



APPLICATION FOR EMPLOYMENT
St. Johns County, Florida
OFFICE OF THE PROPERTY APPRAISER

We are an equal opportunity employer, dedicated to non-discrimination in employment on the basis of race, color, age, religion, sex, national origin, handicap, disability or marital status.

Date: _____

Name: _____
 Last First Middle

Are you 18 Years or Older? Yes No

Present Address: _____
 Street City State Zip Code

Permanent Address: _____
 Street City State Zip Code

Phone No.: _____ Referred by: _____

If related to anyone who works for the Property Appraiser, state name, department and location: _____

EMPLOYMENT DESIRED

Position: _____ Date You Can Start: _____ Salary Desired: _____

Are you Employed Now? Yes No If so, may we inquire of your present employer? Yes No

Ever applied to this office before? Yes No Where? _____ When? _____

Are there any days, shifts or hours you will not work? _____

If yes, please explain: _____

EDUCATION

	Name and Location of School	Degree/Certificate	Subjects Studied	Grade Average
High School:				
College:				
Trade, Business or Correspondence School:				
Other (including graduate school):				

Within the past seven (7) years:

Have you ever been convicted of, or pled guilty, no contest or *nolo contendere* to a crime? Yes No

If yes, give details (*date, place, offense(s), disposition, etc.*): _____

Have you ever been charged with a crime and either been placed on a court-ordered probation, had adjudication withheld, or entered a pre-trial intervention program? Yes No

If yes, give details (*date, place, offense(s), disposition, etc.*): _____

Have you ever been a defendant in a civil action for intentional tort(s) (*e.g., assault, battery, intentional infliction of emotional distress*), or an unlawful employment practice (*e.g. sexual or racial harassment?*) Yes No

PREVIOUS EMPLOYMENT: List below sequentially all of your employers in the last ten (10) years beginning with your current or most recent employer (*use additional pages if necessary*)

Date Month and Year	Name, Address and Telephone # of Employer	Position and Job Duties	Salary	Reason for Leaving
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From: _____ To: _____				
From: _____ To: _____				
From: _____ To: _____				
From: _____ To: _____				

Did you work for any of these employers under a different name? Yes No

If yes, which employer(s) and under what name(s)? _____

Please explain any gaps in your employment history: _____

Have you received any written reprimands or disciplinary suspension during any previous employment? Yes No

If yes, please explain: _____

Have you ever been discharged or asked to resign? Yes No

If yes, please explain (*include by whom, when and for what*). Attach separate page if necessary:

DRIVING RECORD:

Do you have a valid driver's license? Yes No What class of license do you possess? _____

List driver's license number and state. _____

Have you had a suspension or probation of your license within the last five (5) years? Yes No

How many speeding or other moving violations have you received in the last three (3) years? _____

List below all traffic violations (*except parking*) on your record for the last five (5) years and all motor vehicle accidents in which you were involved (*use additional paper if necessary*).

Date	Location	Description	Result

REFERENCES: Give below the names of three (3) persons not related to you, whom you have known at least one year.

Name	Address	Phone Number	Business	Years Acquainted

EMPLOYMENT APPLICATION CERTIFICATION

I hereby certify that all of the facts and information listed on this employment application are true and complete. I understand that any false, incomplete or misleading information given by me on this application is sufficient cause for rejection of this application. I also understand and agree that any such false, incomplete, or misleading information discovered on this application at any time after I am employed may result in my dismissal.

I hereby authorize St Johns County Property to investigate all statements contained in this application, to interview the references and previous employers listed in this application, and to obtain a report from a consumer reporting agency to be used for employment purposes in accordance with the Fair Credit Reporting Act. I authorize the reference and previous employers listed to give the St. Johns County Property Appraiser's Office all facts, opinions and evaluations concerning my previous employment and any other information they may have, personal or otherwise, and release all such parties from any liability which may allegedly arise from furnishing such information to the St. Johns County Property Appraiser's Office, including, but not limited to, any liability for defamation or invasion of privacy.

If I am offered employment, I understand that such an offer will be conditioned upon satisfactory results of a background investigation and/or the St. Johns County Property Appraiser's Office medical examination or inquiry, including a drug screen test. If then employed, I understand that I will be required to serve a one hundred eighty (180) day probationary period. I further understand that my employment is at the discretion of the Property Appraiser and compensation and employment can be terminated, with or without cause or notice, at any time, regardless of the successful completion of my probationary period, at the option of the Property Appraiser or myself. I understand that no supervisor or other representative of the St. Johns County Property Appraiser's Office has any authority to enter into any agreement for employment for any specified period of time, or to make any agreement contrary to the foregoing.

I further understand and voluntarily agree as a condition of employment or my continued employment, that I may be requested by the Property Appraiser's Office to submit to a urinalysis or other drug screen test and that my failure to take such test(s) when requested to do so or unsatisfactory test results will disqualify me from consideration for work, or if I am then working, may result in my immediate dismissal.

I certify that I have read, understand
and agree with the above.

Date

Signature of Applicant

RELEASE OF INFORMATION

In order to provide the St. John's County Property Appraiser with information and opinions that may be useful in its hiring decision, I hereby authorize any person, school, current or past employer, organization or entity in my resume, application or during my interview to provide any information regarding me, including without limitation, information concerning my performance, reputation, attendance and character. I acknowledge that the information divulged may be negative or positive with respect to me.

Pursuant to this authorization, I unconditionally release the St. John's County Property Appraiser and any person or entity that provides such information from any and all legal liability for furnishing such information and in making such statements.

Name: _____

Last, First, Middle

Maiden Name, if any

Current Address

Social Security Number

Applicant Signature: _____

Date: _____