



APPLICATION FORM

Answer each question completely and accurately. If a question does not apply, mark "N/A" on the appropriate line. Type or print legibly in ink.

Position Applying For: _____

Name: _____ **Social Security Number:** _____
 (Last First Middle)

Address: _____
 (Number Street City Zip)

Home Phone Number: () _____ **Business Phone Number:** () _____

	Yes	No	Give Details
Are you at least 18 years of age? (Employment subject to verification of minimum legal age for the job.)			
Are you a citizen of the United States?			
Have you ever served in the US Armed Forces? If so, state branch, entry and discharge dates, and type of discharge.			
Are you claiming veteran's employment preference? (Substantiating documentation must be filed with application.)			
Have you ever been employed in a position for which you have claimed veteran's employment preference after October 1, 1987? If yes, give details.			
Have you ever been employed by the City of Winter Haven? If yes, state when and where employed.			
Have you any relatives employed by the City of Winter Haven? If yes, indicate name, relationship, and where employed.			
Have you ever been dismissed from employment for inefficiency, delinquency, or misconduct? If yes, give details.			
>Have you ever at any time had adjudication withheld, plead guilty, no contest, or been convicted of any offense against the law? If yes, explain. ----- >Are you now under charges for any offence against the law? If yes, explain. -----			
Note: A conviction is not necessarily a disqualifying factor; give all facts so that a decision can be made; be truthful - this will be verified			
Have you ever been accused of unlawful harassment or discrimination, or have you ever had a related formal complaint filed against you? If so, give dates and explain the circumstances.			
Have you ever been a defendant in civil action for an intentional tort? If so, explain.			
Have you now or have you ever illegally used controlled substances or illegal drugs? If so, explain.			
Do you have a valid Florida Class A,B,C,D, or E driver license? If so, indicate which and record number.			

EDUCATION						
SCHOOL	NAME / LOCATION OF SCHOOL	DATE ATTENDED	COURSE OF STUDY	YEARS/ CREDITS COMPLETED	DID YOU GRADUATE?	DEGREE/ DIPLOMA
COLLEGE					YES _____ NO _____	
*HIGH					YES _____ NO _____	
ELEMENTARY					YES _____ NO _____	
OTHER					YES _____ NO _____	

* If not a high school graduate, do you have an equivalency diploma (GED), night school etc.?

No _____ Yes _____ Date received: _____

If you have any additional education experience, or have taken special courses, list these below. Please include: Where acquired and the total number of hours involved. _____

How did you learn of the employment opportunity for which you are applying? Newspaper Ad (Name of Paper, Radio, City

Employee, Other: _____

READ THIS APPLICATION AND YOUR ANSWERS CAREFULLY BEFORE SIGNING BELOW:

I certify that all statements made by me on this application are true, complete and correct to the best of my knowledge and belief. I understand and agree that if I make any misstatements or omissions of fact, I am subject to disqualification or dismissal and to such other penalties prescribed by law, personnel policy or regulations. I voluntarily give the Human Resources Office of the City of Winter Haven, or its duly authorized representative the right to make a thorough investigation of my past employment and activities, agree to cooperate in such investigation, and release all liability of responsibility of all persons, companies, or corporations supplying such information.

DATE: _____ SIGNATURE OF APPLICANT: _____

DO NOT WRITE BELOW THIS LINE

(FOR HUMAN RESOURCES USE ONLY): _____

DRIVING RECORD INFORMATION

ADDENDUM TO THE CITY OF WINTER HAVEN APPLICATION FORM

The position you are applying for may require a valid Florida driver's license of a particular class, with or without endorsements and a safe driving record. Failure to state accurate information or falsification of any of the information requested herein may result in disqualification for employment consideration.

Have you had one (1) or more chargeable driving accidents or motor vehicle code violations within the past three (3) years?

Yes No

If yes, please indicate the following:

1. **Date of Incident:** _____
Nature of Accident/Violation: _____
Charge: _____
City: _____
Court/County: _____
State: _____
Action Taken: _____

2. **Date of Incident:** _____
Nature of Accident/Violation: _____
Charge: _____
City: _____
Court/County: _____
State: _____
Action Taken: _____

3. **Date of Incident:** _____
Nature of Accident/Violation: _____
Charge: _____
City: _____
Court/County: _____
State: _____
Action Taken: _____

I acknowledge the above information is true, complete and correct to the best of my knowledge and belief.

Name of Applicant (Please Print)

Signature of Applicant

Date

**City of Winter Haven
Equal Employment Opportunity
Applicant Statistical Information**

The information requested below is used for statistical purposes only and NOT to evaluate your application for employment with the City of Winter Haven. Completion of this form by you is strictly voluntary. You are not legally required to supply this information. However, your assistance in doing so is appreciated. Thank you.

Date <hr style="width: 80%; margin: auto;"/>	Position Applied For <hr style="width: 80%; margin: auto;"/>
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Gender		Female Male
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Age Group		16 - 22
		23 - 39
		40 - 70
		Over 70

Race Ethnic Origin		White, Non-Hispanic or Latino
		Black or Black and White, Non-Hispanic or Latino
		Hispanic or Latino
		Asian or Asian and White, Non-Hispanic or Latino
		American Indian/Alaskan Native, Non-Hispanic or Latino
		Native Hawaiian-Other Pacific Islander, Non-Hispanic or Latino
		Balance 2+ Races, Non-Hispanic or Latino

Disabled		No	Description of Disability <hr style="width: 80%; margin: auto;"/>
		Yes	

Military Status		Non-Veteran	Actively Served During (Circle Applicable)	
		Veteran	WWII/Korea	Persian Gulf
		Disabled Veteran	Vietnam	Other

How did you learn of the position you are applying for?			
	Walk-in, General Job Search		Winter Haven News Chief
	Search Firm or Employment Agency		The Lakeland Ledger
	Civic/Professional Organization		Other Newspaper
	Internet/City Web Site		Magazine/Publication
	City of Winter Haven Employee		Word of Mouth
	College or University: <hr style="width: 80%; margin: auto;"/>		Other: <hr style="width: 80%; margin: auto;"/>