

NORTH BAY VILLAGE EMPLOYMENT APPLICATION



1666 Kennedy Causeway, #300
North Bay Village, FL 33141
(305) 756-7171 Fax: 305-756-7722
www.Northbayvillage-fl.gov

North Bay Village (the "Village") is an equal opportunity employer and considers applications for all positions without regard to race, color, religion, sex, national origin, age, marital status, disability, or other legally protected status. **In order for your application to be processed, you must complete and submit a notarized Background Information Release and Waiver Form. Forms can be emailed to Recruitment@NBVillage.com or sent to the address above, attention Human Resources Department.**

| | | | |
|--|--|---|-----------------|
| 1). What position are you applying for? | | 2). Preferred Starting Salary | |
| 3). Last Name | | 4). First Name | 5). Middle Name |
| 6). Street Address | | Apt./Unit | |
| City | | State | Zip Code |
| 7). Home Telephone | | 8). Cellular Telephone | 9). Email |
| 10). Date of Birth | | 11). Social Security Number | |
| <i>Under the Immigration Reform and Control Act, we are required to verify that you are legally eligible for employment in the U.S. We will require documentation upon employment.</i> | | | |
| 12). Are you a U.S. Citizen? <input type="checkbox"/> Yes <input type="checkbox"/> No | | 13). Are you authorized to work in the U.S.? <input type="checkbox"/> Yes <input type="checkbox"/> No | |
| 14). How did you learn about the position? <input type="checkbox"/> Advertisement <input type="checkbox"/> Walk-in/Bulletin Board <input type="checkbox"/> NBV Website <input type="checkbox"/> LinkedIn <input type="checkbox"/> Indeed <input type="checkbox"/> Government Jobs <input type="checkbox"/> Advertisement in Trade Journal <input type="checkbox"/> Village employee Name: _____ <input type="checkbox"/> Other _____ | | 15). Are you able to work nights and/or weekends? <input type="checkbox"/> Yes <input type="checkbox"/> No | |
| | | 16). Have you ever worked for North Bay Village? If yes, provide dates of employment. <input type="checkbox"/> Yes <input type="checkbox"/> No Dates of employment: _____ | |

17). Are you related to a Village employee or is any member of your family employed by North Bay Village? Yes No

Name _____ Relationship _____ Dept. _____

18). Have you ever been disciplined in any job? Yes No

If yes, which job and why?

19). Have you ever been fired, forced to resign, or resigned in lieu of termination? If yes, please explain below. Yes No

20). Have you ever been found guilty of, had adjudication withheld, or pled no contest to any violation of law? If yes, please provide details below. Yes No

Note: A conviction does not automatically mean you cannot be employed by North Bay Village. The nature of the offense, how long ago it occurred, etc., are given consideration.

Date: _____ Agency: _____

Offense/Charge: _____

Felony Misdemeanor

Date: _____ Agency: _____

Offense/Charge: _____

Felony Misdemeanor

21). High School Diploma? Yes No Highest Grade Completed? _____

Name and Location of Last High School Attended:

Name _____ City _____ State _____

GED Equivalency? Yes No

24). EMPLOYMENT HISTORY

INSTRUCTIONS: Beginning with your present or most recent job, describe your paid work experience for the past seven (7) years and list a minimum of three (3) employers. List each promotion or transfer as a separate job even if they were with the same employer. Include military, part time, and self-employment. If you have more than five (5) separate periods of employment, sign and attach sheets in the same format as below. Resumes will not be accepted as official applications.



| From | | To | | Total Time | | Employer _____ |
|-------|--|-------|--|------------|------|----------------------------------|
| MO/YR | | MO/YR | | YRS. | MOS. | |
| | | | | | | Address _____ |
| | | | | | | City _____ State _____ Zip _____ |
| | | | | | | Telephone () _____ |
| | | | | | | Supervisor's Name _____ |
| | | | | | | Supervisor's Title _____ |
| | | | | | | Reason for Separation _____ |
| | | | | | | _____ |

