

# APPLICATION FOR EMPLOYMENT

## CITY OF PANAMA CITY BEACH, FLORIDA

### AN EQUAL OPPORTUNITY EMPLOYER

All statements made by applicants for employment on this application form will be checked for accuracy. We offer equal employment opportunities to all persons without regard to race, color, religion, age, marital or veterans' status, sex, national origin, disability, or any other legally protected status.

#### PERSONAL INFORMATION

Name (Print) \_\_\_\_\_ Home or Nearest Phone \_\_\_\_\_  
 Present Address \_\_\_\_\_ Emergency Phone Number \_\_\_\_\_  
 Previous Address \_\_\_\_\_ Social Security No. \_\_\_\_/\_\_\_\_/\_\_\_\_  
 Are you over the age of 18? Yes \_\_\_ No \_\_\_ Are you employed now? Yes \_\_\_ No \_\_\_  
 Do you have the legal right to work in the United States? Yes \_\_\_ No. If not, why? \_\_\_\_\_  
 Position(s) applied for \_\_\_\_\_  
 How soon could you report for work? \_\_\_\_\_ Rate of Pay Expected: \$ \_\_\_\_\_ per hour or negotiable.  
 Type of employment you are seeking: \_\_\_\_\_ Full Time \_\_\_\_\_ Part Time \_\_\_\_\_ Temporary  
 What days or hours if part time? Days \_\_\_\_\_ From (\_\_\_\_) AM (\_\_\_\_) PM or \_\_\_\_\_ Hours \_\_\_\_\_ To (\_\_\_\_) AM (\_\_\_\_) PM  
 How many of your relatives are employed by the City of Panama City Beach? \_\_\_\_\_ Give names, relationship, position and residence address: \_\_\_\_\_

#### EDUCATION

Type of School	Name and Address of School	Major	Check Last Year Completed	Graduate? Give Degrees
Elementary	_____	_____	5 6 7 8	_____
High School	_____	_____	9 10 11 12	_____
College	_____	_____	1 2 3 4	_____

Have you applied for a job with us before? Yes \_\_\_ No. Have you ever worked for us before? Yes \_\_\_ No  
 Have you ever been bonded? Yes \_\_\_ No Have you ever been refused a bond? Yes \_\_\_ No  
 If so, state reason and date. \_\_\_\_\_  
 Have you ever served in the U.S. Armed Forces? Yes \_\_\_ No. If Yes, branch \_\_\_\_\_  
 Date Entered \_\_\_\_\_ Date Discharged \_\_\_\_\_  
 Have you ever been arrested for a crime except a civil traffic violation? Yes \_\_\_ No. If so, state citation, date, court, and place where offense occurred. \_\_\_\_\_

**Notes: A conviction does not automatically mean that you will not be selected. What you are convicted of, and how long ago you were convicted, are important. Give all the facts so that an informed decision can be made.**

Have you ever been discharged or requested to resign from a position? Yes \_\_\_ No. If yes, give circumstances \_\_\_\_\_  
 Why do you desire to change? \_\_\_\_\_  
 Have you ever held a position of trust such as handling money or confidential material? Yes \_\_\_ No

#### PRIOR WORK RECORD

1. Business Name and Address of Current or Most Recent Employer (List Below) Telephone No. \_\_\_\_\_  
 Immediate Supervisor (List Below) Date Hired (List Below) Starting Rate of Pay (List Below)  
 Job Title and Duties (List Below) Date You Left (List Below) Last Rate of Pay (List Below)  
 Reason for Leaving: \_\_\_\_\_ May we contact this Employer? Yes \_\_\_ No \_\_\_

2. Business Name and Address of Next Most Recent Employer (List Below) Telephone No. \_\_\_\_\_  
 Immediate Supervisor (List Below) Date Hired (List Below) Starting Rate of Pay (List Below)  
 Job Title And Duties (List Below) Date You Left (List Below) Last Rate of Pay (List Below)  
 Reason for Leaving: \_\_\_\_\_ May We Contact This Employer? Yes \_\_\_ No \_\_\_