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Date:



The City of
Oviedo
FLORIDA
HUMAN RESOURCES

THANK YOU FOR YOUR INTEREST
IN SEEKING EMPLOYMENT WITH THE CITY OF OVIEDO

1. FILING APPLICATIONS:

- A. Applications are accepted only when there is a position vacancy and an announcement is posted.
- B. All applications for employment must be postmarked by the advertised closing date, no exceptions. The City of Oviedo reserves the right to fill a vacancy prior to the published closing date.
- C. Applications/resumes, and additional support documents may be submitted prior to the closing date of the vacancy and are accepted at City Hall between the hours of 8:00 a.m. and 5:00 p.m., Monday through Friday except on observed federal holidays.
- D. An application can be considered for more than one vacant position. If you are interested in applying for more than one vacant position, please notify the Human Resources Department and indicate your interest for both positions on the application. A separate application per position is NOT required.
- E. Persons who request/receive a blank application may return it by mail. However, the envelope must be postmarked on or before the announced closing date for the position.
- F. An applicant selected to fill a vacancy will be subject to passing a medical evaluation, to include a drug screening test, as a condition of employment.

2. VETERANS: In order to be considered for Veterans' Preference through the City of Oviedo, you must complete and submit a Veterans' Preference Form with your application and submit your DD-214, or other official documents which substantiate your eligibility for Veterans' Preference, i.e. branch of service, entry and discharge dates, and the type of discharge. (Veterans' Preference Forms are available upon request from the Human Resources Department). Veterans' Preference is offered for selected positions. If applying on-line, fax your DD-214, or other official documents, to 407/971-5802 attention Human Resources, or e-mail your DD-214, or other official documents, to careers@cityofoviedo.net.

3. REFERRAL OF APPLICATIONS:

- A. Applications are not normally forwarded to the hiring department/division prior to the closing date. An exception to this would be if the posting contains the statement "Position is open until filled" or in an unusual or emergency situation.
- B. After the position has closed, the Human Resources Department will screen applications to determine if they meet the minimum qualifications as posted for the position. The Human Resources Department will:

(1) Forward to the hiring department/division applications determined to be the most qualified.

C. The hiring department/division will:

- (1) Review and select applicants for interview,
- (2) Contact selected applicants for interview, and
- (3) Make a selection decision.

If you claim a disability under the Americans With Disabilities Act (ADA) and need an accommodation for the interview, please advise a member of the Human Resources Department staff at 407-971-5525.

D. The Human Resources Department will notify all applicants not selected for the position by mail or by email at the end of the hiring process. This may take several weeks so please be patient.

4. TESTING POLICY: Some positions may require a job related test be administered as part of the selection process.

5. COMPLETING THE APPLICATION FORM:

- A. Answer all questions on the application, giving complete answers to all questions.
- B. It is important that you include the month and date in your employment history. Failure to do so may cause disqualification of your application. Please provide information on all positions held for the last ten (10) years (where applicable).
- C. The City of Oviedo reserves the right to conduct a background search at anytime to verify all answers on the application; falsification of any item is cause for disqualification of application and/or termination.
- D. If you wish to submit a resume with your application, please list all information in the "Employment Experience" section of the application. Under the "Work Performed" section you may insert the words "see resume".

6. SPECIAL REQUIREMENTS: It is your responsibility to clearly indicate on your application or resume if you possess any of the special requirements listed in the job announcement and to present copies of special certificates of licenses at the time of application.

7. DRIVER'S LICENSE: For positions which state "must possess and maintain a valid operator or commercial driver's license issued by the State of Florida", "VALID" is defined as an issued license which is not expired nor has, within the past three (3) years, been denied, restricted, revoked, or suspended. Further, a conviction within the last three (3) years for driving while intoxicated, under the influence of narcotics, and/or any serious violation, to include, but not limited to, reckless driving, endangering the lives of others, or racing, are grounds for disqualification in compliance with the requirements of the City's insurer. Suspensions for non-moving violations will be considered on a case-by-case basis. Driver's License checks will be conducted for verification of status.

