**City of Valparaiso**

**APPLICATION FOR EMPLOYMENT**



### ***Please Complete the Application in Legible Handwriting, Printing or Type. Please List Only One Position Per Application.***

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| Applicant Information | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Last Name | | |  | | | | | | | | | | First | | |  | | | | | | | | | | | M.I. | | | Date | |  | |
| Street Address | | | |  | | | | | | | | | | | | | | | | | | | | | | | Apartment/Unit # | | | | |  | |
| City |  | | | | | | | | | | | | State | | |  | | | | | | | | | | | ZIP |  | | | | | |
| Phone |  | | | | | | | | | | | | E-mail Address | | | | | |  | | | | | | | | | | | | | | |
| Date Available | | | |  | | | | | | Social Security No. | | | | | |  | | | | | | | | | | Desired Salary | | | |  | | | |
| Position Applied for | | | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Valid Driver’s License? | | | | | | | | | YES | | | NO | | | | State and DL# | | | | | | | |  | | | | | | | | | |
| Are you a citizen of the United States? | | | | | | | | | YES | | | NO | | | | If no, are you authorized to work in the U.S.? | | | | | | | | | | | | | | | YES | | NO |
| Type of Employment Desired? | | | | | | | | | | | Full-Time | | | | | | | | | | Part-Time | | | | | | | | Temporary | | | | |
| Will you work hours other than 8am to 5pm? | | | | | | | | | | | | | | YES | | | NO | | | | |  | | | | | | | | | | | |
| Will you work schedules other than Monday thru Friday? | | | | | | | | | | | | | | YES | | | NO | | | | |  | | | | | | | | | | | |
| Will you accept temporary work? | | | | | | | | | | | | | | YES | | | NO | | | | |  | | | | | | | | | | | |
| Have you ever been employed by the City of Valparaiso before? | | | | | | | | | | | | | | | YES | | | NO | | | | | If yes, please give dates and explanation | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Have you ever been discharged from employment because your work or conduct was not satisfactory? | | | | | | | | | | | | | | | YES | | NO | | | | | If yes, please give dates and explanation | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Have you ever been convicted of a felony in the past 7 (seven) years? | | | | | | | | | | | | | | | YES | | NO | | | | | If yes, please give dates and explanation | | | | | | | | | | | |
| \*\*Note: conviction does not necessarily bar you from employment | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Education | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| High School | | |  | | | | | | | | | Address | | | |  | | | | | | | | | | | | | | | | | |
| From | |  | | | To | |  | Did you graduate? | | | | YES | | | | NO | | | | Degree | | | | |  | | | | | | | | |
| College | |  | | | | | | | | | | Address | | | |  | | | | | | | | | | | | | | | | | |
| From | |  | | | To | |  | Did you graduate? | | | | YES | | | | NO | | | | Degree | | | | |  | | | | | | | | |
| Other | |  | | | | | | | | | | Address | | | |  | | | | | | | | | | | | | | | | | |
| From | |  | | | To | |  | Did you graduate? | | | | YES | | | | NO | | | | Degree | | | | |  | | | | | | | | |

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| References | | | | |
| Please list three professional references. | | | | |
| Full Name |  | Relationship | |  |
| Company |  | Phone | ( ) | |
| Address |  | | | |
|  | | | | |
| Full Name |  | Relationship | |  |
| Company |  | Phone | ( ) | |
| Address |  | | | |
|  | | | | |
| Full Name |  | Relationship | |  |
| Company |  | Phone | ( ) | |
| Address |  | | | |

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| Previous Employment | | | | | | | | | | | | | | | | | | |
| Company | | |  | | | | | | | | Phone | ( ) | | | | | | |
| Address | |  | | | | | | | | | Supervisor | |  | | | | | |
| Job Title | |  | | | | | | | Starting Salary | | $ | | | Ending Salary | | | | $ |
| Responsibilities | | | |  | | | | | | | | | | | | | | |
| From |  | | | To | |  | | Reason for Leaving | |  | | | | | | | | |
| May we contact your previous supervisor for a reference? | | | | | | | | | | YES | NO |  | | | | | | |
|  | | | | | | | | | | | | | | | | | | |
| Company | | |  | | | | | | | | Phone | ( ) | | | | | | |
| Address | |  | | | | | | | | | Supervisor | |  | | | | | |
| Job Title | |  | | | | | | | Starting Salary | | $ | | | Ending Salary | | | | $ |
| Responsibilities | | | |  | | | | | | | | | | | | | | |
| From |  | | | To | |  | | Reason for Leaving | |  | | | | | | | | |
| May we contact your previous supervisor for a reference? | | | | | | | | | | YES | NO |  | | | | | | |
|  | | | | | | | | | | | | | | | | | | |
| Company | |  | | | | | | | | | Phone | ( ) | | | | | | |
| Address | |  | | | | | | | | | Supervisor | |  | | | | | |
| Job Title | |  | | | | | | | Starting Salary | | $ | | | Ending Salary | | | | $ |
| Responsibilities | | | |  | | | | | | | | | | | | | | |
| From |  | | | To | |  | | Reason for Leaving | |  | | | | | | | | |
| May we contact your previous supervisor for a reference? | | | | | | | | | | YES | NO |  | | | | | | |
| Military Service | | | | | | | | | | | | | | | | | | |
| Branch | |  | | | | | | | | | | | From | |  | To |  | |
| Rank at Discharge | | | | |  | | | | | | | | Type of Discharge | | | | |  |
| If other than honorable, explain | | | | | | |  | | | | | | | | | | | |

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| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Licenses and Trades | | | | | | | | |
| Commercial Driver License? | | YES | | NO | Type & Endorsements: | | | |
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| Disclaimer and Signature | | | | | | | | |
| I certify that my answers are true and complete to the best of my knowledge.  If this application leads to employment, I understand that false or misleading information in my application or interview  may result in my release.  I hereby give consent to duly authorized representatives of the City of Valparaiso to contact any former employers, educational institutions indicated, and any other persons or organizations that it determines might have information relevant to this application.   I further give consent to said organizations to divulge relevant information to the City of Valparaiso, notwithstanding that it might otherwise be confidential, such as records of disciplinary proceedings.   I understand that any information obtained by the City of Valparaiso in the course of those contacts will be treated confidences.   I understand that by accepting this application, the City incurs no liability for my future employment and that acceptance of an offer of employment does not create a contractual obligation upon the City to continue employment in the future.   In the event of employment, I understand that false or misleading information given on the application or in an interview may result in discharge.   If employed, I agree to abide by the work rules and regulations of the City of Valparaiso, Laws of the State of Florida, and applicable Federal Laws and Regulations. | | | | | | | | |
| Signature |  | | | | | Date |  | |

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| How did you hear about this position? | Walk-in | Newspaper | Web Site | Employee/Friend | Other |
| The City of Valparaiso is a Drug-Free Workplace Employer and requires applicants and employees to submit to Drug Testing.  The City is an Equal Employment Opportunity Employer and will consider all applicants for all positions without regard to race, color, religion, creed, gender, national origin, age, disability, marital or veteran status, or any other legally protected status. Individuals who require accommodations in order to complete the employment application process should contact the Human Resources Manager at the phone number (850) 729-5402 or mailing address listed below. | | | | | |