

City of Pembroke Pines

" An Equal Opportunity Employer"

Human Resources Department

601 City Center Way

Pembroke Pines, FL 33025

T: (954) 392-2090 F: (954) 517-8406 Webpage: www.ppines.com



EMPLOYMENT APPLICATION

POSITION APPLYING FOR:

JOB ANNOUNCEMENT NUMBER:

INSTRUCTIONS: *Please print or type all information.* The application must be filled out accurately and completely. If you require assistance due to a disability, please notify our staff. Answer all questions. Do not leave an item blank. If an item does not apply, write N/A (not applicable). If you need additional space to answer a question fully, you may use full sheets of paper that are the same size as this page. On each additional page, be sure to include your name and the position title. You may also attach copies of documents or certificates which support your application. All materials submitted become the property of the City and will not be returned. Nothing can be added to your application after the announcement period has closed. All statements made on the application are subject to verification. Exaggerated, false, or misleading statements may be cause for rejection of the application and/or termination of employment.

THIS APPLICATION MUST BE SIGNED ON THE LAST PAGE OR IT WILL BE VOIDED.

1. PRESENT LEGAL NAME

Last Name _____ First Name _____ M.I. _____

2. WHEN AVAILABLE _____

3. If you require assistance due to disability please notify our staff.

4. APPLYING FOR (Check all responses that apply)

Full-time Part-time

5. HOME TELEPHONE NUMBER

Area Code Number
(____) _____

CELL TELEPHONE NUMBER
Area Code Number
(____) _____

EMAIL ADDRESS

6. DRIVERS LICENSE

Do you have a valid license? Yes No

License Type: Operator CDL Class

License # _____
State _____ Exp. Date _____ Endorsement Code _____

7. PRESENT ADDRESS

Street Address _____ Apt.# _____
City _____ State _____ Zip Code _____
How long have you lived at present address? Years _____ Months _____

8. PREVIOUS ADDRESS

Street Address _____ Apt.# _____
City _____ State _____ Zip Code _____
How long did you live at this address? Years _____ Months _____

9. EDUCATION AND SPECIAL TRAINING

Circle highest grade completed: 1 2 3 4 5 6 7 8 9 10 11 12
 High School Diploma/GED: Yes No If Yes, date received: _____

Name and Location of last HIGH SCHOOL ATTENDED: _____
 Name City State

List Colleges and Universities attended:

Name and Location	Dates Attended		Credit Hours		Grade	Major/Minor Degree	Degree
	from	to	Received		Point	Field of Study	Received
	Mo. Yr.	Mo. Yr.	Sem.	Qtr.	Average		

List Special Training (Business, Trade, Vocational, Armed Forces Schools, etc.) Below:

Name and Location	Dates Attended		Total	Courses	Certifications or Other
	from	to	Months		
	Mo. Yr.	Mo. Yr.	Completed		

10. EMPLOYMENT: List all jobs held in the last TEN years and any other jobs relevant to the position for which you are applying. Major changes in duties or job titles with the same employer should be listed as separate jobs. Start with your PRESENT or MOST RECENT position and work back. BE SPECIFIC - all or part of your rating may depend on the information you provide.

If additional space is needed, please use a continuation sheet. You may submit a resume in lieu of completing this section, providing it contains all the information requested. Periods of unemployment should be listed separately in section 11.

NOTE: We may contact previous employers to verify your descriptions of past duties.