8. NOTICE TO FIREFIGHTER AND POLICE OFFICER APPLICANTS: _____ If you are applying for a position as a certified firefighter or police officer, you must submit copies of substantiating certificates and documents with the application form to the Human Resources Department at 400 Alexandria Blvd., Oviedo, FL 32765 or fax it to 407-971-5802.
9. CITY OF OVIEDO IS A DRUG-FREE WORKPLACE: _____ A job applicant is offered employment conditional upon successfully passing a drug test. Refusal to take the test, or failure to pass the test according to minimum standards, is cause for disqualification. If you become employed with the City, you may be required to again submit to a drug test as requested. Your refusal, or failure to pass the test according to minimum standards, will result in your termination.
10. BACKGROUND CHECKS. _____ Your signature on the employment application authorizes the City of Oviedo to request criminal conviction records from State and Federal agencies, and employment and educational information/verification from your existing/previous employers and educational institutions, and credit history check (where applicable). **The City of Oviedo requires that you disclose whether you have ever been convicted; plead guilty; plead nolo contendere to any criminal offense. If you have ever been convicted; plead guilty; or plead nolo contendere to any criminal offense, you will need to attach a separate attachment sheet giving offense, date, county, state and disposition for each offense. If applying on-line, fax criminal history information to (407) 971-5802 attention Human resources, or e-mail criminal history information to careers@cityofoviedo.net.** By placing your signature on the application and not submitting a separate attachment sheet, you are stating that you have never been convicted; plead guilty; or plead nolo contendere to any criminal offense. A criminal record does not constitute an automatic bar to employment and will be considered only as it relates to the job in question.
11. SOCIAL SECURITY NUMBER. _____ According to FS 119.071, the City of Oviedo is informing you that your social security number is being collected for the purposes of tax reporting; background checks, and benefit information.

THE CITY OF OVIEDO IS AN EQUAL OPPORTUNITY EMPLOYER THAT DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, CREED, NATIONAL ORIGIN, SEX, OR DISABILITY.

Your signature below acknowledges that you have read and understand the above information and requirements.

Signature:

Date:

****ALL APPLICANTS NOTE** - EMPLOYMENT APPLICATIONS, TO INCLUDE, ATTACHMENTS, AND THE INFORMATION CONTAINED THEREIN ARE PUBLIC RECORDS AND UNDER THE FLORIDA PUBLIC RECORDS ACT, MAY BE RELEASEABLE UPON REQUEST.**

Application

For Employment

CITY OF OVIEDO 400 Alexandria Blvd. Oviedo, FL 32765 407-971-5520 www.cityofoviedo.net

The mission of the City of Oviedo is to provide good, open government to our citizens, a high quality of life to our residents, and a premium level of services to all those the City serves through the delivery of efficient and professional services in partnership with the community.

We consider applicants for all positions without regard to race, color, religion, creed, general, national origin, age, disability (unless the disability precludes performance of the essential functions of the position), marital/family or veteran status, or any other legally protected status.

(PLEASE PRINT)

Position(s) Applied For	<input type="text"/>	Date of Application	<input type="text"/>
How Did you Learn About Us?			
<input type="checkbox"/> Advertisement	<input type="text"/>	<input type="checkbox"/> Relative	<input type="text"/>
<input type="checkbox"/> City Job Line	<input type="text"/>	<input type="checkbox"/> Friend	<input type="text"/>
		<input type="checkbox"/> Inquiry	<input type="text"/>
			<input type="checkbox"/> City Website
		<input type="checkbox"/> Other	<input type="text"/>

