

DO NOT WRITE IN THIS SPACE

VET PREF
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NOTIFIED MM
REC'D BY:

DATE:

City of Oviedo

400 Alexandria Boulevard, Oviedo, FL 32765
www.cityofoviedo.net Phone: (407) 971-5520 Fax: (407) 971-5802

Application for Employment

The mission of the City of Oviedo is to provide a high quality of life to our community through accessible and sustainable services.

The City recognizes the value of diversity and is committed to recruit, hire and promote in all position classifications without regard to race, color, religious creed, national origin, ancestry, age, gender, family status, or a disability.

Position applied for: Date:

BACKGROUND

Last name: First name: Middle name:

Address: City: State: Zip Code:

Home Phone: Cell Phone: Work Phone: E-mail:

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

Address: City: State: Zip Code:

Address: City: State: Zip Code:

Have you ever filled out an application with the City of Oviedo before? Yes No

If yes, give date(s): Position(s) applied for:

Have you ever been employed with the City of Oviedo? Yes No

If yes, give date: Position held:

Do you have any relatives employed by the City of Oviedo? Yes No

If yes, give name:

Are you available to work: Full time, please indicate shifts: 1st shift 2nd shift 3rd shift
 Part-time, please indicate shifts: Mornings Afternoons Evenings Weekends
 Temporary, please indicate dates available:

Date available for work: What is your desired salary range?

What is the best time and number to contact you?

Are you 18 years of age or older? Yes No

Are you legally authorized to work in the United states? Yes No

Have you ever served in the Military? Yes No

Are you claiming Veterans Preference? Is yes, please download and complete the Veterans Preference Application located on the City's website and provide a copy of your DD214 Form Yes No

May we contact your present employer? Yes No

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; pled guilty; or pled nolo contendere to a felony or first degree misdemeanor? Yes No

If yes, list each offense and provide the date, the state, and the county proceeding took place, and a description of the facts for each offense listed. Attach extra sheets if necessary.

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

How did you learn about us?

Advertisement City Employee

City Job Line City Website Lobby Other

REFERENCES

1. Name: Phone Number(s):

Address:

Relationship: E-mail:

2. Name: Phone Number(s):

Address:

Relationship: E-mail:

3. Name: Phone Number(s):

Address:

Relationship: E-mail:

EDUCATION

High School:

Highest Grade Completed:

Location:

Diploma:

Yes

No

Type:

University/ College/ Professional School:

Location:

Degree:

Yes

No

Type:

Graduate 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 current 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: Phone: Dates employed from to

Address:

Position Held: Supervisor:

May We Contact? Yes No Hours worked per week:

Starting rate of pay: Final rate of pay: Reason for leaving:

Work Performed:

Employer: Phone: Dates employed from to

Address:

Position Held: Supervisor:

May We Contact? Yes No Hours worked per week:

Starting rate of pay: Final rate of pay: Reason for leaving:

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May We Contact? Yes No Hours worked per week:

Starting rate of pay: Final rate of pay: Reason for leaving:

Work Performed:

Please attach additional sheets as needed.

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.

Signature of applicant:

Date:

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. Applications/resumes, and additional support documents must 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 City holidays.
- C. 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 in any other vacant position on the application. A separate application per position is NOT required.
- D. You may request/receive a blank application and return it by mail. However, the envelope must be **postmarked** on or before the announced closing date for the position.
- E. An applicant selected to fill a vacancy may be subject to passing a medical evaluation, to include a drug screening test, as a condition of employment.

2. **VETERANS:** Veterans' Preference is offered for select positions. In order to be considered for Veterans' Preference, 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.) 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. After the position has closed, the Human Resources Department will screen applications to determine if they meet the minimum qualifications. The most qualified applications will be forwarded to the hiring department.
- B. The hiring department will:
 - (1) Review and contact applicants for an interview,
 - (2) Interview applicants, 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.)
- C. All applicants will be notified by mail or by e-mail at the end of the hiring process. This may take **several** weeks, so please be patient.

4. **TESTING POLICY:** Some positions may require a skills assessment to be administered as part of the selection process.

5. **COMPLETING THE APPLICATION FORM:**

- A. Answer all questions on the application, giving complete answers.
- 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 fifteen (15) years (where applicable).
- C. The City of Oviedo reserves the right to conduct a background search at any time 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 certifications or licenses at the time of application.

7. **DRIVER LICENSE:** For positions which state "must possess a valid driver license," "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 License checks will be conducted for verification of status.

- 8. NOTICE TO FIREFIGHTERS AND POLICE OFFICER APPLICANTS:** If you are applying for a position as a certified firefighter or sworn 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. THE CITY OF OVIEDO IS A DRUG-FREE AND TOBACCO-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 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. The City of Oviedo requires that you disclose whether you have ever been convicted; pled guilty; or pled nolo contendere to any offense. By placing your signature on the application and not submitting a separate attachment sheet, you are stating that you have never been convicted; pled guilty; or pled nolo contendere to any criminal offense. A criminal record does not constitute an automatic disqualification for employment and will be considered only as it relates to the job in question.

THE CITY OF OVIEDO IS AN EQUAL OPPORTUNITY EMPLOYER THAT DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, RELIGIOUS CREED, NATIONAL ORIGIN, ANCESTRY, AGE, GENDER, FAMILY STATUS (EXCEPT AS LIMITED BY FLORIDA STATUTES GOVERNING NEPOTISM), OR A DISABILITY WHICH DOES NOT PRECLUDE THE PERFORMANCE OF THE ESSENTIAL FUNCTIONS OF THE POSITION, WITH REASONABLE ACCOMODATION(S).

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.

I hereby fully release and discharge the City of Oviedo and its respective affiliates, subsidiaries, directors, officers, employees, agents and attorneys thereof, and each of them, and any individual, organization, entity, agency, or other source providing information to the City of Oviedo from all claims and damages arising out of or relating to any investigation of my background for employment purposes. This release is valid for all federal, state, county and local agencies, authorities, previous employers, military services and educational institutions.

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.

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 LAW, MAY BE RELEASED UPON REQUEST.**

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PLEASE CONTINUE TO NEXT PAGE.

**EQUAL EMPLOYMENT OPPORTUNITY SURVEY
FOR THE POSITION OF**

Position Applying for:

NAME:

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

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

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)