

IMPORTANT INFORMATION – PLEASE READ

Thank you for your interest in applying for employment with the City of Dunedin.

Our application form gives you every opportunity to describe your qualifications. Your cooperation in completing **all** areas of the application is necessary to help us make the best hiring decision possible. If additional space is required, you may attach a separate work sheet. Additional work history forms are available upon request. You may attach a resume if desired; however **all** areas of the application form must still be completed. Incomplete applications may not be considered.

Please note the following:

- The City is a Drug-Free Workplace (F.S. s.112.0455) and tobacco-free workplace. Smoking is only allowed in designated areas.
- The City's nepotism policy precludes the hiring of certain family members. The list of ineligible family members is available upon request. You must indicate on the application form any family members who are related to you either directly or indirectly.
- Information in this application will be verified.
- A separate application form is required for each position for which you are applying. Each application will be considered only for the position stated on the application and will not be considered for any other position.
- **Applicants will be contacted regarding interviews by the hiring department. You will be notified of your status, if you do not meet the minimum qualifications of the position, or when the position is filled.**
- All job offers are conditioned on successful completion of a physical exam and/or drug screening test to determine the individual's fitness to perform the essential functions of the position, with or without reasonable accommodation.
- **Test/Training and Experience Questionnaire Information:** Certain positions require testing and/or additional questionnaires to be completed. Check the job posting to see if the position you are applying for requires a test or questionnaire. You will not be considered eligible without an applicable test score or questionnaire on file.
- All applicants selected for hire will be subject to a criminal background check. The City of Dunedin will not deny employment solely because of the conviction of a crime, but may deny employment because of a crime when it directly relates to the position being sought.
- If hired, original documentation must be presented verifying authorization to legally work in the United States.

If you have any questions regarding this or any other position with the City, please visit our website at www.dunedingov.com/jobs

The City of Dunedin, Florida is an Equal Opportunity Employer. Qualified applicants are considered for employment and treated without regard to race, color, national origin, sex, age, disability, marital status, religious creed, sexual orientation, political affiliation, Veteran Status (Except if eligible for Veterans' Preference).

EMPLOYMENT APPLICATION

City of Dunedin
750 Milwaukee Avenue
Dunedin, FL 34698
hrinfo@dunedinfl.net
Job Line: (727) 298-3047
www.dunedingov.com



"Dedicated to Quality Service"

Received by
Human Resources

Please print clearly in black or blue ink

Position Applied For: _____ Position Number: _____
Full Legal Name: _____
Other names by which you have been known: _____
Street Address: _____
City: _____ State: _____ Zip: _____
Phone Numbers: Home () _____ Cell () _____ Work () _____
E-Mail address: _____
Are you legally eligible to work in the United States? [] Yes [] No
Have you ever been employed by the City of Dunedin? [] Yes [] No
If yes: When? _____ What position? _____
Reason for leaving: _____
Do you have any relatives or a domestic partner who are employed by the City of Dunedin? [] Yes [] No
(Please refer to list of family members which is available upon request.)
If yes: Name: _____ Relationship: _____

Do you have a valid driver's license? [] Yes [] No State: _____
Type of license: [] Operator "E" [] Operator "D" [] Restricted
[] Commercial (CDL): _____A _____B _____C CDL Endorsements: _____
Has your license ever been revoked or suspended? [] Yes [] No If yes, when and for what reason? _____

Do you currently use illegal drugs? [] Yes [] No
Have you ever been convicted for a violation of any law, police regulation or ordinance? [] Yes [] No
If yes, describe the incident(s), include date, charge, location, disposition and court. Include jail or prison sentences, suspended sentences, probation served, as well as any convictions incurred while in the military: _____

WORK HISTORY

NOTE: This section must be completed in full. You may attach a resume in addition to completing all requested information. **If more space is needed, please attach additional work history sheet.** Include all jobs, military service, volunteer work and any period of unemployment. Please explain any gaps of more than 30 days duration. **You must list all employment you have held at any time.** If you have been employed under any other name(s) please list name(s) by each employer as applicable.

Have you ever been discharged, asked to leave, resigned in lieu of discharge or other discipline, or resigned while under investigation?

