



HIGHLANDS COUNTY BOARD OF COUNTY COMMISSIONERS
APPLICATION FOR AT-WILL EMPLOYMENT

P.O. BOX 1926, SEBRING, FL 33871-1926 ♦ FAX (863) 402-6508 ♦ PHONE (863) 402-6500 ♦ JOB LINE (863) 402-6750

We consider applicants for all positions without regard to race, color, sex, marital status, religion, creed, national origin, political opinions or affiliations, age, the presence of a non-job related medical condition or disability, or any other legally protected status. The information requested on this application is required by law and/or by the Highlands County Commission's personnel rules and regulations and is necessary to be evaluated for employment with the Board. In accordance with the ADA, we provide reasonable accommodation upon request. Drug-Free Workplace Policy: In accordance with F.S. 112, Highlands County Board of County Commissioners is a drug-free workplace. Applicants and employees may be required to submit to testing for the use of illegal substances at any time for: (1) pre-employment; (2) reasonable suspicion; (3) post-accident; (4) return to duty; and (5) follow up on routine fitness for duty. Drug and alcohol testing of employees holding commercial drivers' licenses is conducted per federal law and regulation 49 CFR Part 382.103/107. All information provided will be verified. If employed, this document will become part of your permanent personnel file.

Please consider me for the following position: (You must submit a separate application and supporting documents for each position):

Position title () Job code Check ONLY one: Full-time [] Part-time [] Temporary [] Work-study []

I can start work on / / Do you intend to provide notice to your current employer? Yes [] No []

APPLICANT INFORMATION (Type or print legibly in ink only.)

This application must be completed in its entirety and signed. Please indicate NA (not applicable) in any section that does not apply. A résumé may be attached, but DOES NOT substitute for a fully completed application. Unsigned or incomplete applications will not be considered. Include with your application all documentation supporting that you meet the minimum requirements of the position (for example, photocopy of a CDL-B, registration as a professional engineer, OFFICIAL transcripts, etc.)

Last name First name MI

Home address (number and street)

City County State Zip code

Home phone () Business () Cell ()

E-mail Address: Are you legally eligible for employment in the U.S.? Yes [] No []

Do you have a valid Florida driver license? Yes [] No [] Check Class: A [] B [] C [] D [] E []

Have you ever been convicted of a crime other than a minor traffic violation? Yes [] No []

Are you currently under arrest pending trial or adjudication? Yes [] No []

Have you ever committed a crime for which you were not arrested or convicted? Yes [] No []

Have you ever plead nolo contendere (no contest) to a crime? Yes [] No []

Has a court ever withheld adjudication after you were charged with a crime? Yes [] No []

Are you currently using illegal drugs? Yes [] No []

Have you ever been discharged or asked to resign from any previous employment? Yes [] No []

Have you received disciplinary action from your current or last employer within the last 12 months? Yes [] No []

If you answered "Yes" to any of the questions in this section, explain the circumstances below (or attach to this application additional pages).

Blank lines for providing explanation of "Yes" answers.

Note: Answering "Yes" to any of the questions above may not necessarily disqualify you from consideration for employment with HCBOCC. Each explanation will be evaluated in relation to the position to which you are applying.

EDUCATION

High School		Highest Grade Completed	Diploma (Yes/No)	GED or Equivalency			
High School Name							
Location (City, State)							
Your name, if different than application.							
Name of College/University/Professional School	Location (City & State)	Dates Attended Month/Year		Hours Earned or Total Credits	Course of study or Major (i.e. Business Mgt)	Degree and Field (AA, AS, BS, MS, PhD...)	Date awarded (Month and Year)
		From	To				
Your name, if different than application.							
Name of Tech/Vocational/Military School	Location (City & State)	Dates Attended Month/Year		Hours Earned or Total Credits	Course of study or Major (i.e. Business Mgt)	Degree and Field (AA, AS, BS, MS, PhD)	Date awarded (Month and Year)
		From	To				
Your name, if different than application.							
List any current licenses, registrations, or certifications	License, registration, or certificate number	Dates received		Dates expires			

PROFESSIONAL REFERENCES (Exclude relatives and friends.)

Name	Occupation	Complete address Number, street, city, state, zip	Phone number (Area code) number	Years known
1.				
2.				
3.				

WORK HISTORY Begin with your current or most recent employer and provide your *complete* work history. Attach additional pages as necessary. DO NOT indicate, "See attached résumé".

From:	To:	Employer name:
Title:		Address:
Supervisor Name:		Responsibilities:
Last Salary per Week/Year:		
Reason for leaving:		
May we contact your present employer?		
From:	To:	Employer name:
Title:		Address:
Supervisor Name:		Responsibilities:
Last Salary per Week/Year:		
Reason for leaving:		
From:	To:	Employer name:
Title:		Address:
Supervisor Name:		Responsibilities:
Last Salary per Week/Year:		
Reason for leaving:		
From:	To:	Employer name:
Title:		Address:
Supervisor Name:		Responsibilities:
Last Salary per Week/Year:		
Reason for leaving:		

WORK HISTORY *continued.* Attach additional pages as necessary. DO NOT indicate "See attached résumé".

