

Town of Gulf Stream Employment Application (**not for Police Department position applicants**)

Town of Gulf Stream Employment Application	Town Hall Attn: Human Resources 100 Sea Road Gulf Stream, FL 33483	Date Received
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Instructions:

Only the applicant can complete and sign this form. This application will remain active for ninety (90) days. Please answer all questions. Incomplete applications will not be reviewed. If you need additional space, use a separate sheet of paper. You may add a resume or attach copies of documents you feel help clarify your background, but resumes will not be accepted in lieu of a fully completed application. Information you provide will be verified and a background investigation will be conducted on all applicants considered for hire.

Application Information

Position Applied For:	Full Name:
Present Address:	Phone Number:
Date Available to Start:	Desired Salary:

1. Do you have a legal right to work in the United States of America? _____
2. Are you over 18 years of age? _____
3. Are you available to work any shift? _____ Weekends? _____ Holidays? _____
Evenings? _____ Many Full Time Town Employees are required to report for work during disasters such as hurricanes, etc. Do you have any problem meeting this requirement? _____

Education

From Secondary School (High School) and beyond, list the schools you have attended, the dates you attended, and whether or not you graduated or received a degree:

Name and Address of School	Course of Study	Dates Attended	Degree Earned

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List any licenses or certifications you have that relate to this job:

A criminal background check and driving record check will be conducted if you are considered for hire. Information concerning arrests and convictions may not necessarily disqualify an applicant; however any applicant who falsifies the application by failing to provide required information will, if employed, be subject to dismissal

1. Have you ever been arrested, convicted, or pled no contest to any criminal violation of the law?

If you answered yes, provide details to include fines, convictions, probation, jail or prison sentences – including those that occurred while in the military.

Date	Offense \ Charge	Name \ Location of Court	Disposition \ Sentence

Driver’s License Information:

State Issued:	Class:
Date Expires:	Driver’s License Number:

Have your driver’s license privileges ever been suspended or revoked? _____ If yes explain: _____

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Are you related to anyone presently employed by the Town of Gulf Stream? Yes _____ No _____

If yes, Name: _____ Relationship: _____ Have you ever been employed by the Town of Gulf Stream? _____ If yes, complete the following:

Dates previously employed: from _____ to _____ Position held: _____

Reason for leaving: _____

List any job related professional, technical, or trade associations in which you are a member

Military Service

Have you ever served in the U.S. Military? _____ If yes, which branch: _____

Dates of Active Duty : _____

Rank: _____ Occupational Specialty: _____

Type of Discharge: _____

Employment Record

List below the most recent dates first, EACH AND EVERY PLACE in which you were employed for the past ten years. OMIT NONE. Give correct, full addresses. If employment was interrupted by military service or unemployment, list those periods in chronological order with other employment history. Include part-time employment. Attach additional sheets if necessary.

Employer: _____ Phone: _____
Address: _____
Starting Date: _____ End Date: _____
Starting Salary: _____ Ending Salary: _____
Title: _____ Supervisor Name: _____
Duties and Responsibilities: _____
Reason for leaving: _____

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Employer: _____ Phone: _____

Address: _____

Starting Date: _____ End Date: _____

Starting Salary: _____ Ending Salary: _____

Title: _____ Supervisor Name: _____

Duties and Responsibilities: _____

Reason for leaving: _____

Employer: _____ Phone: _____

Address: _____

Starting Date: _____ End Date: _____

Starting Salary: _____ Ending Salary: _____

Title: _____ Supervisor Name: _____

Duties and Responsibilities: _____

Reason for leaving: _____

Employer: _____ Phone: _____

Address: _____

Starting Date: _____ End Date: _____

Starting Salary: _____ Ending Salary: _____

Title: _____ Supervisor Name: _____

Duties and Responsibilities: _____

Reason for leaving: _____

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References: List three work or professional references who are not relatives:

Name:	Phone Number:	How Acquainted:
Name:	Phone Number:	How Acquainted:
Name:	Phone Number:	How Acquainted:

Certification/Authorization: PLEASE READ CAREFULLY AND SIGN BELOW

I certify that there are no misrepresentations, omissions, or falsifications in the statements and answers on this application, and that all foregoing entries are true, complete, and correct to the best of my knowledge and belief.

