

# APPLICATION FOR EMPLOYMENT

## INSTRUCTIONS

1. Complete all blanks legibly and provide all information; please **do not** use "*see resume.*"

### COMMON ERRORS

- a. Not entering "salary expected."
  - b. Not entering complete address, zip and telephone numbers of references.
  - c. Not entering the city and state of schools attended, date of attendance, graduation, degree and major subject taken.
  - d. Not entering complete employment record, name, address, zip, telephone, position held, dates of employment and reason for leaving.
  - e. Not signing and dating application.
2. E-mail application to [hr@cityofdestin.com](mailto:hr@cityofdestin.com) or Fax application to (850)269-9890.
  3. ***An incomplete application will be rejected.***

### Mail to:

CITY OF DESTIN

4200 Indian Bayou Trail

Destin, FL 32541

**Phone:** (850) 837-4242

**Fax:** (850) 269-9890 or (850) 837-3267

**Web Site:** [www.cityofdestin.com](http://www.cityofdestin.com)

E-Mail: [HR@cityofdestin.com](mailto:HR@cityofdestin.com)



# APPLICATION FOR EMPLOYMENT

CITY OF DESTIN ~ 4200 INDIAN BAYOU TRAIL ~ DESTIN, FL ~ 32541  
850-837-4242 ~ FAX: 850-269-9890 ~ HR@CITYOFDESTIN.COM

Please complete the application in legible handwriting, printing, or type. Please list only one position per application.

## PERSONAL INFORMATION

Name (Last, First, MI)

Street Address

City, State, Zip

( )

( )

Home Telephone Number

Day-time Telephone Number

E-mail address

Valid Florida Driver's License  YES  NO other: \_\_\_\_\_

If under age 18, proof of age and a work permit will be required, and certain positions requiring operation of motorized equipment will not be available. Can you furnish proof/permit if necessary?  YES  NO  NOT APPLICABLE

Proof of eligibility to work in the United States will be required, are you legally eligible to work in the United States?

YES  NO

## EMPLOYMENT INFORMATION

Title of Position for which you are applying \_\_\_\_\_ Application Date \_\_\_\_\_ \$ \_\_\_\_\_  
Salary Expected

Type of Employment Desired:  Full-Time  Part-Time  Temporary

Will you work hours other than 8 to 5?  YES  NO

Will you work schedules other than Monday thru Friday?  YES  NO

Will you accept temporary work?  YES  NO

Have you ever been employed by the City of Destin before?  YES  NO  
(If "yes", please give dates and explanation)

Have you ever been discharged from employment because your work or conduct was not satisfactory?  YES  NO

Have you ever been convicted of a felony in the last seven (7) years?  YES  NO (If "yes", please give dates and explanation) \*\*Note: conviction does not necessarily bar you from employment

**REFERENCES:** List three (3) persons, other than relatives who have knowledge of your work experience and/or education.

Name	Address	Phone # (Day) & EMAIL
1.		
2.		
3.		

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**SPECIAL EMPLOYMENT NOTICE TO DISABLED VETERANS, VIETNAM ERA VETERANS, AND INDIVIDUALS WITH PHYSICAL OR MENTAL HANDICAPS.** Documentation (DD214 or comparable) substantiating your claim must be furnished at the time of your application to be eligible. If you wish to be identified, please indicate: (*see "VETERANS' PREFERENCE INFORMATION" attachment for a full description*)  Disabled Veteran  Spouse of a Disabled Veteran  Wartime Era Veteran  Un-remarried Widow/Widower  Handicapped Individual

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**EDUCATION AND TRAINING**

School	Circle Highest Grade Completed	Did you Graduate?	Name and Location of School Last Attended		
Elementary	5 6 7 8				
High School	9 10 11 12				
Names of School(s) Location (City and State)		Dates Attended	Did you Graduate? Yes/No	Degree	Major Subject
College					
College					
Vo-Tech					
Licenses/CDL Class					

**EMPLOYMENT RECORD**

Employer's Name Address & Phone	Supervisor's Name And Title	Position Held Title/Duties	Dates Employed		Reason For Leaving
			FROM	TO	
<i>Please, start with your present position.</i>					