May we contact your present employer regarding your record of employment? Yes No

(Job 1) Present or Most Recent Job
 From: _____ To: _____ Total Time: _____
 Hours per week _____
 Starting Salary \$ _____ per _____
 Last Salary \$ _____ per _____
 Specific Duties: _____

Employer _____
 Address _____
 Telephone Number _____
 Your Job Title _____
 Supervisor's Name and Title _____
 Reason for Leaving Position _____

Number of employees supervised (if applicable) _____

(Job 2) Previous Job
 From: _____ To: _____ Total Time: _____
 Hours per week _____
 Starting Salary \$ _____ per _____
 Last Salary \$ _____ per _____
 Specific Duties: _____

Employer _____
 Address _____
 Telephone Number _____
 Your Job Title _____
 Supervisor's Name and Title _____
 Reason for Leaving Position: _____

Number of employees supervised (if applicable) _____

(Job 3) Present or Most Recent Job

From: _____ To: _____ Total Time: _____

Hours per week _____
Starting Salary \$ _____ per _____
Last Salary \$ _____ per _____
Specific Duties: _____

Employer

Address

Telephone Number

Your Job Title

Supervisor's Name and Title

Reason for Leaving Position

Number of employees supervised (if applicable) _____

(Job 4) Previous Job

From: _____ To: _____ Total Time: _____

Hours per week _____
Starting Salary \$ _____ per _____
Last Salary \$ _____ per _____
Specific Duties: _____

Employer

Address

Telephone Number

Your Job Title

Supervisor's Name and Title

Reason for Leaving Position:

Number of employees supervised (if applicable) _____

11. LIST ANY RELEVANT VOLUNTEER WORK AND ALL PERIODS OF UNEMPLOYMENT DURING THE PAST 10 YRS

From: _____ To: _____

Description of Activities or Volunteer Work:

12. List membership(s) in professional, job-related organizations:

13. List any active professional, technical, occupational licenses or certificates and registrations you now hold:

14. List awards, commendations, or other recognition received for outstanding achievement in school, military service, your work, or civic duties:

15. Have you ever used a legal name other than the one indicated on Page 1
If yes, please give name used:

Yes No

16. VETERAN PREFERENCE: In keeping with Florida State Law, honorably discharged wartime veterans, service connected disabled veterans presently receiving disability benefits, and disabled veterans or MIA person spouses, who are **Florida residents**, may be eligible for preference. Veterans who have been employed by the State of Florida or one of its Counties, Cities, etc.; are excluded from these POINTS WILL BE AWARDED ONLY IF SUPPORTING DOCUMENTATION SUBMITTED AT THE TIME OF APPLICATION. Acceptable documentation is a copy of a DD-214 and/or proof of receipt of disability benefits dated within six months of the date of application. Materials supplied with the application become the property of the City. Do not submit original, sole copies of documents.

Did you serve in the Armed Services? Yes No Is your discharge honorable? Yes No
 Are you claiming Veteran's Point? Yes No Are you retired from the military? Yes No
 Are you or have you ever been employed by the State of Florida or one of its Counties, Cities, etc? Yes No

17. Have you ever worked for the City of Pembroke Pines? Yes No
 If yes, please give date(s) of employment _____
 Employing Division(s) _____

18. Are you related to a City employee or is any member of your household employed by the City?
 Yes No If yes, please give the person's:
 Name _____
 Relationship to you _____
 Employing Division(s) _____

19. Since your 18th birthday, have you been CONVICTED of ANY violation of the law, other than minor traffic offenses, or pleaded NOLO CONTENDERE to criminal charges, even if adjudication was withheld?
 Name of offense _____
 Name of and location of court _____
 Deposition of case _____

NOTE: A conviction does not automatically mean you cannot be employed by the City. The nature of the offense, how long ago it occurred, relationship to this job, etc. are given consideration.

20. How did you learn about the position for which you are applying? Check the response that applies.

<input type="checkbox"/> Newspaper Ad	<input type="checkbox"/> Visit to Division of Human Resources	<input type="checkbox"/> Recruiting Program-Career Day (please specify)
<input type="checkbox"/> City Employee	<input type="checkbox"/> College Counselor	<input type="checkbox"/> Professional Journal
<input type="checkbox"/> High School	<input type="checkbox"/> Florida State Employment Agency	<input type="checkbox"/> Other Source (please specify)

21. **REFERENCES:** List three (3) personal references who are not relatives or former employers.

Name and Occupation	Address	Telephone	Years Known

Is there any other relevant information you wish to provide?

