

City of Jacksonville Beach

APPRENTICE LINE WORKER

EMPLOYMENT APPLICATION

REQUIRED ATTACHMENTS

Education: High School Diploma/GED or College Degree. **Copy of the Diploma must be attached to the application.**

Certificates: Copy of any electrical Certificates or Certificate of completion for **any** Apprenticeship program.

References: Two reference letters, one from an employer and one from a personal reference. Please note, letters must be signed by reference in order to be accepted.

Failure to provide any of the above-referenced items by the application deadline date will eliminate applicant from consideration. Applications will not be processed without all of the above-referenced items attached.

This position requires a commitment of a minimum of four years of overhead and underground line construction work to be paced by on the job training.

NOTE: Completed application to be turned in to Human Resources, NOT Electric Department.

Driving history disqualifiers: According to City standards there are certain violations that eliminate a potential employee from consideration or active employees from occupying positions requiring vehicle use. The violation listing is not all inclusive and other violations or combination of violations may also impact the decision to employ an applicant or continue employment of an individual.

- **Any driver license suspension, citation for reckless driving driving while impaired or DUI arrest in the last three (3) years**
- **Driving while license is suspended in the last two (2) years**
- **Hit and run citation (bodily injury or property damage) in the last five (5) years**
- **A record of three (3) or more moving violations in the last three (3) years**
- **A refusal to submit to a chemical test or DUI sobriety test in the last three (3) years**



City of Jacksonville Beach

Human Resources

11 North 3rd Street • Jacksonville Beach, FL 32250
www.COJB.jobs personnel@jaxbchfl.net 904-247-6263

General Employment Application

The City of Jacksonville Beach is an equal opportunity employer, maintains a drug-free workplace and complies with Affirmative action and ADA guidelines. In order to receive consideration for employment with the City the appropriate application must be completed in full, signed, dated and received in Human Resources prior to any deadline date/time. Please type or print in a legible manner. Answer all questions/sections, indicating 'none' where applicable. Incomplete applications will not be processed and will be returned; information on resumes will not be accepted in place of a full & complete response to each area on this application. Inaccurate information will result in disqualification or rejection of the application or if employed, may result in termination of employment. Applications are accepted by hand or mail only, please mail or deliver to address above. Altered applications will not be accepted. Applications remain on active status for six (6) months from date of application. Under Florida Law, employment applications are open for public inspection.

Personal Information

First Name		Middle Initial	Last Name	
Street Address		City	State	Zip Code
Phone Number (best contact)		Phone Number (secondary)		E-mail address
Last 6 digits of Social Security number	Drivers License Number	DL State issued	CDL <input type="checkbox"/> Yes <input type="checkbox"/> No	CDL Level

Hiring Information

Position(s) applied for Apprentice Lineworker	Have you read the full job description for the position(s) you are applying for? <input type="checkbox"/> Yes <input type="checkbox"/> No
Can you perform the essential functions of the position for which you are applying with reasonable accommodations? <input type="checkbox"/> Yes <input type="checkbox"/> No List any accommodations needed:	
Have you been previously employed by the City of Jacksonville Beach? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please provide position title and dates employed:	
Do you have any relatives employed by the City of Jacksonville Beach? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please provide name(s) and relationship:	
Are there any hours or days you are unable to work? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please list them:	
What type of employment are you seeking? <input type="checkbox"/> Full Time <input type="checkbox"/> Part Time <input type="checkbox"/> Temporary <input type="checkbox"/> Any	Are you able to travel, if required? <input type="checkbox"/> Yes <input type="checkbox"/> No
Are you eligible to work in the United States? <input type="checkbox"/> Yes <input type="checkbox"/> No verification will be required prior to employment	Are you 18 years of age or older? <input type="checkbox"/> Yes <input type="checkbox"/> No If no, list your date of birth: _____
Why are you interested in working for the City of Jacksonville Beach: _____ _____ _____	

Training and Education

Depending on position sought, you may be required to provide a copy of your high school and/or college transcript/degree and/or professional registration. If the position requires certification please submit a copy along with completed application.

High School Name	City	State	Did you graduate? <input type="checkbox"/> Yes <input type="checkbox"/> No If No, what is the highest grade completed (or GED)?
Colleges attended	Location (City/State)	Major	Type of Degree Obtained or None
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Job related licenses or certificates	Date issued	Expiration date	Licensing or certification agency
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Military Information

Have you ever served in the military? <input type="checkbox"/> Yes <input type="checkbox"/> No if no skip to next section	Was any formal disciplinary action taken against you while in the military? <input type="checkbox"/> Yes <input type="checkbox"/> No	Are you claiming Veterans Preference? <input type="checkbox"/> Yes <input type="checkbox"/> No
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Under Florida law certain individuals may be eligible for "Veterans' Preference" for employment purposes. Please read the attached VETERANS PREFERENCE INFORMATION SHEET to determine qualification for this preference. In order to be considered for this preference you must submit a full copy of your DD-214 substantiating your claim, this form **MUST BE FURNISHED AT TIME OF APPLICATION TO BE CONSIDERED.** Form must clearly show enlistment date, discharge date, separation and re-entry code.

