



# City of Bowling Green

P.O. Box 608, Bowling Green, Florida 33834

863-375-2255 / 863-375-3362 (fax)

## Employment Application

### EQUAL EMPLOYMENT OPPORTUNITY

The City of Bowling Green considers applicants for all positions without regard to race, color, religion, creed, gender, national origin, age, disability, marital status, or any other legally protected status.

### VETERANS PREFERENCE IN EMPLOYMENT AND RETENTION

The right to claim veterans' preference expires when an individual has been previously employed by any state or any agency of political subdivision of any state. **Documents substantiating your claim must be furnished at the time of application.**

Have you entered into covered employment by a covered employer before this application? .....  yes  no  
Are you claiming veterans' preference? .....  yes  no

- 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. Veteran's Administration and the Department of Defense.
- The spouse of a veteran who cannot qualify for employment because of total and permanent disability, or the spouse of a veteran missing in action, captured, or forcibly detained by a foreign power.
- A veteran who has served on active duty at least one day during a war-time period, and separated with an honorable discharge.
- The un-remarried widow or widower of a veteran who died of a service-connected disability.
- A veteran in receipt of any Armed Forces Expeditionary Medal.

Branch of Service \_\_\_\_\_ Date of Entry \_\_\_\_\_ Date of Discharge \_\_\_\_\_

Last Name _____	First Name _____	M.I. _____	Social-Security Number _____
Street Address _____	City _____	State _____	Zip Code _____
Home Phone Number _____	Mobile/other phone numbers _____	Best time to Call _____ am / pm	

Position(s) you are applying for: \_\_\_\_\_ Date of Application \_\_\_\_\_

- Have you ever filed an application with the City of Bowling Green before?  Yes  No  
If "Yes," give date(s) of application(s), and position(s) applied for: \_\_\_\_\_
- Have you ever been employed with the City of Bowling Green before?  Yes  No  
If "Yes," give date(s) and position(s): \_\_\_\_\_
- Do you have any friends or relatives that work for the City of Bowling Green?  Yes  No  
If "Yes," state name(s), relationship(s), and department(s): \_\_\_\_\_
- Are you currently employed?  Yes  No
- Are you currently on lay-off from employment and subject to re-call?  Yes  No
- Are you eligible to work in this country?  Yes  No  
*Proof of citizenship or immigration status will be required upon employment*
- Date available to begin work \_\_\_\_ / \_\_\_\_ / \_\_\_\_ Desired salary range? \_\_\_\_\_
- Type of Employment:  Full Time  Part Time  Temporary Can you travel?  Yes  No
- Are you a licensed Florida automobile operator or chauffeur?  Yes  No

Date of Expiration: \_\_\_\_\_ Restrictions: \_\_\_\_\_ License No: \_\_\_\_\_

## EDUCATION

	Name of School, City and State	Course of Study/Major	Years Completed	Diploma/Degree
High School				
Undergraduate College				
Graduate Professional				
Trade School or other				

## WORK EXPERIENCE

Start with your present or last job. ***Include any job-related military service assignments and volunteer activities.*** You may exclude organizations that indicate race, color, religion, gender, national origin, disabilities, or other protected status. You may attach additional sheets if necessary. Please fill out the application completely. **MAKE SURE YOU SIGN AND DATE THE APPLICATION.**

Employer	Date Employed		Worked Performed
Telephone	From	To	May we contact <input type="checkbox"/> yes <input type="checkbox"/> no
Address	Salary Information		
	Starting	Final	
Employer	Date Employed		Worked Performed
Telephone	From	To	May we contact <input type="checkbox"/> yes <input type="checkbox"/> no
Address	Salary Information		
	Starting	Final	
Present job title	Starting	Final	
Employer	Date Employed		Worked Performed
Telephone	From	To	May we contact <input type="checkbox"/> yes <input type="checkbox"/> no
Address	Salary Information		
	Starting	Final	
Present job title	Starting	Final	

## PROFFESIONAL AND TRADE ASSOCIATIONS

List professional, trade, business, or civic activities in which you participated and office held.

