



Application for Employment

City of Mary Esther
195 Christobal Road, North
Mary Esther, FL 32569-1911
Phone: 850-243-3566
FAX: 850-243-0736

The City of Mary Esther is an equal opportunity employer dedicated to a policy of non-discrimination in employment on any basis including race, color, age, sex, religion, disability or national origin. Consistent with the Americans with Disabilities Act, applicants may request accommodations needed to participate in the application process.

***** PLEASE PRINT ALL INFORMATION *****

The City of Mary Esther accepts applications for OPEN positions only.

Position for which you are applying: _____

Name: _____ Date: _____
Last First Middle

Address: _____
Street Address City, State, Zip

Permanent Address (if different from above) _____

Home Phone: () _____ Mobile: () _____

Email: _____ Preferred Method of Communication:
Home # _____ Mobile # _____ Email _____

Are you 18 years old or older? _____ Are you legally authorized to work in the United States?

EMPLOYMENT HISTORY (List in reverse order beginning with most recent)

Job Title: _____ Dates: (from - to) _____

Name of Employer _____

Employer's Address: _____

Supervisor's Name: _____ Title: _____ Phone: _____

Reason for Leaving: _____

May we contact this employer: Yes _____ No _____

Briefly describe your duties: _____

Job Title: _____ Dates: (from - to) _____

Name of Employer _____

Employer's Address: _____

Supervisor's Name: _____ Title: _____ Phone: _____

Reason for Leaving: _____

May we contact this employer: Yes _____ No _____

Briefly describe your duties: _____

EMPLOYMENT HISTORY continued

Job Title: _____ Dates: (from - to) _____

Name of Employer _____

Employer's Address: _____

Supervisor's Name: _____ Title: _____ Phone: _____

Reason for Leaving: _____

May we contact this employer: Yes _____ No _____

Briefly describe your duties: _____

EDUCATION

	Name of School	Did you graduate?	Degree Received	Major, Course or Field of Study
	City, State			
HIGH SCHOOL				
COLLEGE OR UNIVERSITY				
COLLEGE OR UNIVERSITY				
BUSINESS OR TRADE SCHOOL				
OTHER				

Please describe any job-related skills, certifications, licenses, etc. that you hold. You may also include any special equipment or machinery you can operate that may be of benefit to the position for which you are applying. (Attach separate sheet if necessary.)

OTHER

Have you ever previously applied to or worked for the City of Mary Esther? If so, when? _____

Do you have any relatives currently working for the City of Mary Esther? If so, who? _____

Have you ever been convicted of a felony? If so, please list charge, date(s) and disposition. _____

If offered employment, when would you be available to start? _____

REFERENCES

List three (3) people whom you have known for at least two (2) years, to whom you are not related and can attest to your moral character or work habits.

#1 Name: _____ Title: _____

Address: _____ Phone: () _____

Years Known: _____ Personal or Professional Reference? _____

#2 Name:	_____	Title:	_____
Address:	_____	Phone: ()	_____
Years Known:	_____	Personal or Professional Reference?	_____
#3 Name:	_____	Title:	_____
Address:	_____	Phone: ()	_____
Years Known:	_____	Personal or Professional Reference?	_____

Important: Employment is subject to verification of an applicant's background. Persons selected for employment must present (1) a valid social security card and (2) take a Loyalty Oath, as per *Florida Statute Sec 876.05*. Additionally, the City of Mary Esther is required by Federal law to verify having seen documents, which the applicant must provide as part of the employment processing, that shows the applicant's identity and right to work in the United States.

APPLICANT: PLEASE READ THE FOLLOWING STATEMENTS CAREFULLY BEFORE SIGNING BELOW.

I hereby certify that each response on this application and all other information I have furnished in applying for employment with the City of Mary Esther is true and correct to the best of my knowledge. I understand that any incorrect, incomplete or false statement on this application is sufficient cause for refusal to hire, or dismissal if I have been employed, no matter when discovered by the City.

I understand and agree that any employment is conditioned on a background check. I authorize the City to thoroughly investigate all statements contained in my application or resume, and I authorize my former employers and references to disclose information regarding my character and general reputation to the City without having given me prior notice of such disclosures. In addition, I release the City and former employers, and all references listed above from any and all claims, demands, or liabilities arising out of or related to such investigation or disclosure.

I understand and agree that nothing contained in this application or conveyed during any interview is intended to create an employment contract. I further understand and agree that if I am hired, my employment will be "at will" and without fixed term, and may be terminated at any time, with or without cause and without prior notice, at the option of either myself or the City. No promises regarding employment have been made to me, and I understand that no such promise or guarantee is binding on the City unless made in writing by the City Manager.

I understand that the City of Mary Esther is a drug free workplace. Subsequent to an offer of employment, I give my voluntary consent to be medically examined and to provide a sample of blood, urine, or hair which may be tested for recent use of drugs and/or controlled substances. Further, I release the City of Mary Esther, 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 understand that filling out this form does not obligate the City to hire me. If hired, I agree to abide by all City work rules, policies and procedures. The City retains the right to revise its policies in whole or in part at any time.

_____	_____
Date	Applicant's Signature