Last Name	First Name	Middle Name
<input type="text"/>	<input type="text"/>	<input type="text"/>
Address	City	State
<input type="text"/>	<input type="text"/>	<input type="text"/>
Zip Code		
<input type="text"/>		<input type="text"/>
Telephone Number(s) (home)	(cell)	(work)
<input type="text"/>	<input type="text"/>	<input type="text"/>
		E-Mail address:
<input type="text"/>	<input type="text"/>	<input type="text"/>

Best time to contact you at home is	<input type="text"/>	
Are you 18 years of age or older?		<input type="radio"/> Yes <input type="radio"/> No
Have you ever filed an application with the City of Oviedo before?		<input type="radio"/> Yes <input type="radio"/> No
If Yes, give date <input type="text"/>	Position Applied For: <input type="text"/>	
Have you ever been employed with the City of Oviedo before?		<input type="radio"/> Yes <input type="radio"/> No
If Yes, give date <input type="text"/>	Position Held: <input type="text"/>	
Do you have any relatives employed by the City of Oviedo?		<input type="radio"/> Yes <input type="radio"/> No
If Yes, give name <input type="text"/>		
May we contact your present employer?		<input type="radio"/> Yes <input type="radio"/> No
Are you prevented from lawfully becoming employed in this country because of Visa or Immigration Status?		<input type="radio"/> Yes <input type="radio"/> No
<i>Proof of citizenship or immigration status will be required upon employment</i>		
Date available for work <input type="text"/>	What is your desired salary range? <input type="text"/>	
WE ARE AN EQUAL OPPORTUNITY EMPLOYER		

Are you available to work: Full-time, please indicate shifts: 1 2 3
 Part-time, please indicate: Mornings Afternoons Evenings
 Temporary, please indicate dates available: _____

Are you currently on "lay-off" status and subject to recall? Yes No

Have you ever received discipline from an employer (past or present)? Yes No

Have you ever been asked or forced to resign or been terminated by an employer?..... Yes No

Have you been convicted of a felony on or after your 18th birthday? Yes No

If yes, provide date, county, state and sentence for each conviction: _____

A criminal record does not constitute an automatic bar to employment and will be considered only as it relates to the job in question.

EDUCATION

Highest Grade Completed _____

High School Name: _____

Location: _____

Diploma: Yes No Type _____

Undergraduate Name: _____

Location: _____

Degree: Yes No Type _____

School: _____

Location: _____

Degree: Yes No Type _____

Other (Specify): _____

List your certifications, licenses, specialized training, skills, apprenticeships, etc.

Other Qualifications; (specify other information to assist in the evaluation of your application)

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

EMPLOYMENT EXPERIENCE (past 15 years)

Start with your present or last job. Include any job-related military service assignments and volunteer activities. You may exclude organizations which indicate race, color, religion, gender, national origin, disabilities or other protected status.

Employer		Dates Employed		Work Performed
		From	To	
Address		Mo./Yr.	Mo./Yr.	
Telephone Numbers (s)		Hourly Rate/Salary		
		Starting	Final	
Job Title	Supervisor			
Reason for Leaving				

Employer		Dates Employed		Work Performed
		From	To	
Address		Mo./Yr.	Mo./Yr.	
Telephone Numbers (s)		Hourly Rate/Salary		
		Starting	Final	
Job Title	Supervisor			
Reason for Leaving				

Employer		Dates Employed		Work Performed
		From	To	
Address		Mo./Yr.	Mo./Yr.	
Telephone Numbers (s)		Hourly Rate/Salary		
		Starting	Final	
Job Title	Supervisor			
Reason for Leaving				

Employer		Dates Employed		Work Performed
		From	To	
Address		Mo./Yr.	Mo./Yr.	
Telephone Numbers (s)		Hourly Rate/Salary		
		Starting	Final	
Job Title	Supervisor			
Reason for Leaving				

CITY OF OVIEDO

I hereby authorize any employee or authorized representative bearing this release, or copy thereof, to obtain any information in your files pertaining to my employment records including, but not limited to, achievement, attendance, personal history, disciplinary records, and criminal history records. I hereby direct you to release such information upon request of the bearer. This release is executed with full knowledge and understanding such information, as the custodian of such records, and employer, education institution, credit history (where applicable) including its officers, employees and related personnel, both individually and collectively, from any and all liability for compliance with this authorization and request to release information, or any attempt to comply with it.

