

PANAMA CITY BEACH, FLORIDA

ON THE WORLD'S MOST BEAUTIFUL BEACHES

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CIVIL SERVICE COMMISSION

Paul Churchwell, Chair

Tom Easter, Vice-Chair

Lawrence Hand

Debbie McCormick

Sherry Swartout

MEMO

To: **Applicants**
From: Carolyn Dow, Civil Service Secretary
Subject: Materials to be included with applications

Email: cdow@pcbgov.com

Originals of the following documents are to be presented for review with your application for employment:

- 1) Current Florida Drivers' License
- 2) U.S. Passport or Social Security Card
- 3) High school diploma or GED certificate
- 4) Birth certificate (Form DS1350)
- 5) College diploma (if applicable)
- 6) Letters of recommendation (if available)
- 7) Resume' (if available)
- 8) Training certificates (if any)
- 9) DD-214 (Armed Service related) (Member 4 Page)

City documents to be returned with application:

- 10) Signed drug testing authorization
- 11) Signed background check authorization
- 12) Social Security Number Collection Disclosure Statement
- 13) Signed job description

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- 14) I-9 Employment Eligibility Verification

WRITTEN TEST REQUIRED

COMPLETE ALL LINES OF APPLICATION