

**LEVY COUNTY COMMISSION  
APPLICATION FOR EMPLOYMENT**

**Human Resource Office**  
355 South Court Street • Bronson , Florida 32621  
Mailing Address: Post Office Box 310  
Telephone: 352.486.4219

Instructions: Please print or type. Complete all items. If a question is not applicable, enter "N/A". Do not leave any sections blank. Failure to do so may result in loss of employment opportunities.

Position Applying for: \_\_\_\_\_ Department: \_\_\_\_\_

PERSONAL INFORMATION			
Last Name:		First Name:	Middle:
Address:		Home Phone:	
City, State, Zip Code		Additional Phone Number: <input type="checkbox"/> Business <input type="checkbox"/> Cellular <input type="checkbox"/> Other	
County:	Email is: <input type="checkbox"/> Business <input type="checkbox"/> Home <input type="checkbox"/> Other	Phone Number:	Extension
	Email address:		

<b>RELATIVES EMPLOYED BY LEVY COUNTY:</b> Do you have any relatives by blood or marriage including elected officials, working for the Board of County Commissioners or other elected officials in Levy County Government? Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, complete the following:			
FULL NAMES OF RELATIVE(S)	DEPT. OR OFFICE LOCATION	RELATIONSHIP	
HAVE YOU EVER BEEN EMPLOYED BY LEVY COUNTY COMMISSIONERS? <input type="checkbox"/> yes <input type="checkbox"/> no If yes, from _____ to _____ What Department? _____ Supervisors name: _____ Reason for leaving: _____			
<b>LAW VIOLATION RECORD:</b> Have you ever been convicted, pled nolo contendere, or had the adjudication of guilt withheld in connection with any criminal offense in any civilian or military court? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, provide details. Note: A "yes" answer to this question will not automatically bar you from employment. The nature, job-relatedness, severity and date of the offense in relation to the position for which you are applying will be considered.			
OFFENSE	DATE	PLACE	DISPOSITION

**DRIVER LICENSE INFORMATION**

Do you have a valid Drivers Licence?  Yes  No  
 Non-Commercial:  Class E (operator)  Class D Commercial:  Class A  Class B  Class C  
 CDL Endorsement(s):  Tanker  Air Brakes  Passenger  HazMat Permit:  Class A  Class B

**EDUCATION - TRAINING - SKILLS**

**Highest Education Level Attained?**     Less than HS     Technical School     2-Year College     Some Grad School     MD, DDS, JD     Post  
 HS Graduate     Some College     Bachelor's     Master's     Doctorate     Doctorate  
 Equivalent

Type of School	Name of School and State	Credits / Hours Completed	Graduated		Type of Diploma or Degree	Major Field of Study
			Yes	No		
High School or issuing Gov't Authority						
Undergraduate Colleges or Universities						
Graduate Schools						
Technical, Vocational or Bus Schools						

**SPECIAL TRAINING AND SKILLS**

Office & Related Equipment	Construction Vehicles & Other Equipment	Crafts, Trades & Technical Professions
<input type="checkbox"/> 2 Way Radio <input type="checkbox"/> Calculator <input type="checkbox"/> Computer <input type="checkbox"/> Copy Machine <input type="checkbox"/> Dictaphone <input type="checkbox"/> Facsimile <input type="checkbox"/> Microfilm Equip <input type="checkbox"/> Software Applications <input type="checkbox"/> Spreadsheets <input type="checkbox"/> Typewriter <input type="checkbox"/> Word Processor	<input type="checkbox"/> Aircraft <input type="checkbox"/> Ambulance <input type="checkbox"/> Asphalt Distributor <input type="checkbox"/> Asphalt Paver <input type="checkbox"/> Bulldozer <input type="checkbox"/> Dragline/Crane <input type="checkbox"/> EMS/Life Support <input type="checkbox"/> Excavator, Rubber Tired <input type="checkbox"/> Excavator, Track <input type="checkbox"/> Farm Tractor <input type="checkbox"/> Fire Fighting Equip. <input type="checkbox"/> Forklift <input type="checkbox"/> Frontend Ldr, Rubber Tired <input type="checkbox"/> Frontend Loader <input type="checkbox"/> Heavy Dump Truck	<input type="checkbox"/> Hydraulic Push/Pull Mac <input type="checkbox"/> Landfill Compactor <input type="checkbox"/> Landscape Mower <input type="checkbox"/> Medium Duty Truck <input type="checkbox"/> Off Road Dump Truck <input type="checkbox"/> Other Equip. List.... <input type="checkbox"/> Passenger Bus <input type="checkbox"/> Road Grader <input type="checkbox"/> Road Strippers <input type="checkbox"/> Roadway Mixer <input type="checkbox"/> Roller <input type="checkbox"/> Rotary Scraper <input type="checkbox"/> Self Loading Pan <input type="checkbox"/> Semi-T/Trailer <input type="checkbox"/> Utilities Locating Equip
<input type="checkbox"/> A/C & Heating <input type="checkbox"/> Aircraft Repair <input type="checkbox"/> Carpentry <input type="checkbox"/> Concrete Finishing <input type="checkbox"/> Concrete Placement <input type="checkbox"/> Construction Labor <input type="checkbox"/> Construction Trades <input type="checkbox"/> Diesel Eng O/Haul <input type="checkbox"/> Elec. Motor Repair <input type="checkbox"/> Electrical <input type="checkbox"/> Front End Repair <input type="checkbox"/> Gas Engine O/Haul <input type="checkbox"/> Hvy Equip Hydraulic <input type="checkbox"/> Masonry <input type="checkbox"/> Mech. Conveyor	<input type="checkbox"/> Paint & Body Repair <input type="checkbox"/> Painting <input type="checkbox"/> Plumbing <input type="checkbox"/> Pump Repair <input type="checkbox"/> Rear End Repair <input type="checkbox"/> Road Sign <input type="checkbox"/> Sewage/Water Oper. <input type="checkbox"/> Small Eng. Repair <input type="checkbox"/> Traffic Signal <input type="checkbox"/> Transmission Rep. <input type="checkbox"/> Underground Const. <input type="checkbox"/> Wastewater Coll. Oper. <input type="checkbox"/> Water Distrib. Oper. <input type="checkbox"/> Welding <input type="checkbox"/> 2 Way Radio Repair	

