo./yr.)	To (mo./yr)		
Name of Employing Firm		Type of Business	Phone
Address	City	State	Zip
		Starting Salary:	Final Salary:
Description of duties performed, skills, accomplishments		Variable Pay __Yes __No	Average Annual \$
Reason for Leaving			

List all other employers you have had in the last ten (10) years.

Have you ever been terminated or asked to resign from any job? If yes, please explain circumstances.

Please explain any gaps in your employment history.

PERMISSION AND RELEASE FORM FOR BACKGROUND INVESTIGATION (REQUIRED) – SECTION 6

Please read the release below carefully before signing it.

I hereby authorize the Town of Southwest Ranches to obtain the following information in connection with my application for employment or if hired, at any time during my employment: **criminal and/or motor vehicle records, employment records, educational records, consumer reports, consumer investigative reports, including credit reports obtained through a consumer reporting agency.** I acknowledge that the Town has informed me that it may make use of this information in evaluating my application for employment, and in the Town's decisions regarding hiring, compensation, promotion, reassignment, retention, and other terms and conditions of my Employment at the Town. I hereby authorize the Town to make use of the above referenced information, and release the Town and any entity that provides information to the Town from liability in connection with this information.

If a **consumer investigative report** obtained through a consumer reporting agency is completed, it may include information obtained through personal interviews regarding my character, general reputation, and personal characteristics. I understand that I may obtain a complete and accurate disclosure of the nature and scope of the investigation and a summary of my rights under the Fair Credit Reporting Act by sending a written request to the Town Administrator or designee.

Any offers of employment are contingent upon a satisfactory background investigation. I authorize the reinvestigation of any of the above information, at any time, during my employment. If I **am employed in a position which requires a continuing satisfactory driving record, I agree to inform the Town of any driving or traffic violation and I understand that if my driving record is or becomes unsatisfactory, it may be a basis for termination of employment.**

First Name _____ Middle Name _____ Last Name _____

Former Name(s) or Alias _____

Number, Street Address _____ City/Town _____ State _____ Zip Code _____

Social Security Number _____ Driver's License Number and State _____

*Date of Birth _____

Signature _____ Date _____

***Note:** *Date of Birth is requested to ensure accurate retrieval of records.*

VOLUNTARY PRE-EMPLOYMENT INFORMATION - Equal Employment Information – SECTION 7

The Town of Southwest Ranches is committed to equal employment opportunity for all applicants without regard to race, color, creed, religion, sex, national origin, disability, age, marital status or veteran's status, or any other characteristic protected under federal, state, or local law. To help us comply with federal and state reporting and record keeping requirements, we ask that you complete the following information. This information will not be used during the hiring process and will be kept confidential.

Name:

Position Applied For:

How did you hear about this position?

Race/Ethnic Group:

White Black Hispanic American Indian/Alaskan Native Asian/Pacific Islander

Gender:

Male Female

VOLUNTARY PRE-EMPLOYMENT INFORMATION – Veterans' Preference Information

1. VETERANS' POINTS. Are you claiming **Veterans' preference** points? Yes No
If yes, provide a copy of your DD214; Reservists, provide a copy of your orders.
 - a. Are you a disabled Veteran entitled to compensation, disability retirement benefit or pension by reason of the public laws administered by the U.S. Department of Veterans' Affairs and the Department of Defense, or have you served on active duty in any branch of service, been separated under honorable conditions, or have you established the present existence of a service-connected disability which is compensable under public laws administered by the U.S. Department of Veterans' Affairs? Yes No
 - b. Are you the spouse of any person who has a total disability, permanent in nature, resulting from a service-connected disability and who, because of this disability, cannot qualify for employment, or are you the spouse of any person missing in action, captured in line of duty by a hostile force or forcibly detained or interned in the line of duty by a foreign government or power? Yes No
 - c. Are you a Veteran of any war, as defined in Florida Statutes, s. 1.019(14)? Yes No
 - d. Are you the unremarried widow or widower of a Veteran who died of a service-connected disability? Yes No
2. Have you ever claimed and been employed through Veterans' preference? Yes No If yes, provide the name of the employer.

FOR TOWN USE ONLY

Applicant _____ Position _____