



City of Lake Helen Employment Application

Volusia County, Florida

Applicant Information

Full Name: _____ Date: _____
Last First M.I.

Address: _____
Street Address Apartment/Unit #

_____ *City State Zip*

Phone: _____ Email Address: _____

Date Available: _____ Desired Salary: _____

Position Applied for: _____

| | | | | | |
|--|--------------------------|--------------------------|--|--------------------------|--------------------------|
| | YES | NO | | Full | Part |
| | | | | Time | Time |
| Are you eligible to work in the United States? | <input type="checkbox"/> | <input type="checkbox"/> | Employment Desired? | <input type="checkbox"/> | <input type="checkbox"/> |
| | YES | NO | | | |
| Have you ever worked for this organization? | <input type="checkbox"/> | <input type="checkbox"/> | Hours of work (per week) desired? ____ | | |
| If Yes, give date: _____ | | | | | |
| | YES | NO | Are you currently on | YES | NO |
| Have you ever been convicted of a felony? | <input type="checkbox"/> | <input type="checkbox"/> | "layoff" status and | <input type="checkbox"/> | <input type="checkbox"/> |
| If yes, explain: _____ | | | subject to recall? | | |

(Number of conviction(s), nature of offense(s) leading to conviction(s), how recently such offense(s) was/were committed, and sentence(s) imposed)

Education

High School _____ Address: _____
Did you graduate? YES NO Degree: _____



City of Lake Helen Employment Application

Volusia County, Florida

Education Continued:

College _____ Address: _____

Did you graduate? YES NO Degree: _____

Other _____ Address: _____

Did you graduate? YES NO Degree: _____

Describe any specialized training, apprenticeship, skills and extra-curricular activities.

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



City of Lake Helen Employment Application

Volusia County, Florida

Previous Employment Continued:

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: _____ Are you currently in the Armed Forces? YES NO

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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List professional, trade, business or civic activities and offices held:

You may exclude memberships which would reveal gender, race, religion, national origin, age, ancestry, disability or other protected status:

Other Qualifications:

Summarize special job related skills and qualifications acquired from employment or other experience:

Additional Information and Special Skills:

State any additional information you feel may be helpful to us in considering your application or any specialized skills:

Disclaimer and Signature

Pursuant to Chapter 119, FL. Statutes and the procedure adopted by The City of Lake Helen, personnel records and job applications shall be open for inspection by any person.

AGREEMENTS:

PROBATION PERIOD - It is understood that I shall be considered a probationary employee for no less than six months but no longer than twelve months from date of hire. I may be discharged or laid off before the expiration of that period without recourse, in accordance with Flagler County Policies and Procedures.

STATEMENT BY APPLICANT:

- I hereby authorize my former employers to furnish their records of any service, my reason for leaving their employ, together with all employment-related information they may have concerning me.
- I also authorize educational institutions to furnish their records of education-related information they may have concerning me.
- It is agreed that any misrepresentations by me in this application will be sufficient cause for its cancellation of for dismissal from the County's service if I am employed.
- I hereby certify the facts set forth in the above employment application are true and complete to the best of my knowledge.

Printed Name: _____

Signature: _____ Date: _____