

RECEIVED:

APPLICATION FOR EMPLOYMENT
PASCO COUNTY PROPERTY APPRAISER'S OFFICE
HUMAN RESOURCES DEPARTMENT
14236 6th STREET, SUITE 101
DADE CITY, FLORIDA 33523-3411

INTERNAL USE ONLY

Qualified
 Not Qualified

BY: _____

DADE CITY (352) 521-4187
NEW PORT RICHEY\GULF HARBORS (727) 847-8151
LAND O'LAKES (813) 929-2780

T1 _____

Entered _____

T2 _____

D1 _____

GENERAL INFORMATION

Evaluations of applicants are based on individual merit. Information MUST BE COMPLETE so that all applications can be given equitable consideration. We are an equal opportunity employer, dedicated to a policy of non-discrimination in employment on any basis including age, sex, color, race, creed, national origin, religious persuasion, marital status, political belief, or disability that does not prohibit performance of essential job functions. The Pasco County Property Appraiser's Office will hire only qualified workers. This application must be typed or printed. Please complete one application for each position for which you apply. YOU MUST SIGN AND DATE YOUR APPLICATION IN INK. INCOMPLETE APPLICATIONS MAY BE REJECTED. RESUMES ARE NOT ACCEPTED IN LIEU OF A COMPLETED APPLICATION.

PERSONAL DATA

Social Security # _____ Job Notice # _____

Position Desired _____ Salary Requirement _____

Name _____
first middle initial last

Address _____
street apt.# city state zip code

Telephone (____) _____ (____) _____ (____) _____
home work other

How did you hear of this opening? _____ Date available to begin work? _____

Have you ever worked for Pasco County Government? Yes No, When & Where? _____

Give name and relationship of any relatives who are employed with the Pasco County Property Appraiser's Office

Will you accept: Temporary work? Yes No Part-time? Yes No Week-end/Holiday? Yes No

Are you: Over 18 years old? Yes No Citizen of the U.S.? Yes No
 Legally eligible to work in the U.S.? Yes No

NOTE: *If offered employment you will be required to provide documentation to verify employment eligibility. Failure to provide the requested documentation may result in a determination that the applicant is ineligible for employment in the United States.*

Do you have a valid Drivers License? Yes No License # _____ State _____

Do you have a valid Commercial Drivers License? Yes No What Classification? _____

NOTE: Possession of a valid drivers license is not an essential function of all employment offered by the Pasco County Property Appraiser. Answering "No" to this question is not necessarily a bar to consideration for employment.

Have you received any traffic citations in the past 3 years? Yes No

Please indicate type of offense and dates _____

Have you ever been convicted or pleaded guilty or no contest to any crime? Yes No

Have you ever been a defendant in a civil action for intentional tort (e.g. assault, battery, intentional infliction of emotional distress)?

Yes No

If YES, please explain: (including nature and disposition): _____

Note: Any applicant convicted of any criminal offense involving the manufacture, distribution, trafficking, or sale of a controlled substance, dangerous drugs or marijuana, or convicted of any felony involving a violent crime such as assault with a deadly weapon, aggravated assault or murder are ineligible for employment with the Pasco County Property Appraiser's Office. Such applicants shall be automatically rejected. Applicants convicted of any other felony will be considered on a case-by-case basis. Any applicant who has been convicted of any felony or misdemeanor and has received a pardon from the appropriate State Pardons/Parole Board shall be eligible for employment with the Pasco County Property Appraiser's Office.

Are you a claiming veterans' preference? Yes No If yes, please complete the Veteran's Preference form attached to this application.

Have you ever been suspended, dismissed, or asked to resign from any job? Yes No

If YES, explain in detail _____

EDUCATION

HIGH SCHOOL

Name: _____

Location: _____

Circle highest grade completed: 7 8 9 10 11 12

Graduated? Yes No

If not a high school graduate, do you have a GED?

Yes No

COLLEGES/UNIVERSITIES

NAME OF SCHOOL	CITY	STATE	HRS. EARNED QTR.	HRS. EARNED SEM.	DEGREE MAJOR	EARNED
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Describe special vocational or business courses you have taken which relate to the job for which you are applying.

Special skills, qualifications, and certifications which relate to the job for which you are applying (language skills, typing skills, and business equipment or machine operating skills).

WORK HISTORY

Describe your work history BEGINNING WITH YOUR CURRENT OR MOST RECENT JOB. Include military, volunteer experience and periods of unemployment. Failure to give complete information regarding each job held will result in your disqualification. Complete addresses with zip code and phone numbers for all employers are necessary. A resume may be attached only as additional information and will not be accepted in lieu of completing this section. Please explain any gaps in employment history. You may attach additional pages, if necessary.

Name of Organization or Firm:	Telephone:	Date Employed From Mo/Yr	To Mo/Yr	
Address: Street City State Zip Code				Total Time Employed:
Official Job Title:	Name Of Supervisor:	Pay: Start	End	
Responsibilities:				
Specific Reason For Leaving:				

Name of Organization or Firm:	Telephone:	Date Employed From Mo/Yr	To Mo/Yr	
Address: Street City State Zip Code				Total Time Employed:
Official Job Title:	Name Of Supervisor:	Pay: Start	End	
Responsibilities:				
Specific Reason For Leaving:				

Name of Organization or Firm:	Telephone:	Date Employed From Mo/Yr	To Mo/Yr	
Address: Street City State Zip Code				Total Time Employed:
Official Job Title:	Name Of Supervisor:	Pay: Start	End	
Responsibilities:				
Specific Reason For Leaving:				

AUTHORIZATION TO RELEASE INFORMATION

I have made application for employment with the Pasco County Property Appraiser's Office. I authorize my former employers to give any information regarding my employment and/or any information they have regarding me, whether or not it is in their records. I hereby release them from any damage whatsoever for issuing the same.

May we contact your present employer? Yes No Other _____
You must sign the "Authorization to Release Information" statement to enable us to contact prior employers, even though we may not contact your present employer.

Date _____ Applicant's Signature _____

APPLICANT'S CERTIFICATION AND AGREEMENT

I certify that the facts set forth in this application for employment are true and complete to the best of my knowledge. I am aware that the falsification of this application or the omission of complete information will result in disqualification, or upon discovery, termination of employment. The Property Appraiser's Office collects your Social Security Number for purposes of identification and verification, driving record and a background investigation, which may result in the preparation of a comprehensive report. A decision to hire an applicant is contingent on the results of the report. I authorize investigation of all statements contained in this application and hereby release the Company and any person, company or institution that provides information from all liability for any damage that may result from the use or disclosure of such information or report.

Date _____ Applicant's Signature _____

Resumes, letters of reference, etc. submitted with this application become property of the Pasco County Property Appraiser's Office and cannot be returned. The information you have provided on this application is subject to public disclosure under the Florida Open Records Act.