Personal Information

**The following questions reference all crimes including DUI, DWI, BUI, BWI
Inaccurate information here will result in disqualification**

- Yes No Have you ever been convicted of a crime?
- Yes No Have you ever pled guilty to a crime?
- Yes No Have you ever pled no contest of *nolo contendere* to a crime
- Yes No Have you ever been charged with a crime and placed on court ordered probation?
- Yes No Have you ever had adjudication withheld relating to a crime?
- Yes No Have you ever entered a pre-trial intervention program?
- Yes No Do you have any criminal charges now pending?
- Yes No Have you ever been a defendant for unlawful employment practice (e.g. sexual or racial harassment)
- Yes No Have you ever been a defendant in a civil action for intentional tort(s) (e.g. assault, battery, intentional infliction of emotional distress)?
- Yes No Have you been ticketed due to a traffic accident, including adjudication withheld, in the last five (5) years?

Employment History

Start with present of most recent employer, include all full-time and part-time employment. Give complete name and address of all employers, including military employment, if the company is no longer in business state this. Dates must include full month and year. A resume may be attached as a supplement; however you must complete all information requested on this application form in order to be considered. **Include a minimum of 5 years of employment.**

Employer Name		Phone		Fax		
Address			City		State	Zip
Position held:	Employed From:	Employed to:	Supervisor Name:		Rate of Pay:	

Describe main duties

Reason for leaving:

Employer Name		Phone		Fax		
Address			City		State	Zip
Position held:	Employed From:	Employed to:	Supervisor Name:		Rate of Pay:	

Describe main duties

Reason for leaving:

Employer Name		Phone		Fax		
Address			City		State	Zip
Position held:	Employed From:	Employed to:	Supervisor Name:		Rate of Pay:	

Describe main duties

Reason for leaving:

Explain all gaps in employment history 30 days or longer, supply dates and reason:

Employment History, continued

Start with present of most recent employer, include all full-time and part-time employment. Give complete name and address of all employers, including military employment, if the company is no longer in business state this. Dates must include full month and year. A resume may be attached as a supplement; however you must complete all information requested on this application form in order to be considered. **Include a minimum of 5 years of employment.**

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Position held:	Employed From:	Employed to:	Supervisor Name:		Rate of Pay:	

Describe main duties

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Employer Name		Phone		Fax		
Address			City		State	Zip
Position held:	Employed From:	Employed to:	Supervisor Name:		Rate of Pay:	

Describe main duties

Reason for leaving:

Employer Name		Phone		Fax		
Address			City		State	Zip
Position held:	Employed From:	Employed to:	Supervisor Name:		Rate of Pay:	

Describe main duties

Reason for leaving:

Explain all gaps in employment history 30 days or longer, supply dates and reason:

Processing Information

Please note incomplete applications will not be processed and will be returned; information on resumes will not be accepted in place of a full and complete application. Applications are accepted by hand or mail only. Applications of municipalities are considered public documents according to Florida Statutes and are open to public inspection upon request.

I hereby certify that all information given on this applicant is true and correct to the best of my knowledge and I understand that any false information given on this application shall constitute cause to withdraw the application from consideration for any position with the City of Jacksonville Beach or termination of employment with the City of Jacksonville Beach. I release the City of Jacksonville Beach and any current or past employers and other individuals contacted from any liability for release of information regarding my employment. Inquiry as to current or past employment or on the job performance may be conducted. May we contact all of your listed employers? Yes No If no please fill out below

Employer Name	Reason
Employer Name	Reason
Employer Name	Reason
Employer Name	Reason
Employer Name	Reason

Signature

Date

Record Check Authorization

Name : _____
Please print full name

I HEREBY AUTHORIZE that all of the facts and information listed on this employment application are true and complete. I understand that any false, incomplete or misleading information given by me on this application is sufficient cause for rejection of this application. I also understand and agree that any such false, incomplete, or misleading information discovered on this application at any time after I am employed may result in my dismissal.

I HEREBY AUTHORIZE the City to investigate all statements contained in this application, to interview the references and previous employers listed in this application, and to obtain a report from a consumer reporting agency to be used for employment purposes in accordance with Fair Credit Reporting Act, to conduct a record check on my background to include but not be limited to the following: criminal and driving check, employment and performance record and education records. I authorize the references, previous employers, any school or other educational institution, credit bureau, lending institution, consumer reporting agency or public agency listed to give the City all facts, opinions and evaluations concerning my previous employment and any other information they may have, personal or otherwise, and I HEREBY RELEASE all such parties from any liability which may allegedly arise from furnishing such information to the City, including, but not limited to, any liability for defamation or invasion of privacy.