I understand that this application is subject to public inspection in accordance with the Florida Public Records Law, Chapter 119, Florida Statutes.

I acknowledge that I am not required to sign this release, however, failure to do so will result in the discontinuation of my application process and my application will no longer be considered for review.

A photocopy of this form will be as effective as the original.

Applicant's Name (Please Print)

Date

Applicant's Signature

Applicant's Address

NOTICE TO APPLICANTS: (Complete ONLY if you are claiming Veterans' Preference)

**APPLICATION FOR
VETERANS' PREFERENCE**
(Available to Florida residents only)

Applicants wishing to assert Veterans' Preference in employment must complete this form and return it with the completed employment application, **along with a copy of the DD214 form** or equivalent certification from the Department of Veterans' Affairs.

Preference in employment, re-employment, promotion and retention shall be given to an eligible veteran pursuant to ss.295.07, 295.08, 295.085 and 295.09 as long as the veteran meets the minimum eligibility requirement and has the knowledge, skills and abilities required for the particular position.

Check the appropriate category if you are claiming Veterans' Preference. **Documentation (DD214 or VA Letter of Disability) substantiating your claim must be furnished at the time of application.**

I wish to assert Veteran's Preference in employment in accordance with Chapter 295 of the Florida Statutes.
I qualify under the following category:

- 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 United States Department of Veterans' Affairs (DVA) and the Department of Defense, **or**
- 2. The spouse of any veteran who cannot qualify for employment because of total and permanent service-connected disability, or the spouse of a veteran missing in action, captured or forcibly detained by a foreign power, **or**
- 3. The un-remarried widow or widower of a veteran who died of a service-connected disability **or**
- 4. 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, active duty for training is not allowable, **or**

- | | |
|------------------------------|---------------------------------------|
| - 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 Present |
| - Operation Iraqi Freedom | March 19, 2003 to Present |

5. A veteran who has served in a campaign or expedition for which a qualifying campaign badge has been authorized; any Armed Forces Expeditionary Medal or global war on terrorism expeditionary medal qualifies for preference eligibility.

Please complete the following information: (Applicants asserting a preference based on their spouse's service should provide this information as it pertains to their spouse.)

Service Entry Date:

Discharge Date:

Branch of Service:

NOTE: Should the position for which you are applying be filled by someone who does not qualify for Veterans' Preference and/or should you feel that proper consideration of the Veterans' Preference has not been provided to you, please contact the Seminole County Human Resources Department at 407-665-7945, 1101 East First Street, Sanford, Florida 32771.

If an applicant claiming Veterans' Preference for a vacant position is not selected for the vacant position, they may file a complaint with the Florida Department of Veterans' Affairs (FDVA) Mary Grizzle Office Building, Suite 311-K, 11351 Ulmerton Road, Largo, Florida 33778. A complaint must be filed within 21 days of the applicant receiving notice of the hiring decision made by the employing agency or within 3 months of the date of application filed with the employer if no notice is given. If the position has not been filled, the complaint deadline is extended until one month after the position is filled.

Print Name

Signature

Date

DEPARTMENT OF VETERANS' AFFAIRS

PROGRAM GUIDELINES FOR HB AND SB 0156

Effective July 1, 2007, several changes were made to laws relating to Veteran's Preference in employment. All state agencies and any political subdivisions in the state are required to give employment preference to eligible persons for all eligible positions (as defined by statute) to implement the new language. Employment by the state includes the State University System, the State Community College System, the Florida School for the Deaf and the Blind as well as the state's political subdivisions which are defined as counties, cities, towns, villages, special tax school districts, special road and bridge districts, and all other districts in the state.