Yes No If yes, explain _____

Please begin with your most recent employer.

Current (if applicable)

Employer: _____ Job Title: _____
Street Address: _____ Dates Employed: From: _____ To: _____
City/State/Zip: _____ Salary: _____
Telephone Number: () _____ Number of Hours Worked Per Week: _____
Supervisor's Name: _____ Title: _____
Specific Duties and Responsibilities: _____
Number of Employees Supervised: _____
Reason for leaving/wanting to leave: _____
May we contact your current employer regarding your employment record prior to a job offer? Yes No

Employer: _____ Job Title: _____
Street Address: _____ Dates Employed: From: _____ To: _____
City/State/Zip: _____ Salary: _____
Telephone Number: () _____ Number of Hours Worked Per Week: _____
Supervisor's Name: _____ Title: _____
Specific Duties and Responsibilities: _____
Number of Employees Supervised: _____
Reason for leaving: _____

Employer: _____ Job Title: _____
Street Address: _____ Dates Employed: From: _____ To: _____
City/State/Zip: _____ Salary: _____
Telephone Number: () _____ Number of Hours Worked Per Week: _____
Supervisor's Name: _____ Title: _____
Specific Duties and Responsibilities: _____
Number Employees Supervised: _____
Reason for leaving: _____

Employer: _____ Job Title: _____
Street Address: _____ Dates Employed: From: _____ To: _____
City/State/Zip: _____ Salary: _____
Telephone Number: () _____ Number of Hours Worked Per Week: _____
Supervisor's Name: _____ Title: _____
Specific Duties and Responsibilities: _____
Number of Employees Supervised: _____
Reason for leaving: _____

EDUCATION

Do you possess a High School diploma or GED equivalent? Yes No

	Elementary/High School	College/University	Graduate
<u>Circle last grade completed</u> →	4 5 6 7 8 9 10 11 12	1 2 3 4	1 2 3 4

Last elementary or high school attended: _____
School Name City State

Names & Locations of Colleges/Universities or Vocational/Trade Schools	GPA	Major/Minor Field of Study	Type of Degree Awarded	Date Awarded

Please attach copy of Diploma/Degree/Transcript/Certificate

SPECIAL SKILLS

Computer systems skills (i.e. PC, Mainframe, etc.): _____

Software applications skills (i.e. Microsoft Word, Excel, etc.): _____

Typing Speed: _____ WPM

Machines and/or equipment operated: _____

Licenses, Certificates, Certifications (type, State, or other licensing authority, expiration dates where applicable): _____

Professional Memberships (include offices held): _____

State any additional information that may be helpful to us in considering your application: _____

Why are you interested in working for the City of Dunedin? _____

How did you hear about this position? Please check all that apply.

- | | | |
|---|---|---|
| <input type="checkbox"/> Tampa Bay Times | <input type="checkbox"/> City of Dunedin Website | <input type="checkbox"/> Other (please specify) _____ |
| <input type="checkbox"/> Tampa Tribune | <input type="checkbox"/> Dunedin 15 TV Channel | |
| <input type="checkbox"/> City of Dunedin Job Line | <input type="checkbox"/> City of Dunedin Employee | |

VETERANS' PREFERENCE

For the purposes of appointments, retention, reinstatement and reemployment, Veterans' Preference ensures that veterans and eligible spouses of veterans are given consideration at each step of the selection process. However, preference does not guarantee that a veteran or the eligible spouse of a veteran will be the candidate selected to fill the position. Completion of the Veterans' Preference section below is made on a voluntary basis.

Substantiating documentation must be furnished at the time of application.

Do you request Veterans' Preference? Yes No

Branch of Service: _____ Date of Entry: _____ Date of Discharge: _____

If yes, please designate the basis for your preference below.