**Please list any special knowledge/skills/abilities that you possess pertinent to the position:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Applicant's Statement: I certify that all information and statements given on this application are true and correct to the best of my knowledge and agree to be bound thereby. I hereby give consent to duly authorized representatives of the City of Destin to contact any former employers, educational institutions indicated, and any other persons or organizations that it determines might have information relevant to this application. I further give consent to said organizations to divulge relevant information to the City of Destin, notwithstanding that it might otherwise be confidential, such as records of disciplinary proceedings. I understand that any information obtained by the City of Destin in the course of those contacts will be treated confidences. I understand that by accepting this application, the City incurs no liability for my future employment and that acceptance of an offer of employment does not create a contractual obligation upon the City to continue employment in the future. In the event of employment, I understand that false or misleading information given on the application or in an interview may result in discharge. If employed, I agree to abide by the work rules and regulations of the City of Destin, Laws of the State of Florida, and applicable Federal Laws and Regulations.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

How did you hear about this position? [ ] Walk-in [ ] Newspaper [ ] Website [ ] Employee/Friend [ ] Other, Specify

\_\_\_\_\_

The City of Destin is a Drug-Free Workplace Employer and requires applicants and employees to submit to Drug Testing.  
The City is an Equal Employment Opportunity Employer and will consider all applicants for all positions without regard to race, color, religion, creed, gender, national origin, age, disability, marital or veteran status, or any other legally protected status. Individuals who require accommodations in order to complete the employment application process should contact the Human Resources Manager at the phone number, or mailing address listed above.

## VETERANS' PREFERENCE INFORMATION

In accordance with Chapter 295 of the Florida Statutes dealing with Veteran's Preference, provides preference in employment and retention to those veterans who were honorably discharged who fall in categories as identified below.

### STATUS OF PREFERENCE

- 1) Honorably discharged disabled Veteran who has a service connected, compensable disability.
- 2) The spouse of a totally disabled Veteran, who because of this disability cannot qualify for employment.
- 3) The spouse of any person missing in action, captured in the line of duty or forcibly detained.
- 4) A Veteran of any war who served during a wartime era. **“Wartime era”** includes:
  - a) **World War II:** December 7, 1941 to December 31, 1946;
  - b) **Korean Conflict:** June 27, 1950 to January 31, 1955;
  - c) **Vietnam Era:** February 28, 1961 to May 7, 1975;
  - d) **Persian Gulf War:** August 2, 1990 to January 2, 1992;
- 5) The un-remarried widow or widower of a Veteran who died of a service connected disability;
- 6) A Veteran of U.S. Combat Campaigns or Expeditions that qualify for preference as defined by law (possesses Armed Forces Expeditionary Medal – AFEM).

Should you qualify for preference under any category and wish to assert it, please state the status of your preference (one of the above listed categories) on the application for employment in the military section.

**Documentation (DD214 or comparable) substantiating your claim must be furnished at the time of your application to be eligible.** Please mail, fax, or bring in the documentation when submitting your application for employment. If claiming preference due to disability, a letter that is less than one year old from the Veteran's Administration stating disability percentage must be submitted in addition to the DD214.

If you qualify for the Veteran's Preference, the City will give you special consideration at each step of the employment selection process.

Should you have questions or comments regarding this process, please contact the City of Destin Human Resources Department at (850) 837-4242 or via e-mail at [hr@cityofdestin.com](mailto:hr@cityofdestin.com).

FOR ADDITIONAL INFORMATION ON VETERANS' PREFERENCE, THE FOLLOWING LINK IS PROVIDED AS A PUBLIC SERVICE: <http://www.floridavets.org/benefits/veteranspref.htm> .

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## **FOR PERSONNEL OFFICE USE ONLY**

<b>Reference Checks: Company Name, Address, and Phone Number</b>	<b>Contact's Name and Title</b>	<b>Results</b>
1.		
2.		
3.		
4.		
<b>Decision to Interview</b>	<b>Interview Results</b>	<b>Comments</b>