

# Village of Royal Palm Beach



## Application For Employment

The Village of Royal Palm Beach is an Equal Opportunity Employer. Applications will be considered without regard to race, color, religion, age, sex, national origin, marital status, disability, veteran status, ancestry, medical conditions, familial status, sexual orientation, or any other legally protected status. For positions covered under the law, preference in initial employment will be given to eligible veterans and spouses of veterans. Applicants with a disability who require accommodation in the application and/or interview process should make such request in advance to the Human Resources Department. The Village of Royal Palm Beach is a Drug Free Workplace.

**INSTRUCTIONS:** Please print legibly and answer all questions completely. **Resumes will not substitute** for the application. It is the applicant's responsibility to thoroughly and accurately complete and sign the Village's Application for Employment. Incomplete applications may disqualify an applicant from consideration.

**I. PERSONAL**

Date of Application: \_\_\_\_\_

Position Applied For: \_\_\_\_\_

Name: \_\_\_\_\_  
Last First Middle

Telephone Number(s): \_\_\_\_\_

Home Address: \_\_\_\_\_  
Number/Street City State Zip Code

Are you available to work:  full time  part time  shifts  temporary  summer only

Are you a citizen of the United States?  Yes  No

If not, do you possess the required documents which permit you to work here?  Yes  No  
If yes, describe the document(s): \_\_\_\_\_

Have you submitted a Village Application for Employment before?  Yes  No If yes, when: \_\_\_\_\_

Have you ever been previously employed by the Village?  Yes  No  
If yes, when and where: \_\_\_\_\_

Do you currently have relatives employed by the Village?  Yes  No  
If yes, list their name(s), relationship(s) to you, and location employed:

Name	relationship	location
Name	relationship	location
Name	relationship	location
Name	relationship	location

If applying for a position that requires a driver's license, certification or other registration, list below:

Type: \_\_\_\_\_ No.: \_\_\_\_\_

Type: \_\_\_\_\_ No.: \_\_\_\_\_

If offered a job, on what date would you be available for work? \_\_\_\_\_

If offered a job, are you willing to take a post-offer medical examination to the extent permitted by the Americans with Disabilities Act?  Yes  No

Describe any special skills, professional memberships, experiences or training relevant to your qualifications to perform the job for which you are applying. Do not list any information precluded under Federal and State law during the pre-employment process. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## II. EMPLOYMENT HISTORY

Account for the last ten (10) years' employment beginning with the most recent job. All times must be accounted for and completed for each employer in the spaces below. **All Information is required to be filled in:**

Employer Name, Address, Phone, Type of Entity	Supervisor	Job Title	Salary	Dates employed (from/to)	Reason left	Briefly description of duties

May we contact the employers listed above?       Yes     No

Have you ever been discharged or asked to resign for misconduct or unsatisfactory performance?

Yes     No    If yes, give details including name, address, telephone number of the employer who terminated your employment and the reason you were told you were terminated: \_\_\_\_\_

Do you agree that the reason given for your termination was valid?       Yes     No

Number of absences from work during the last two (2) years: \_\_\_\_\_ If more than five (5) days in a year, please explain reason(s): \_\_\_\_\_

### III. EDUCATION

Education or training which you believe qualifies you for the position you are seeking:

**\* Please include a copy of diploma, appropriate certificate(s) and certified copy of transcript(s).**

	Name/Address	From/To Month/Year	Course of Study	Graduate Yes/No	Specify Degree *
High School					
Trade School					
Undergraduate College					
Graduate School					
Armed Forces					
Other: Specify					

List any foreign language skills and rate your proficiency level on a scale of 1 to 5, with 5 being excellent:

Language	Reading	Writing	Speaking	Understanding

### IV. MISCELLANEOUS

Have you ever been convicted of any crime other than minor traffic violations within the last five years?  Yes  No If Yes, please explain: \_\_\_\_\_

If applying for a driving position, have you been convicted of a traffic violation within the last five years?  Yes  No If Yes, explain the details and indicate when, where and the disposition of each cause. A conviction will not disqualify you from employment unless it is job related. \_\_\_\_\_

To the best of your knowledge, have you ever been the subject of any complaint, charges or lawsuit for unlawful harassment or discrimination?  Yes  No If Yes, please give dates, employer, circumstances and outcome. An affirmative answer does not necessarily disqualify you from employment. \_\_\_\_\_

Upon receipt of information regarding the requirements of the job for which you are applying, are you able to perform the essential duties of the job with or without reasonable accommodation?  Yes  No

How, and with what accommodations? \_\_\_\_\_

## V. MILITARY HISTORY

Have you ever served in any branch of the United States Armed Forces?  Yes  No If yes, complete below:

Branch of Service: \_\_\_\_\_ Highest Rank: \_\_\_\_\_ Last Rank: \_\_\_\_\_  
Serial Number: \_\_\_\_\_ Duty Dates From: \_\_\_\_\_ To: \_\_\_\_\_

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Serial Number: \_\_\_\_\_ Duty Dates From: \_\_\_\_\_ To: \_\_\_\_\_

Did you receive any training in the Armed Forces relevant to the position applied for?  Yes  No  
If so, describe: \_\_\_\_\_

List dates and types of all discharges (attach copies of all discharge documents): \_\_\_\_\_

**VETERANS PREFERENCE:** In accordance with Florida Statutes Chapter 55A-7, the Village of Royal Palm Beach shall for covered positions give preference in employment to eligible veterans and veterans' spouses. In accordance with Florida Statutes Chapter 98-33, veterans preference is only available to Florida residents, as evidenced by voter registration, drivers license, location of residence, application for homestead exemption, and/or application filed with the Circuit Court indicating an intent to be a Florida resident. Previous employment with a governmental entity within the State of Florida will cause the veterans preference to expire. Previous employment with a governmental entity outside the State of Florida will not expire the preference.