- _____ A veteran with a service-connected disability who is eligible for or receiving compensation, disability retirement, or pension under public laws administered by the U.S. Department of Veterans' Affairs and the Department of Defense.
- _____ The spouse of a veteran who cannot qualify for employment because of a total and permanent service-connected disability, or the spouse of a veteran missing in action, captured, or forcibly detained or interned in the line of duty by a foreign power.
- _____ A veteran of any war who has served on active duty for one day or more during a wartime period, excluding active duty for training, and who was discharged under honorable conditions from the Armed Forces of the United States of America
Wartime period includes the following. Please check all that apply:
 - ___ Spanish-American War (April 21, 1898, to July 4, 1902, and including the Philippine Insurrection and the Boxer Rebellion.)
 - ___ Mexican Border Period (May 9, 1916, to April 5, 1917)
 - ___ World War I (April 6, 1917, to November 11, 1918; extended to April 1, 1920, for those veterans who served in Russia; also extended through July 1, 1921, for those veterans who served after November 11, 1918, and before July 2, 1921, provided such veterans had at least 1 day of service between April 5, 1917, and November 12, 1918.)
 - ___ World War II (December 7, 1941, to December 31, 1946)
 - ___ Korean Conflict (June 27, 1950, to January 31, 1955)
 - ___ Vietnam Era (February 28, 1961, to May 7, 1975)
 - ___ Persian Gulf War (August 2, 1990, to January 2, 1992)
 - ___ Operation Enduring Freedom: October 7, 2001, and ending on the date thereafter prescribed by presidential proclamation or by law.
 - ___ Operation Iraqi Freedom: March 19, 2003, and ending on the date thereafter prescribed by presidential proclamation or by law.
- _____ The un-remarried widow or widower of a veteran who died of a service-connected disability.
- _____ A veteran who has served in a qualifying campaign or expedition for which a campaign badge or expeditionary medal has been authorized; including any Armed Forces Expeditionary Medal or Global War on Terrorism Expeditionary Medal.

NOTE: Any eligible applicant who believes he/she was not afforded employment preference may file a complaint with The Department of Veterans' Affairs (P.O. Box 31003, St. Petersburg, FL 33731), within 21 calendar days from the date of notice of hiring decision.

CERTIFICATION

This Certification Must Be Signed – Please read carefully

I certify that I have read and understand the "Important Information – Please Read" sheet.

I certify that the information contained in this application is correct and complete to the best of my knowledge. I understand that any false information provided by me to the City of Dunedin may constitute grounds for immediate discharge regardless of when the information is discovered by the City. I understand my continued employment is contingent on successfully passing any background investigation and any information discovered about me during the investigation which was deemed by the City to be unsatisfactory may constitute grounds for immediate discharge, also regardless of when discovered.

_____ Date

_____ Signature

The City of Dunedin, Florida is an Equal Opportunity Employer. Qualified applicants are considered for employment and treated without regard to race, color, national origin, sex, age, disability, marital status, religious creed, sexual orientation, political affiliation, Veteran Status (Except if eligible for Veterans' Preference).



Authority for Release of Information and Personal Inquiry Waiver

This Form Will Be Kept In A File Separate From The Employment Application.

Information on this form is only used to facilitate the background check.

TO: Concerned Person or Authorized Representative of Any Organization, Institution or Repository of Record

I authorize the City of Dunedin to perform a background investigation to assist the City in determining my suitability for the position I am seeking.

I respectfully request and authorize you to furnish the City of Dunedin and its representatives all information that you may have concerning my employment records, school records (to include copies of transcripts), character, reputation, military records, criminal history records, and driver's license (where applicable). This information is to be used to assist the City of Dunedin in determining my qualifications and fitness for the position I am seeking with the City. If offered employment conditionally, I authorize the release of medical history records and claim history records.

I hereby release you, your organization, or others from any liability or damage which may result from furnishing the information requested.

Signature of Applicant

Date

Witness Signature

Date

Please print clearly in black ink

Position Applied For: _____

Full Legal Name: _____

Street Address: _____

City: _____ State: _____ Zip: _____

SS # (for ID purposes only): _____ Birth Date: _____

Driver's License Number: _____

State: _____ Expiration Date: _____

(Please attach copy of Driver's License/State Issued ID)

The City of Dunedin, Florida is an Equal Opportunity Employer. Qualified applicants are considered for employment and treated without regard to race, color, national origin, sex, age, disability, marital status, religious creed, sexual orientation, political affiliation, Veteran Status (Except if eligible for Veterans' Preference).