If I am offered employment, I understand that such an offer will be conditioned upon satisfactory results of a background investigation and/or City medical examination or inquiry, including a drug screen test. If then employed, I understand that I will be required to serve a probationary period. I further understand that my employment and compensation can be terminated, with or without cause or notice, at any time, regardless of the successful completion of my probationary period, at the option of either the City or myself. I understand that no supervisor or other representative of the City other than the City Manager has any authority to enter into any agreement for employment for any specified period of time, or to make any agreement contrary to the foregoing. I further authorize on going procurement of the above mentioned reports at any time during my employment (contact).

The City of Jacksonville Beach collects your Social Security number for the following purposes: Classification of accounts; identification and verification; credit worthiness; billing and payments; data collection, reconciliation, tracking, benefit processing, tax reporting and background checks for employment purposes. Social Security numbers are also used as a unique numeric identifier and may be used for search purposes.

I FULLY UNDERSTAND AND VOLUNTARILY AGREE WITH THE ABOVE INFORMATION.

Signature

Date

Social Site Information

Do you currently have a profile/account with any social website? Yes No If yes, please provide the requested information

Twitter _____ (email address)

Facebook _____ (email address)

MySpace _____ (email address)

LinkedIN _____ (email address)

Other _____ (site name) _____ (email address)

Referral Source

Please let us know how you found out about this opening!

The Beaches Leader, Newspaper The Beaches Leader, Website

COJB.jobs/City of Jacksonville Beach website Walk In

Email Job Posting, location: _____

Florida Times Union, Newspaper Florida Times Union, Website

School Posting, name of school _____ Job Fair, location _____

Internet Site, name of site: _____ Other: _____

City of Jacksonville Beach employee, employee name: _____

Voluntary Information

The City of Jacksonville Beach is an equal opportunity employer and does not discriminate on the basis of race, color, religion, sex, age, national origin, disability, veteran status, sexual orientation or any other classification protected by federal, state or local law. The information below will be used only in the compilation of data for affirmative action reporting.

Completion of this data is voluntary and will not affect your opportunity for employment or terms or conditions of employment, if hired. This form will be detached and not processed/provided with the application form. It would be greatly appreciated if you would provide the following information:

Ethnic Background:

White Black Hispanic Asian/Pacific Islander

American Indian/Alaskan Native Other, please specify _____

Sex: Male Female

Date of birth: _____

Veterans' Preference Information

The City of Jacksonville Beach, in accordance with Chapter 295 of the Florida Statutes dealing with Veteran's Preference, provides preference in employment and retention to those veterans and spouses of veterans who fall in the categories as identified below: To receive preference, a veteran must have been discharged or released from active duty in the Armed Forces under honorable conditions (i.e., with an honorable or general discharge). As defined in 5 U.S.C. 2101(2), "Armed Forces" means the Army, Navy, Air Force, Marine Corps and Coast Guard. The veteran must also be eligible under one of the preference categories below:

Honorably discharged disabled Veteran who has a service-connected, compensable disability;

Honorably discharged Veteran who has received ANY armed forces Expeditionary Medal to include The Global War on Terrorism Expeditionary Medal

The spouse of a totally disabled Veteran, who because of this disability cannot qualify for employment;

The spouse of any person missing in action, captured in the line of duty or forcibly detained;

A Veteran of any way who served on active duty during a wartime era; and who was discharged under honorable conditions. A "wartime veteran" is defined by Florida Statutes as any veteran who served at least one day during a wartime period. Wartime periods are outlined as follows:

- **World War II:** December 7, 1941 to December 31, 1946
- **Korean Conflict:** June 27, 1950 to January 31, 1955
- **Vietnam Era:** August 5, 1964 to May 7, 1975
- **Persian Gulf War:** August 2, 1990, to January 2, 1992
- **Operation Enduring Freedom** - October 7, 2001 to date to be determined
- **Operation Iraqi Freedom** - March 19, 2003 to date to be determined
- The un-remarried widow or widower of a Veteran who died of a service connected disability.

Military retirees at the rank of major, lieutenant commander, or higher are not eligible for preference in appointment unless they are disabled veterans. (This does not apply to Reservists who will not begin drawing military retired pay until age 60.)

Preference in employment and retention may be given only to eligible persons who are described in the section(s) above and who are residents of this state.

If you qualify for the Veteran's Preference, the City of Jacksonville Beach will give you special consideration during the employment selection process. The City of Jacksonville Beach shall give preference to and shall hire a person entitled to Veteran's Preference ahead of other equally qualified applicants.

Should the position for which you are applying be filled by someone who does not qualify for Veteran's Preference and should you feel that proper consideration of the Veteran's Preference law has not been provided to you by the City of Jacksonville Beach or that the City of Jacksonville Beach has not complied with the Veteran's Preference rules, please notify the City of Jacksonville Beach, Personnel Department (904) 247-6263

You also have the right to initiate an investigation by the Florida Division of Veteran's Affairs. You may do so by notifying the, Florida Department of Veterans' Affairs (FDVA) 11351 Ulmerton Road, Suite 311-K Largo, FL 33778-1630 within 21 calendar days from the date you received notice that you were not selected for the position.

01/20/2009