I hereby authorize the Town of Gulf Stream to verify all information contained herein and I release all past employers and all references from any and all liability for the release of information to the Town of Gulf Stream.

I understand that all job offers from the Town of Gulf Stream are conditioned upon successful completion of a health questionnaire and medical examination by a Town appointed physician to determine my ability to perform essential functions of the job offered. Such exam shall include alcohol/drug testing for which I give consent.

I further understand and agree in advance that I may be summarily discharged if any of the information provided by me contains any misrepresentations, or falsifications, or if any material information has been omitted.

The Town of Gulf Stream collects the social security number of employees and applicants for employment for the following purposes: identification and verification; credit worthiness; benefit processing, and tax reporting. Social security numbers may also be used as a unique numeric identifier and may be used for search purposes. Social security numbers held by the Town of Gulf Stream are confidential and exempt from s.119.07 (1) and s.24(a), Art. I of the State Constitution (public records disclosure).

Signature of Applicant

Date signed

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Notice to Employment Applicants – READ CAREFULLY AND SIGN BELOW

The selection of top-notch personnel is most important to us. Our product is service. In order to provide high quality services to Gulf Stream residents, the Town strives to competitively hire the person best qualified for each position.

Resumes and other documentation you wish to submit may be added, but resumes will not be accepted in lieu of a fully completed Town application form. We expect that you will take the time to complete all areas of the application form and sign it. The information you provide will be verified. If there are omissions, falsifications, or misrepresentations, we will have to withdraw your application from consideration. Should you start employment prior to the completion of the entire verification process, any falsifications or misrepresentations on the application may result in termination of your employment.

Your application is a public record and can be viewed and/or copied upon request from any person.

Your social security number is confidential and exempt from this public records disclosure provision. There are other personal information exemptions for persons who have worked in certain types of public employment (law enforcement, code enforcement for example) and these exemptions will be applied.

The top candidates will be contacted for an interview. If you are interviewed by the hiring department head, but not selected to fill the position, you will be notified as soon as possible. We are unable to give you an accurate time frame in which a decision will be made as this is determined by the hiring department head's current work load. If you do not receive a call to schedule an interview, you may assume that someone else was hired for the position, and no further correspondence will take place. Your application will be kept on active file for 90 days. You may apply for another job vacancy posted during this period by notifying the Town Hall.

Offers of employment are contingent upon the selected applicant passing any testing deemed necessary by the hiring department head, drug screening, and a physical examination.

The Town has an Equal Employment Opportunity Policy posted in the building.

Persons being hired by the Town of Gulf Stream will also be checked for the following:

- Driver's License check; Local, state, and national criminal history record check;
- Verification of all information on application;
- Background investigation that includes interviews with previous employers and others who can attest to your work habits, qualifications, and character;
- A credit report may be requested for some positions.
- Among other requirements, persons being hired by the Town of Gulf Stream will:
 - Complete the Immigration & Naturalization Form I-9;
 - Be fingerprinted by the Town's Police Department;
 - Take an employee loyalty oath;
 - Provide copies of any required licenses or certifications.

The Town of Gulf Stream collects the social security number of employees and applicants for employment for the following purposes: identification and verification; credit worthiness; benefit processing, and tax reporting. Social security numbers may also be used as a unique numeric identifier and may be used for search purposes. If you have any questions, feel free to call the Town Clerk's Office at the Town Hall at (561) 276-5116.

I certify that I have read the above notice; that I have had an opportunity to ask questions about it; that I fully understand this notice and have received a copy

Signature of Applicant

Date signed