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## SPECIALIZED SKILLS (Skills, Equipment Capabilities)

- Personal computer     Spreadsheets     Word Processing     Other Machinery and Equipment (please list)  
 Typewriter (wpm\_\_\_\_)     Fax/Copier

What other specialized skills or qualifications do you have that you would like for us to consider?

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## PERSONAL/PROFESSIONAL REFERENCES *Do not include family members or past supervisors*

Name	Phone #	Occupation
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

## CRIMINAL BACKGROUND

Have you ever been arrested, convicted, pled nolo contendere, had adjudication withheld or been placed on probation for a criminal offense? Responding "yes" will not automatically disqualify you from employment.     yes     no  
Please list offense by date, place, court and judgment given:

1. \_\_\_\_\_,
2. \_\_\_\_\_,
3. \_\_\_\_\_.

## CERTIFICATION

I **Certify** that the answers given herein are true and complete. If I am employed, I understand that false or misleading information given in my application or interview(s) may result in discharge.

I understand, also, that I am required to abide by all rules and regulations of the City of Bowling Green, and that my employment relationship with the City is "at will," which means that I may resign at any time and the City may discharge me at any time with or without cause. This "at will" relationship may not be changed or modified for any reason unless specifically acknowledged in writing by an authorized executive of the organization.

I understand that this employment application becomes the sole property of the City of Bowling Green, is a public record, and may be inspected by any member of the public for any reason

**Print Name of Applicant:** \_\_\_\_\_

**Signature of Applicant:** \_\_\_\_\_ **Date:** \_\_\_\_\_



P.O. Box 608, 104 E. Main Street, Bowling Green, FL 33834-0608  
(863) 375-2255 / (863) 375-3362 Fax

## **JOB APPLICANT – CERTIFICATE OF AGREEMENT**

I freely and voluntarily agree to submit to a urinalysis, or drug screen, as part of my application for employment. I understand that either refusal to submit to the screen or failure to qualify according to the minimum standards established in the drug free workplace policy will disqualify me from further consideration for employment for at least a six (6) month period.

I further understand that upon commencement of employment with the City, I may again be required to submit to a drug screen. I understand that refusal to submit to a drug screen or failure to meet the minimum standards set forth will result in disciplinary action, suspension, or termination.

I have read in full and understand the above statement and conditions of employment.

\_\_\_\_\_  
Applicant Name (please print)

\_\_\_\_\_  
Social Security Number

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Driver's License Number

\_\_\_\_\_  
State Issued

\_\_\_\_\_  
Witnessed by



I, \_\_\_\_\_ understand that in order to assess my  
(print or type full name)

qualifications for the position of City Clerk, a full background investigation is necessary. I, therefore, authorize the City of Bowling Green, Florida to conduct an investigation which may include, but not be limited to, verification of information provided by me to the City of Bowling Green. This information may include a financial management check; credit check; contacting persons, institutions, government and law enforcement agencies for character references and record history information; contacting employers for performance information; and verifying educational attainment.

I hereby authorize all my present and previous employers, or references, to furnish information concerning my personal character, habits or employment performance. I also authorize schools, which I have attended to provide verification of educational attainment and other relevant information.

Should I be denied employment with the City of Bowling Green based on prior criminal history information which I believe to be inaccurate, I understand I may review the report /or challenge the information contained in the report under Title XLVII F.S., § 943.056.

\_\_\_\_\_  
Applicant's Full Name

\_\_\_\_\_  
Prior Name – Maiden/Nicknames

\_\_\_\_\_  
Date of Birth

\_\_\_\_\_  
Phone Number

\_\_\_\_\_  
Social Security Number

\_\_\_\_\_  
Applicant Signature

**For Office Use Only:**

\_\_\_\_\_  
*Date of Records Check*

\_\_\_\_\_  
*Name that was run in the system*

Record of Criminal History:

*Based on the findings, if any, should this person be hired?    Yes / No*

**Yes    No**

\_\_\_\_\_  
City Official Name, Title

\_\_\_\_\_  
City Official Signature