The following instructions were developed by the Department of Veterans' Affairs to assist public employers in updating their Chapter 295 policies and procedures, and employment-related documents regarding Veterans' Preference:

SUMMARY OF CHANGES EFFECTIVE JULY 1, 2007:

1. Preference eligibility no longer expires upon appointment of the eligible person to a position with the state or any political subdivision in the state.
2. Persons who were previously ineligible for preference because they held or are currently holding a job with a public employer are now eligible to use their Veterans' Preference again with all employees covered by law.
3. Persons were previously ineligible for preference because they did not serve during an eligible wartime period may now be eligible for Veterans' Preference if they served during Operation Enduring Freedom (beginning October 7, 2007-present) or Operation Iraqi Freedom (beginning March 19, 2009-present).

CHANGES TO THE EMPLOYMENT APPLICATION

1. The employment application should be edited to reflect the changes. The above three notes should be inserted.
2. Any reference to Veterans' Preference being a single entitlement event must be REMOVED.
3. Any question regarding previous/current employment with the State of Florida or any political subdivision of the state, or any reference to previous employment with those entities should be removed, as it is no longer relevant to eligibility.
4. Recent wartime service periods are not reflected in s. 1.01, F.S. Therefore, a note to applicants should appear under the 1-5 Veterans' Preference Categories informing them of the recent additions to eligible wartime periods. Eligible wartime periods now include Operation Enduring Freedom and Operation Iraqi Freedom, with the dates reflected above. The receipt of a campaign or expeditionary medal is not required only service during those wartime periods.

CHANGES TO RECRUITMENT AND SELECTION PROCEDURES

1. Current or previous employment with the state (or any other covered entity) should no longer be considered when determining preference eligibility.
2. When reviewing DD Forms 214 to determine service during a wartime period, service during Operation Enduring Freedom and Operation Iraqi Freedom are now considered preference eligible wartime periods. The receipt of a campaign or expeditionary medal is not required, only service during those wartime periods. See above for dates.
3. For all currently advertised positions with a closing date of July 1, 2007 or later Human resources or an equivalent will need to contact all applicants and inform them of the new laws and ask any now eligible veterans to submit the appropriate documentation if they want to request Veterans' Preference.

Driver License Number:	Type of License:	State of Issue:	Expiration Date:
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Please list previous address(es) if at current residence less than five (5) years:

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Address	City	State	Zip Code
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Address	City	State	Zip Code

REFERENCES

1.	<input type="text"/>	<input type="text"/>
	(Name)	Phone #
<input type="text"/>		
(Address)		
2.	<input type="text"/>	<input type="text"/>
	(Name)	Phone #
<input type="text"/>		
(Address)		
3.	<input type="text"/>	<input type="text"/>
	(Name)	Phone #
<input type="text"/>		
(Address)		

I certify that answers given herein are true and complete.

I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision.

In the event of employment, 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 employer.

<input type="text"/>	<input type="text"/>
<i>Signature of Applicant</i>	<i>Date</i>

CITY OF OVIEDO

EQUAL EMPLOYMENT OPPORTUNITY SURVEY

FOR THE POSITION OF

(Please fill in the position for which you are applying)

NAME:

The following information is requested for Equal Employment Opportunity record keeping and reporting compliance purposes only as specified by Title VII of the Civil Rights Act of 1964, as amended by the Equal Employment Opportunity Act of 1972, Section 709c.

THIS INFORMATION WILL NOT BE USED TO EVALUATE YOUR APPLICATION, AND IS VOLUNTARY.

SEX: (Check One)

Male

Female

NATIONAL ORIGIN: (Check One)

CAUCASIAN (not of Hispanic origin)

BLACK (not of Hispanic origin)

HISPANIC

AMERICAN INDIAN or ALASKAN NATIVE

ASIAN or PACIFIC ISLANDER

OTHER (please specify)