Multiple horizontal lines for providing additional information.

IMPORTANT: Employment is subject to verification of an applicant's background and conviction record. Persons selected for employment must (1) present a valid social security card, (2) take loyalty Oath, as per Florida Statute, Section 876.05 and (3) subsequent to an offer of employment, pass a medical examination including testing for current use of drugs and/or controlled substances. If traces of drugs controlled substances are present in a candidate's blood or urine and have NOT been obtained and taken as directed by a valid prescription, the candidate WILL NOT be given further consideration under the present announcement for this classification. Additionally, the City is required by federal law to verify having seen documents, which the applicant must provide as part of employment processing, that show the applicant's identity and right to work in the United States.

APPLICATION MUST BE SIGNED

APPLICANT: PLEASE READ THIS STATEMENT CAREFULLY BEFORE SIGNING BELOW. UNSIGNED APPLICATIONS WILL BE VOIDED.

I hereby certify that each response on this application and all other information I have furnished in applying for employment with the City is true and correct. I understand that any incorrect, incomplete, false statement or information I have furnished may subject me to disqualification or to discharge at any time. Subsequent to an offer of employment, I give my voluntary consent to be medically examined and provide a sample of my blood or urine which may be tested for recent use of drugs and/or controlled substances. I further understand that upon commencement of employment, and thereafter, with the City of Pembroke Pines, I may again be required to submit to a drug and alcohol test. I understand that refusal to take a requested test or failure to meet the minimum standards set for the test, may result in discipline, up to and including termination.

Further, I release The City, its officers, agents, and employees from any liability whatsoever in connection with such a medical examination or the use of the test results therefrom.

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

Applicant's Signature

Date

Print Name

Date

CITY OF PEMBROKE PINES

EMPLOYMENT INQUIRY RELEASE

I understand that as a condition of employment that statements I have made either verbally or in writing in the course of my seeking employment with the City of Pembroke Pines will be verified through various sources including but not limited to a Criminal History Records search, Drivers License History, Former and current employers, personal references and consumer credit report. I hereby authorize the City of Pembroke Pines to obtain any information in files pertaining to my employment records including, but not limited to, achievement, attendance, personal history and disciplinary records and credit records. I hereby direct you to release such information upon request of the bearer. This release is executed with full knowledge and understanding that the information is for the official use only of the City of Pembroke Pines. Consent is further granted for the City of Pembroke Pines to furnish such information as is described above, to third parties in the course of fulfilling its official responsibilities.

I hereby release you, as the custodian of such records, including its officers, employees, or related personnel, both individually and collectively, from any and all liability for damages of whatever kind, sort, or description, which may at any time result to me, my heirs, family, or associates because of compliance with this authorization and request to release information, or any attempt to comply with it. Should there be any question as to the validity of this release, you may contact me as indicated below.

Full Name: _____

Current Address: _____

Telephone #: _____

Other Prior Names/Aliases _____

Drivers License # _____ State: _____

Applicants Signature

Date: _____

Witness Signature

**City of Pembroke Pines
Voluntary Ethnicity/Gender Survey**

The information requested on this form is utilized by the City of Pembroke Pines to aid in its commitment to Equal Employment Opportunity. Completion of this survey is voluntary and the information will be maintained separately from your application.

Position # _____ Date _____

Position applied for _____

Male Female (check one)

Ethnic and Racial Identity (check only one)

- White, not of Hispanic origin - a person having origins in any of the original peoples of Europe, North Africa, or the middle east.
- Black, not of Hispanic Origin - a person having origins in any of the black racial groups of Africa.
- Hispanic- a person of Mexico, Puerto Rico, Cuba, Central or South America, or other Spanish culture or origin, regardless of race.
- Asian or Pacific Islander - a person having origins in any of the original people of the Far East, Southeast Asia, The Indian Subcontinent, or Pacific Islands.
- American Indian or Alaskan Native - a person having origins in the original people of North America, and who maintains cultural identification through tribal affiliation or community recognition.