



**City of Holmes Beach**  
**Application for Employment**

*The City of Holmes Beach is an Equal Opportunity Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability status, protected veteran status, or any other characteristic protected by law.*

PERSONAL INFORMATION

*Incomplete information could disqualify you from further consideration. Please complete all fields.*

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Address: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

Home Phone #: \_\_\_\_\_ Mobile Phone #: \_\_\_\_\_

Are you eligible to work in the United States? \_\_\_\_ Yes \_\_\_\_ No

Are you at least 18 years or older? \_\_\_\_ Yes \_\_\_\_ No

Have you ever been terminated from employment or asked to resign by an employer?

\_\_\_\_ Yes \_\_\_\_ No

If yes, please provide details: \_\_\_\_\_

Can you work any shift? \_\_\_\_ Yes \_\_\_\_ No

Can you work overtime, including weekends? \_\_\_\_ Yes \_\_\_\_ No

Are you able to perform the essential functions of the job for which you are applying, with or without a reasonable accommodation?  Yes  No

**EMPLOYMENT DESIRED**

Date you can start: \_\_\_\_\_ Hourly rate/Salary desired: \_\_\_\_\_

Position desired \_\_\_\_\_

Are you currently employed?  Yes  No

If so, may we inquire of your present employer?  Yes  No

**REFERRAL SOURCE**

How did you hear about us? \_\_\_\_\_

Do you know anyone who works for the City of Holmes Beach?  Yes  No

If yes, who? \_\_\_\_\_

Have you ever worked for the City of Holmes Beach before?  Yes  No

If yes, please explain: \_\_\_\_\_

**EDUCATION**

Level of education:

High School: Degree or GED?  Yes  No  
Where? \_\_\_\_\_

College or University: Degree?  Yes  No  
Number of years attended: \_\_\_\_\_  
Where? \_\_\_\_\_

Trade, Technical School: Degree?  Yes  No  
Certificate(s)?  Yes  No  
Where? \_\_\_\_\_

What were your major courses of study? \_\_\_\_\_  
\_\_\_\_\_

EMPLOYMENT HISTORY

***Include your last ten (10) years of employment history, including periods of unemployment, starting with the most recent and working backward in time. Incomplete information could disqualify you from further consideration.***

<u>From</u>	<u>To</u>	<u>Employer Name</u>	<u>Phone #</u>
<u>Job Title</u>		<u>Address</u>	
<u>Immediate Supervisor</u>		<u>Summary of work performed</u>	
<u>Reason for Leaving</u>			

<u>From</u>	<u>To</u>	<u>Employer Name</u>	<u>Phone #</u>
<u>Job Title</u>		<u>Address</u>	
<u>Immediate Supervisor</u>		<u>Summary of work performed</u>	
<u>Reason for Leaving</u>			

***Use this space if you need to write additional detail:***

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<u>Reason for Leaving</u>			

*Use this space if you need to write additional detail:*

Do you have any special skills, experience or training that would contribute to your ability to perform the position applied for?

What computer skills do you have?

PLEASE READ CAREFULLY BEFORE SIGNING

***The City of Holmes Beach is an equal opportunity employer. The City of Holmes Beach does not discriminate in employment on account of race, color, religion, national origin, citizenship status, ancestry, age, sex, sexual orientation, marital status, physical or mental disability, or military status.***

***I understand that neither the completion of this application nor any other part of my consideration for employment constitutes any obligation for the City of Holmes Beach to hire me. If I am hired, I understand that either the City of Holmes Beach or I can terminate my employment at any time and for any reason, with or without cause and without prior notice. I understand that no representative of the City of Holmes Beach has any authority to make any assurance to the contrary.***

***I attest with my signature below that I have given to the City of Holmes Beach true and complete information on this application. No requested information has been concealed. I authorize the City of Holmes Beach to contact references provided for employment reference checks. If any information I have provided is untrue, or if I have concealed material information, I understand that this will constitute cause for the denial of employment or immediate dismissal.***

***Should I be offered employment with the City of Holmes Beach, I understand that I will be required to submit to drug screening and a background check. (The City of Holmes Beach is a drug-free facility as established by Ordinance 94-5)***

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

HR: February 28, 2017