List any past accomplishments, honors, or assignments which may be relevant for the job for which you are applying:

Special Training, knowledge, skills or abilities related to position for which you are applying:

**LICENSES - CERTIFICATIONS - REGISTRATIONS**

Please indicate any Professional / Occupational Licenses or Registrations / Certifications you currently hold:

Name of License / Certification / Registration				
Issued By:	Number	Issue Date	Expiration Date	State
Name of License / Certification / Registration				
Issued By:	Number	Issue Date	Expiration Date	State

## EMPLOYMENT HISTORY

Experience: Beginning with your most recent job, describe your employment history, including related volunteer or other non-paid experience. This information will be used to evaluate your qualifications for this job opening and will determine your eligibility to go on to the next step of the evaluation process. Describe additional related experience on a "Separate sheet and attach to Application."

Dates Employed		Employer	Address	
From     /     /		Phone (Area Code)	City	State
To         /     /		Supervisor's Name	Supervisor's Title	
Final Salary \$		Your Title		
Did you Supervise? <input type="checkbox"/> Yes <input type="checkbox"/> No		Duties/Responsibilities		
No. Supervised:				
<input type="checkbox"/> Resigned  <input type="checkbox"/> Terminated		Reason For Leaving		
If present employer, may we contact? <input type="checkbox"/> Yes <input type="checkbox"/> No				
Dates Employed		Employer	Address	
From     /     /		Phone (Area Code)	City	State
To         /     /		Supervisor's Name	Supervisor's Title	
Final Salary \$		Your Title		
Did you Supervise? <input type="checkbox"/> Yes <input type="checkbox"/> No		Duties/Responsibilities		
No. Supervised:				
<input type="checkbox"/> Resigned  <input type="checkbox"/> Terminated		Reason For Leaving		
Dates Employed		Employer	Address	
From     /     /		Phone (Area Code)	City	State
To         /     /		Supervisor's Name	Supervisor's Title	
Final Salary \$		Your Title		
Did you Supervise? <input type="checkbox"/> Yes <input type="checkbox"/> No		Duties/Responsibilities		
No. Supervised:				
<input type="checkbox"/> Resigned  <input type="checkbox"/> Terminated		Reason For Leaving		
Dates Employed		Employer	Address	
From     /     /		Phone (Area Code)	City	State
To         /     /		Supervisor's Name	Supervisor's Title	
Final Salary \$		Your Title		
Did you Supervise? <input type="checkbox"/> Yes <input type="checkbox"/> No		Duties/Responsibilities		
No. Supervised:				
<input type="checkbox"/> Resigned  <input type="checkbox"/> Terminated		Reason For Leaving		
Dates Employed		Employer	Address	
From     /     /		Phone (Area Code)	City	State
To         /     /		Supervisor's Name	Supervisor's Title	
Final Salary \$		Your Title		
Did you Supervise? <input type="checkbox"/> Yes <input type="checkbox"/> No		Duties/Responsibilities		
No. Supervised:				
<input type="checkbox"/> Resigned  <input type="checkbox"/> Terminated		Reason For Leaving		

**VETERANS PREFERENCE**

Do you wish Veterans' Preference?  Yes  No  
 If Yes, Branch \_\_\_\_\_ Entry Date \_\_\_\_\_ Discharge Date \_\_\_\_\_

**Note: PLEASE SUBMIT YOUR DD-214 AND COMPLETE THE LEVY COUNTY "APPLICATION FOR VETERANS' PREFERENCE (0007)" FOR VETERANS' PREFERENCE CONSIDERATION.**

REFERENCES: List 3 references who are not relatives:				
NAME	COMPLETE ADDRESS (include zip code)	PHONE	OCCUPATION	YRS KNOWN

**DRUG FREE WORKPLACE STATEMENT**

Levy County is a drug free workplace, and as such is committed to providing an environment that encourages and supports a healthy, productive workforce and ensures safe working conditions.

Satisfactory completion of a pre-employment drug test is a mandatory condition of employment with the County. A positively confirmed drug test or the refusal to submit to a drug test will result in the conditional offer of employment being withdrawn, and will render the applicant ineligible for County employment for twelve (12) calendar months from the date of the positive drug test.

**PRE-EMPLOYMENT BACKGROUND CHECKS**

Satisfactory completion of a pre-employment background check is a condition of employment with Levy County. Applicants selected for hire will be asked to provide specific information and documentation, which will be utilized to conduct a thorough background investigation.

I certify that the information contained in this application is correct and complete to the best of my knowledge, and understand that falsification of this application in any detail is grounds for disqualification from further consideration or the dismissal from employment. I hereby authorize investigation of all statements I have made herein. I authorize that the companies or persons named herein to give any information regarding my past employment, together with any information they may have regarding me, whether or not it is on their records. I hereby release said companies or persons, and Levy County Government from all liability for any damages whatsoever for issuing or obtaining this information. I understand that applications submitted for county employment are public records. In the event I am employed by Levy County, I agree to comply with all its policies, rules and regulations.

Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_