



ST. LUCIE WEST SERVICES DISTRICT APPLICATION FOR EMPLOYMENT

A Drug-Free Workplace and An Equal Opportunity Employer

GENERAL INFORMATION

Name

Address

Phone

Email Address

QUESTIONS

What position(s) are you interested in?

Have you read the job description for the position(s) of interest AND meet the minimum requirements? Answer Yes or No.

How did you find out about this career opportunity?

What is your desired salary range? In cases where your desired salary cannot be offered are you still interested in the position?

Do you have a valid Driver's License? Answer Yes or No.

St. Lucie West Services District hires only U.S. citizens and lawfully authorized alien workers. If a conditional offer of employment is made, you will be required to provide proof of citizenship or authorization to work in the U.S. Are you a citizen or are you legally authorized to work in the U.S.? Answer Yes or No.

Have you ever been convicted of, or pled guilty or no contest to, any felony or misdemeanor? Answer Yes or No. If yes, what was the charge and what was the date of the charge?

Do you have a high school diploma or GED? Answer Yes or No. If yes, list the school's name and address. NOTE: Some positions require an accredited diploma or GED.

List any other higher education, specialized training, certificates, and licenses you may possess.

EMPLOYMENT EXPERIENCE

Provide employment experience for your **two** most recent jobs. This information is required even when a resume is submitted.

Company/Agency Name 1

Street Address, City, State, Zip Code

Phone

May we contact this employer? Answer Yes or No.

Position Title and Main Duties

Hourly Wage or Monthly Salary

Dates of Employment

Reason for Leaving

Supervisor name and title



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Company/Agency Name 2

Street Address, City, State, Zip Code

Phone

May we contact this employer? Answer Yes or No.

Position Title and Main Duties

Hourly Wage or Monthly Salary

Dates of Employment

Reason for Leaving

Supervisor name and title

MILITARY SERVICE

Do you have Military obligations, which might affect work schedules? Answer Yes or No. If yes, explain.

Are you a Military Veteran? Answer Yes or No.

Are you claiming Veterans' Preference? (in accordance with chapter 55 A-7, Florida Administrative Code, and chapter 295, Florida Statutes). Answer Yes or No. If yes, please request from St. Lucie West Services District the VETERANS' PREFERENCE CERTIFICATION to complete and submit with the application.

VETERANS' PREFERENCE CLAIM: NOTE: If you are claiming Veterans' Preference, you must meet the criteria and substantiate your claim by furnishing a DD214 (Certificate of Release or Discharge from Active Duty) or comparable document which serves as a certificate of release. If you are claiming Veterans' Preference, documentation must be furnished at time of application, or before position closing date. A description of acceptable documentation can be found at: <http://floridavets.org/wp-content/uploads/2014/06/Veterans-Preference-Frequently-Asked-Questions.pdf> If an applicant claiming Veterans' Preference for a vacant position is not selected, he/she may file a complaint with the Florida Department of Veterans' Affairs Post Office Box 31003, St. Petersburg, Florida 33731-8903. A complaint must be filed within 21 days of the applicant receiving notice of the hiring decision made by the employing agency or within 3 months of the date the application is filed with the employer if no notice is given.

APPLICANT'S CERTIFICATION AND AGREEMENT

PROBATION PERIOD: I understand that if employed, my position with St. Lucie West Services District is always at-will employment, even during the probationary period. My employment may end before the conclusion of the probationary period.

St. Lucie West Services District is committed to a Drug-Free Workplace Program, and applicants selected will be required to submit to screening for illegal drug use prior to appointment. No person found to have a confirmed positive test for illegal drugs will be extended a final offer of employment.

STATEMENT OF APPLICANT: I certify that all answers are true and complete to the best of my knowledge. I authorize investigation of all statements contained in this application. I hereby release all companies, schools, or persons from all liability for any damage for issuing this information. I understand that St. Lucie West Services District may request driver's license, credit and/or criminal reports about me. I have the right to request that St. Lucie West Services District completely and accurately disclose to me the contents of those reports, upon written request to the Human Resources Department.

CERTIFICATION: I understand that falsification; omission, misleading statements, or misrepresentation is cause for rejection of this application or dismissal from employment. I understand that this application is a Public Record and is subject to the provisions of Florida Statutes chapter 119. I realize that this application is not a contract of employment and does not imply that I will be interviewed for a position or hired.

UPON TERMINATION OF EMPLOYMENT, I UNDERSTAND THAT ST. LUCIE WEST SERVICES DISTRICT MAY HOLD MY FINAL PAYCHECK UNTIL A FINAL ACCOUNTING IS MADE FOR ANY DISTRICT PROPERTY IN MY CUSTODY.

I hereby acknowledge that I have read and understand each of the above statements.

Applicant Name: _____ Date _____