

**APPLICATION FOR EMPLOYMENT  
MARION COUNTY  
TAX COLLECTOR'S OFFICE**

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

Date: \_\_\_\_\_

Are you 18 Years or Older

Yes  No

Name: \_\_\_\_\_  
                     Last                                      First                                      Middle

Present Address: \_\_\_\_\_  
   Street                                      City                                      State

Permanent Address: \_\_\_\_\_  
   Street                                      City                                      State

Phone No: \_\_\_\_\_ Referred by: \_\_\_\_\_

Related to anyone who works for this office, state name, department and location: \_\_\_\_\_

**EMPLOYMENT DESIRED**

<u>Position:</u>	<u>Date You Can Start</u>	<u>Salary Desired</u>
_____	_____	_____

Are you employed now? \_\_\_\_ If so, may we inquire of your present employer? \_\_\_\_\_

Ever applied to this office before?                      Where?                                      When?

Are there any days, shifts or hours you will not work?  
 If yes, explain: \_\_\_\_\_

<b>EDUCATION</b>	<u>Name and Location of School</u>	<u>Degree/Dates Certificate</u>	<u>Subjects Studied</u>	<u>Grade Average</u>
Grade School(s) _____	_____	_____	_____	_____
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) charged, disposition, etc.) \_\_\_\_\_

**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).

<u>Date</u> <u>Month and Year</u>	<u>Name, Address and</u> <u>Telephone Number of Employer</u>	<u>Position and</u> <u>Job Duties</u>	<u>Salary</u>	<u>Reason for</u> <u>Leaving</u>
--------------------------------------	---	--	---------------	-------------------------------------

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 suspensions 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: \_\_\_\_\_  
\_\_\_\_\_

---

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

	Name	Address	Business	Acquainted
1.	_____	_____	_____	_____
2.	_____	_____	_____	_____
3.	_____	_____	_____	_____

---

---

**MILITARY RECORD:**

Were you in the U.S. Armed Forces? [ ]YES [ ]NO

If yes, what Branch? \_\_\_\_\_

Did you receive any training in the U.S. Armed Forces that is relevant to this office? \_\_\_\_\_

---

Employment in this office will require a copy of your DD-214.

---

---

**VETERANS' PREFERENCE: (Complete this section only if you are claiming Veterans' Preference).**

**Have you entered into covered employment by a covered employer after having claimed preference since October 1, 1987? Yes [ ] No [ ]**

If yes, give name of employer: \_\_\_\_\_

If you claim Veterans' Preference, check the type below. Attach copies of the required documents to your application to support your claim. (Documents will not be returned.)

1. Veteran of a wartime era – Requires (A) DD214 or other document showing dates of service and type of discharge.
2. Disabled Veteran – Requires (A) and (B) letter of service connected disability from the V.A.
3. Veterans' Widow – Requires (A) and marriage and death certificates, and statement saying not remarried.
4. Disabled Veterans' Spouse – Requires (A) and (B), evidence of marriage to the veteran, a statement that the spouse is still married at the time of application, and proof that the disabled veteran cannot qualify for employment because of disability.
5. Permanently Disabled Veteran – Requires (A) indicating veteran is permanently disabled, or (A) and letter from V.A. indicating that the veteran is permanently disabled.
6. Receipt of any Armed Forces Expeditionary Medal – Requires (A) DD214.

Veterans' Preference documentation must be submitted at the time of initial application. If any preference-eligible applicant claiming Veterans' Preference for a vacant position is not selected for the position, they have the right to an investigation by the Division of Veterans' Affairs if a non-preference-eligible applicant is appointed to a position. In order to commence the investigation, the applicant must file a written complaint addressed to the Division of Veterans' Affairs, P.O. Box 1437, St. Petersburg, FL 33731. A complaint shall be filed within 21 days after notice of a hiring decision. If a notice of a hiring decision is not given, it is the responsibility of the veteran to contact the employer within two months of the application to determine if the position has been filled. For further information, contact the Department of Veterans' Affairs.

Note: Veterans' Preference pertains to all positions except the following:

1. Elected Officials.
2. Board and Commission Members.
3. Department Heads.
4. Personal secretary of each such office or appointee.
5. Temporary employee for the purpose of conducting special studies.
6. Positions filled internally by means of promotion, demotion or reassignment.

**BACKGROUND CHECK INFORMATION**

---

---

**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 page if necessary).

DATE	LOCATION	DESCRIPTION	RESULT

**SOCIAL SECURITY NO.** \_\_\_\_\_

## 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 the office to investigate all statement 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 references and previous employers listed to give the Marion County Tax Collector 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 Marion County Tax Collector, 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 the satisfactory results of a background investigation and medical/fitness for duty examination or inquiry, including a drug screen test. If then employed, I understand that I will be required to serve a one (1) year probationary period. I further understand that my employment is at the discretion of the Marion County Tax Collector and compensation and employment can be terminated, with or without cause or notice, at any time, regardless of the successful completion of my training period, at the option of either the Marion County Tax Collector or myself. I understand that no supervisor or other representative of the Marion County Tax Collector 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 work or my continued employment that I may be requested by the office to submit to a urinalysis or other drug or alcohol 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

MARION COUNTY TAX COLLECTOR  
NON-TOBACCO USE AFFIDAVIT

I, \_\_\_\_\_, do hereby affirm that I have not been a user of tobacco products for at least six (6) months immediately preceding my application for employment; and I also affirm that I will maintain my non-use of tobacco products for the duration of my employment with the Marion County Tax Collector office, if I am hired. Violation of this policy may result in your immediate termination.

DATED and SIGNED this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_.

---

Signature of Applicant

---

Printed Name of Applicant