Specific Duties:



| From | | To | | Total Time | | Employer _____ |
|-------|--|-------|--|------------|------|----------------------------------|
| MO/YR | | MO/YR | | YRS. | MOS. | |
| | | | | | | Address _____ |
| | | | | | | City _____ State _____ Zip _____ |
| | | | | | | Telephone () _____ |
| | | | | | | Supervisor's Name _____ |
| | | | | | | Supervisor's Title _____ |
| | | | | | | Reason for Separation _____ |
| | | | | | | _____ |

Specific Duties:



| From | | To | | Total Time | |
|-------|--|-------|--|------------|------|
| MO/YR | | MO/YR | | YRS. | MOS. |
| | | | | | |

Employer _____
Your Job Title _____
Address _____
City _____ State _____ Zip _____
Telephone () _____
Supervisor's Name _____
Supervisor's Title _____
Reason for Separation _____

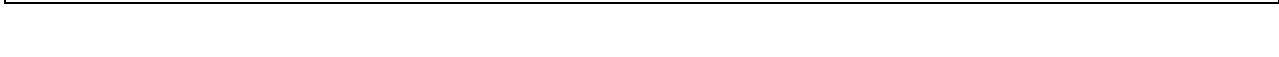
Specific Duties:



| From | | To | | Total Time | |
|-------|--|-------|--|------------|------|
| MO/YR | | MO/YR | | YRS. | MOS. |
| | | | | | |

Employer _____
Your Job Title _____
Address _____
City _____ State _____ Zip _____
Telephone () _____
Supervisor's Name _____
Supervisor's Title _____
Reason for Separation _____

Specific Duties:



| From | | To | | Total Time | | Employer _____ Your Job Title _____ Address _____ City _____ State _____ Zip _____ Telephone () _____ Supervisor's Name _____ Supervisor's Title _____ Reason for Separation _____ _____ _____ _____ |
|-------|--|-------|--|------------|------|---|
| MO/YR | | MO/YR | | YRS. | MOS. | |
| | | | | | | |

Specific Duties:

25). Do you have a valid Florida Driver's License? Yes No

Date of Issue _____

If you have not held a Florida Driver's License in the past 3 years, please provide previous Driver's License number and State or Country in which it was issued.

Number _____ State or Country of Issue _____

E-Operator Non-Commercial CDL - A B C

List Any Special Endorsements _____

26). Has your Driver's License ever been suspended? Yes No If yes, explain below.

27). Has your Driver's License ever been revoked? Yes No If yes, explain below.

28). List all Traffic Citations (tickets) within the last seven (7) years. If none, write "NONE." If additional space is needed attach a supplemental sheet.

| Date | Description of Offense | State/County Occurred | Disposition of Case |
|------|------------------------|-----------------------|---------------------|
| | | | |
| | | | |
| | | | |

29). PROFESSIONAL REFERENCES

| Name | Company | Position | Contact Information |
|------|---------|----------|---------------------|
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |

VETERANS' PREFERENCE

Florida Statutes Section 295.057 provides for Veterans' Preference for eligible veterans and family members in employment appointment, retention, reinstatement, reemployment, and promotion. Please note that preference will not be awarded retroactively.

Are you claiming Veterans' preference? YES NO

(Copy of DD 214 must be submitted with application. Disabled veterans must submit document from: Department of Defense, Veteran's Administration or Division of Veteran's Affairs certifying a service-connected disability.)

Have you claimed this preference for any other position since October 1, 1987?

YES NO

Where? _____

Were you hired? YES NO

Your Veteran's Preference shall be deemed to have expired if you have been previously employed by any state or any agency of a political subdivision of the state. If you are a preference eligible applicant and a non-preference eligible is appointed to the position, you are entitled to request an investigation by the Florida Division of Veteran's Affairs, P.O. Box 1437, St. Petersburg, FL 33731 within twenty-one (21) days after you receive written notice that the position has been filled.