1. Are you claiming veterans preference?  Yes  No
2. If you are claiming veterans preference, have you claimed and been employed through using such preference since October 7, 1987, or entered into covered employment by a covered employer before or after the present application?  Yes  No If yes, please name the employer: \_\_\_\_\_
3. Check the appropriate box if you are claiming veterans preference. **Documentation supporting your claim below must be submitted with the application, and must clearly indicate that they are copies of originals.**
  - A.  veteran with a service related disability who is eligible for receiving compensation, disability retirement, or pension under public laws administered by the U.S. Department of Veterans' Affairs and the Department of Defense, or
  - B.  spouse of a veteran who cannot qualify for employment because of total and permanent service-connected disability, or the spouse of a veteran missing in action, captured in the line of duty by a hostile force, or forcibly detained or interned in the line of duty by a foreign government or power, or
  - C.  wartime veteran as defined by Florida Statutes Chapter 55A-7.003(11) who was discharged or released under honorable conditions from the Armed Forces of the United States. The applicant must have served at least one day during a wartime period as delineated in F.S. Section 1.01(14), or
  - D.  unremarried widow or widower of a veteran who died of a service-connected disability, or
  - E.  veteran who retires for longevity from the military after 20 years of service.

Under Florida Law, preference in employment shall be given first to those applicants in A or B above, and second to those in C and D above, provided such persons possess the minimum qualifications necessary to perform the duties of the position for which they applied. Minimum qualifications means a specification of the kinds of experience, training, education, licensure and certification that provides appropriate job-related evidence that an applicant possesses the minimum required knowledge, skills and abilities necessary to perform the job.

4. Intentional misrepresentation of the claim for preference shall disqualify the applicant from claiming veterans preference.

## VI. REFERENCES

List up to five (5) references, persons who have knowledge of your qualifications and abilities for the position you are seeking. Do not list relatives, former employers or supervisors previously listed, or persons living outside the United States or its territories.

Name: \_\_\_\_\_ Occupation: \_\_\_\_\_

Address: \_\_\_\_\_

How long known: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Name: \_\_\_\_\_ Occupation: \_\_\_\_\_

Address: \_\_\_\_\_

How long known: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Name: \_\_\_\_\_ Occupation: \_\_\_\_\_

Address: \_\_\_\_\_

How long known: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Name: \_\_\_\_\_ Occupation: \_\_\_\_\_

Address: \_\_\_\_\_

How long known: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Name: \_\_\_\_\_ Occupation: \_\_\_\_\_

Address: \_\_\_\_\_

How long known: \_\_\_\_\_ Phone Number: \_\_\_\_\_

## VII. APPLICANT'S CERTIFICATION OF UNDERSTANDINGS

1. I certify that I have not knowingly withheld any information in completing this application and I understand that misrepresentation or failure to disclose all information requested by me in this application will result in rejection of the application or dismissal from the Village of Royal Palm Beach when later discovered.  
Applicant's initials \_\_\_\_\_
2. I authorize the Village of Royal Palm Beach to conduct a complete background investigation of the contents of this application and I specifically authorize any entity or person to provide the Village any information about me either considers in their discretion to be relevant to my past, present or future employment. Applicant's initials \_\_\_\_\_
3. I understand that if hired, I will be placed on probation. I further understand that in accordance with Florida Statute Section 443.131(3)(a)(2), if I am terminated for unsatisfactory work performance within a 90-day probation period, the Village's unemployment account shall not be charged for any unemployment benefits paid to me. Applicant's initials \_\_\_\_\_
4. I understand that the Village of Royal Palm Beach prohibits sexual and other forms of unlawful harassment and discrimination. I understand that I have an obligation to report such conduct, and that such unlawful harassment and discrimination is grounds for disciplinary action up to and including discharge. Applicant's initials \_\_\_\_\_
5. I understand that the Village of Royal Palm Beach is a Drug Free Workplace, and I understand that any job offer extended to an applicant is conditioned upon the successful completion of a pre-employment drug screen by the Village or its authorized testing agent, to determine the presence of alcohol or illegal drugs in accordance with the Village's policies and procedures. Applicant's initials \_\_\_\_\_
6. I am aware that all documents or information including this application and related employment papers and oral interviews submitted to the Village of Royal Palm Beach will be subject to public disclosure under Florida Public Records Law with the exception of personal information concerning Fire and Police personnel and their families. Applicant's initials \_\_\_\_\_

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

Date: \_\_\_\_\_