From:	To:	Employer name:
Title:		Address:
Supervisor Name:		Responsibilities:
Last Salary per Week/Year:		
Reason for leaving:		
From:	To:	Employer name:
Title:		Address:
Supervisor Name:		Responsibilities:
Last Salary per Week/Year:		
Reason for leaving:		

SKILLS AND QUALIFICATIONS

Summarize your special skills and qualifications.

CERTIFICATION AND AUTHORIZATION FOR RELEASE OF PERSONAL INFORMATION

I certify that all statements made in this application are true. I further acknowledge that should Highlands County Board of County Commissioners employ me, any misstatements of fact contained herein may be cause for termination. [*Under Florida's Government-in-the-Sunshine Law, applicants for employment with a public agency (such as Highlands County Board of County Commissioners) are subject to public disclosure.*]

I authorize Highlands County Board of County Commissioners to make lawful inquiries regarding both my past and present employment and to release from liability all those supplying information.

Applicant signature: _____ **Date:** _____

This form **MUST** be signed in **either** Block 1 or Block 2 to complete your application.

VETERANS' PREFERENCE INFORMATION

Veterans' Preference Policy: Highlands County Board of County Commissioners affords veterans preference in employment in accordance with F.S. 295. If you are requesting Veterans' Preference, a copy of your most recent DD-214 must be submitted with this application. Completion of the Veterans' Preference Claim below is made on a voluntary basis. The four Veterans' Preference categories are listed below. If you select category 1, 2 or 4, this form will be kept confidential in accordance with the Americans with Disabilities Act (ADA).

1. 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, or
2. The spouse of a veteran who cannot qualify for employment because of a total and permanent disability, or the spouse of a veteran missing in action, captured, or forcibly detained by a foreign power, or
3. 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, or
4. The un-remarried widow or widower of a veteran who died of a service-connected disability.
5. 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 Force Expeditionary Medal or Global War on Terrorism Expeditionary Medal, if otherwise eligible.

You must provide a DD-214 or comparable official document to serve as a certificate of release or discharge at the time of application. In addition, if you claim preference under categories 1, 2, or 4 above you must furnish documentation per Rule 55A-7.013, F.A.C. War periods are defined in Section 1.01, F.S. Veterans' Preference expires after an eligible person has been employed by the state or an agency of a political subdivision of the state. Under Florida Law, preference in appointment will be given by the state to those persons in categories 1 and 2 and then those in categories 3 and 4. You also must be a Florida resident to be eligible.

If an applicant claiming Veterans' Preference for a vacant position is not selected, he or she may file a complaint with the Florida Department of Veteran's Affairs, P.O. Box 31003, St. Petersburg, FL 33731-8903. A complaint must be filed within 21 days of the applicant receiving notice of the hiring decision made by the employing agency or within three months of the date the application is filed with the employer if no notice is given.

VETERANS' PREFERENCE CLAIM (Must be completed)

BLOCK 1 (Complete if requesting the Veteran's Preference)

If eligible, which Veterans' Preference category are you claiming?

(Check the number from Veterans' Preference Information section above.)

1 2 3 4 5

Have you ever been employed by any governmental entity within the State of Florida?

Check One: Yes No

Are you a resident of the State of Florida?

Check One: Yes No

Note: If you are claiming Veterans' Preference you must meet the criteria and substantiate your claim by furnishing at the time of application a DD-214 (Certificate of Release or Discharge from Active Duty) and any other required documentation.

Signature _____

Date _____

.....
BLOCK 2 (Complete if "NOT" requesting the Veteran's Preference)

I declare that I *am not* claiming Veterans' Preference in this application.

Signature _____

Date _____

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left blank**

Voluntary Equal Employment Opportunity Data

Highlands County Board of County Commissioners is subject to governmental record keeping and reporting requirements for the administration of civil rights laws and regulations. To comply with these laws, we invite candidates to voluntarily self-identify their race and ethnicity. Submission of this information is voluntary and refusing to provide it will not subject you to any adverse treatment. The information you submit is kept confidential and is used only in accordance with the provisions of applicable laws, executive orders, and regulations, including those requiring the information be summarized and reported to the federal government for civil rights enforcement. When reported, the data does not identify any specific individual.

Please identify your race and ethnicity by choosing one of the listed choices.

- **Hispanic or Latino** - A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin regardless of race.
- **White** (Not Hispanic or Latino) - A person having origins in any of the original peoples of Europe, the Middle East, or North Africa.
- **Black or African American** (Not Hispanic or Latino) - A person having origins in any of the black racial groups of Africa.
- **Native Hawaiian or Other Pacific Islander** (Not Hispanic or Latino) - A person having origins in any of the peoples of Hawaii, Guam, Samoa, or other Pacific Islands.
- **Asian** (Not Hispanic or Latino) - A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian Subcontinent, including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.
- **American Indian or Alaska Native** (Not Hispanic or Latino) - A person having origins in any of the original peoples of North and South America (including Central America), and who maintain tribal affiliation or community attachment.
- **Two or More Races** (Not Hispanic or Latino) - All persons who identify with more than one of the above five races.

Please print legibly in ink only.

Name: _____
Last First Middle

Birth date: (xx/xx/xxxx): _____

Gender: Female _____ Male _____

Place of birth: _____ **Country of citizenship:** _____

Race and ethnicity: _____

Indicate *one* choice from the categories listed above.