

APPLICATION FOR EMPLOYMENT

HOLMES COUNTY CLERK OF CIRCUIT COURT
201 NORTH OKLAHOMA STREET
P.O. BOX 397
BONIFAY, FLORIDA 32425

(850)547-1100

An Equal Opportunity Employer

A Drug Free Workplace

We consider applicants for all positions without regard to race, color, religion, sex, national origin, age, marital or veteran status, the presence of a non-job-related medical condition or handicap, or any other legally protected status.

(PLEASE PRINT OR TYPE)

Date of Application _____

Position(s) Applied For _____

Referral Source Advertisement Friend Relative Walk-in
 Employment Agency Other _____

Name _____
Last First Middle

Address _____
Number Street City State Zip Code

Telephone (____) _____

If employed and you are under 18, can you furnish a work permit? Yes No

Have you filed an application here before? Yes No If Yes, give date _____

Have you ever been employed here before? Yes No If Yes, give date _____

Are you employed now? Yes No

If you are hired, you must provide proof of authorization to work in the United States (Proof of citizenship or immigration status).

On what date would you be available to work? _____

Are you available to work Full Time Part Time Temporary

Are you on a lay-off and subject to recall? Yes No

Can you travel if a job requires it? Yes No

Have you been convicted of a felony? Yes No
(Conviction will not necessarily disqualify applicant from employment)

If Yes, please explain _____

PREVIOUS EMPLOYMENT

Start with your present or last job. Include military service assignments and volunteer activities. You may exclude organization names, which indicate race, color, religion, gender, national origin, handicap or other protected status. If you need additional space, please continue on a separate sheet of paper.

1) Employer _____ Telephone _____
Address _____
Job Title _____
Work Performed _____

Dates Employed _____ Hourly Salary (Starting) _____ (Ending) _____
Supervisor _____ Reason for Leaving _____

2) Employer _____ Telephone _____
Address _____
Job Title _____
Work Performed _____

Dates Employed _____ Hourly Salary (Starting) _____ (Ending) _____
Supervisor _____ Reason for Leaving _____

3) Employer _____ Telephone _____
Address _____
Job Title _____
Work Performed _____

Dates Employed _____ Hourly Salary (Starting) _____ (Ending) _____
Supervisor _____ Reason for Leaving _____

4) Employer _____ Telephone _____

Address _____

Job Title _____

Work Performed _____

Dates Employed _____ Hourly Salary (Starting) _____ (Ending) _____

Supervisor _____ Reason for Leaving _____

May the Holmes County Clerk of Court contact the employers listed above in order to verify the information you have provided? Yes No

Special Skills and Qualifications: (Summarize special skills and qualifications acquired from employment or other experience) _____

EDUCATION

ELEMENTARY SCHOOL _____

HIGH SCHOOL _____

YEARS COMPLETED _____ DIPLOMA/DEGREE _____

MAJOR COURSE OF STUDY _____

COLLEGE/UNIVERSITY _____

YEARS COMPLETED _____ DIPLOMA/DEGREE _____

MAJOR COURSE OF STUDY _____

GRADUATE PROFESSIONAL _____

YEARS COMPLETED _____ DIPLOMA/DEGREE _____

MAJOR COURSE OF STUDY _____

Describe specialized training, apprenticeship, skills and extra-curricular activities: _____

Honors received (State any additional information you feel may be helpful to us in considering your application): _____

Give name, address and telephone number of three references who are not related to you and are not previous employers.

APPLICANT'S STATEMENT

I certify that answers given herein are true and complete to the best of my knowledge. I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision.

This application for employment shall be considered active for a period of time not to exceed 45 days. Any applicant wishing to be considered for employment beyond this time period should inquire as to whether or not applications are being accepted at that time.

The applicant understands that this document does not constitute an employment contract, implied or otherwise, other than an "at will" relationship. In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in discharge. I also understand that I am required to abide by all rules and regulations of the employer.

Applicant's Signature Date

FOR PERSONNEL DEPARTMENT USE ONLY

Arrange Interview: Yes No

Remarks: _____

Employed: Yes No Date of Employment _____
Position _____ Salary _____

By: _____
Name and Title Date