Date _____

Applicant's Signature _____

Note: If you are claiming Veteran's Preference, you must complete the North Bay Village Veteran's Preference Eligibility Form. Email the completed form and documentation to Recruitment@NBVillage.com or mail the information to 1666 Kennedy Causeway, #300, North Bay Village, FL 33141, Attn: Human Resources. The information must be received by the posted close date for the position. Once the form is approved, it will be kept on file. You will not need to resubmit it for future positions.

North Bay Village Self-Identification Questionnaire

North Bay Village is an equal opportunity employer. Please fill out this form – which is optional- to help us in our diversity efforts. Disclosure is voluntary. Your information will be kept confidential and separate from your application.

North Bay Village is committed to equal opportunity employment regardless of race, color, ancestry, religion, sex, national origin, sexual orientation, gender identity, age, citizenship, marital status, disability or Veteran status. The information requested here is intended for use solely in connection with our equal opportunity obligations or our voluntary diversity recruiting efforts. Disclosure is voluntary, and information will be kept confidential and separate from your application.

EQUAL EMPLOYMENT OPPORTUNITY/AFFIRMATIVE ACTION SURVEY

If you choose not to answer any of the items, you will not be subject to adverse treatment; however, we urge you to do so and assure you that this information will not be used to evaluate your application, and will be kept confidential.

Job / Position Applied for: _____

Date of Birth (mm/dd/yyyy): _____

Gender: Male Female I choose not to disclose

Race/Ethnic Categories (Check One)

- Black (Not of Hispanic origin): All persons having origins in any Black racial groups Africa.
- Asian or Pacific Islander: includes all persons having origins in the Far East, Southeast Asia, the Indian Subcontinent or the Pacific Islands. This area includes, for example, China, Japan, Korea, the Philippine Islands, and Samoa.
- Hispanic: includes all persons of Mexican, Puerto Rican, Cuban, South American, or Spanish culture or origin, regardless of race.
- American Indian or Alaskan native: includes all person having origins in North America, and who maintain cultural identification through tribal affiliation or community recognition.
- White (not of Hispanic origin): includes all persons having origins in Europe, North Africa, and The Middle East.
- Other: includes Aleuts, Eskimos, Malaysians, Thais, and others not covered by a specific category. If this category is checked, indicate specific ethnicity or national origin: _____.

STOP..... DID YOU?

- ✓ Answer all questions completely?
- ✓ Cover a full 7-year employment history?
- ✓ Explain all gaps in employment?
- ✓ Complete application supplement, if applicable?
- ✓ Submit copies of documents requested, if applicable?
- ✓ Sign and date the application?
- ✓ Complete and submit a notarized Background Information Release Waiver form?

Please read this statement carefully before signing below:

North Bay Village is an Equal Opportunity Employer. North Bay Village does not discriminate on the basis of age, race, religion, sex, national origin, sexual orientation, disability or any legally protected classification of employment, promotional opportunities or in the selection of volunteers or interns.

I hereby certify that each response on this application and all other information I have furnished in applying for employment with North Bay Village is true and correct. I understand that any incorrect, incomplete, or false statement or information I have furnished may subject me to disqualification in an examination or to discharge at any time.

Copies of Education Documents, Photo Identification, and Social Security Card must be submitted prior to employment. All information is subject to investigation and verification.

Subsequent to a conditional offer of employment, I give my consent to North Bay Village to conduct a complete criminal background investigation, motor vehicle record check, reference checks and pre-employment physical examination which may include a drug screen as required by the Drug Free Workplace Program and any other selection processes at a later date prior to a final job offer.

Note: Federal law requires employers to provide reasonable accommodation to qualified individuals with disabilities. Please tell us if you require a reasonable accommodation to apply for a job or to perform your job. Examples of reasonable accommodation including making a change to the application process or work procedures, providing documents in an alternate format, using sign language or using special equipment. If you require special testing accommodations due to a disability, please notify the staff BEFORE the test date.

My signature affirms that all information is true to the best of my knowledge and that I understand that any misstatement of fact may result in disqualification or dismissal.

Signature of Applicant

Date