Town of WinterPark

APPLICATION FOR EMPLOYMENT

An Equal Opportunity Employer

We do not discriminate on the basis of race, color, religion, national origin, sex, age, disability, or any other status protected by law or regulation. It is our intention that all qualified applicants be given equal opportunity and that selection decision be based on job-related factors.

Answer each question fully and accurately. No action can be taken on this application until you have answered all questions. Attach additional sheets if you do not have enough room on this application. PLEASE PRINT, except for signature on back of application. In reading and answering the following questions, be aware that none of the questions are intended to imply illegal preferences or discrimination based upon non-job-related information.

Job Applied For _____ Today's Date _____

Are You Seeking: ◯ Full-Time Work ◯ Part-Time Work ◯ Seasonal Work

When could you start work? _____

Full Name _____ Contact # _____

Physical Address _____ City, State, Zip _____

Mailing Address _____ City, State, Zip _____

Are you at least 18 years of age? ☐ Yes ☐ No Email Address _____

(If hired, you may be required to submit proof of age.)

If hired, can you furnish proof you are eligible to work in the US? ☐ Yes ☐ No

Have you ever applied here before? ☐ Yes ☐ No If yes, when? _____

Were you ever employed here? ☐ Yes ☐ No If yes, when? _____

Have you ever been convicted of any law violation? Include any plea of 'guilty' or 'no-contest'. Exclude minor traffic violations. ☐ Yes ☐ No

If yes, give details: _____ (A conviction will not necessarily disqualify you for employment.)

If employed, do you expect to be engaged in any additional business or employment outside of this postion? ☐ Yes ☐ No

If yes, give details: _____

EDUCATION

High School or GED:

Address:

Number of Years Completed: Diploma/Degree/Certificate:

Subjects Studied:

College or University:

Address:

Number of Years Completed: Diploma/Degree/Certificate:

Subjects Studied:

Vocational or Technical:

Address:

Number of Years Completed: Diploma/Degree/Certificate:

Subjects Studied:

SPECIAL SKILLS

What skills or additional training do you have related to the job you are applying for?

What machines or equipment can you operate related to the job you are applying for?

For driving jobs ONLY: Do you have a valid driver's license? ☐ Yes ☐ No

Driver's License Number: Class of License: State Licensed In:

Has your driver's license been suspended or revoked in the last three years? ☐ Yes ☐ No

If yes, give details:

List professional, trade, business or civic activities and offices held. (Exclude labor organizations & memberships which reveal race, color, religion, national origin, sex, age, disability, or other protected status.)

WORK HISTORY

List names of employers in consecutive order with present or most recent employer listed first. Account for all periods of time including military service and any periods of unemployment. If self-employed, give firm name and supply business references. **A job offer may be contingent upon acceptable references from current and former employers.**

Name of Employer: Supervisor(s):

Address: Contact #:

Employed From/To: Starting/Ending Wage:

Title: Reason for Leaving:

Duties:

Name of Employer: Supervisor(s):

Address: Contact #:

Employed From/To: Starting/Ending Wage:

Title: Reason for Leaving:

Duties:

Name of Employer: Supervisor(s):

Address: Contact #:

Employed From/To: Starting/Ending Wage:

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Duties:

Name of Employer: Supervisor(s):

Address: Contact #:

Employed From/To: Starting/Ending Wage:

Title: Reason for Leaving:

Duties:

REFERENCES

Have you worked or attended school under any other names? ☐ Yes ☐ No

If yes, give names:

Are you presently employed? ☐ Yes ☐ No

If yes, whom should we contact?

Have you ever been fired from a job or asked to resign? ☐ Yes ☐ No

If yes, please explain:

Give three references, not relatives or former employees:

Name: Contact #:

Address:

Name: Contact #:

Address:

Name: Contact #:

Address:

AFFIDAVIT, CONSENT AND RELEASE

Please read each statement carefully before signing

I certify that all information provided in this application is true and complete. I understand that any false information or omission may disqualify me from further consideration for employment and may result in my dismissal if discovered at a later date.

I authorize the investigation of any or all statements contained in this application. I also authorize, whether listed or not, any person, school, current employer, past employers, and organizations to provide relevant information and opinions that may be useful in making a hiring decision. I release such persons and organizations from any legal liability in making such statements.

I understand I may be required to successfully pass a drug screening examination. I hereby consent to a pre- and/or post-employment physical examination. I consent to the release of any or all medical information as may be deemed necessary to judge my capability to do the work for which I am applying.

I UNDERSTAND THAT THIS APPLICATION, VERBAL STATEMENTS BY MANAGEMENT, OR SUBSEQUENT EMPLOYMENT DOES NOT CREATE AN EXPRESS OR IMPLIED CONTRACT OF EMPLOYMENT NOR GUARANTEE EMPLOYMENT FOR ANY DEFINITE PERIOD OF TIME. ONLY THE PRESIDENT OF THE ORGANIZATION HAS THE AUTHORITY TO ENTER INTO AN AGREEMENT OF EMPLOYMENT FOR ANY SPECIFIED PERIOD AND SUCH AGREEMENT MUST BE IN WRITING, SIGNED BY THE PRESIDENT AND THE EMPLOYEE. IF EMPLOYED, I UNDERSTAND THAT I HAVE BEEN HIRED AT THE WILL OF THE EMPLOYER AND MY EMPLOYMENT MAY BE TERMINATED AT ANY TIME, WITH OR WITHOUT REASON AND WITH OR WITHOUT NOTICE.

I have read, understand, and by my signature consent to these statements.

Signature Date

This application for employment will remain active for a limited time. Ask the Town of Winter Park for details.