



City on the Gulf  
Venice, Florida

# CITY OF VENICE, FLORIDA APPLICATION FOR EMPLOYMENT

City of Venice, Administrative Services Department

401 West Venice Avenue

Venice, FL 34285

Phone: (941) 486-2626

Employment Hotline: 941-480-3378

Web Site: [www.venicegov.com](http://www.venicegov.com)



City on the Gulf  
Venice, Florida

Veteran's Preference: Yes \_\_\_ No \_\_\_

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

**Note:** The City of Venice is an Equal Opportunity Employer and a Drug Free Workplace. We receive applications and hire employees without regard to race, creed, color, sex, religion, age, national origin, marital status, disability, veterans status and citizenship status, or any other protected category. The receipt of this application does not mean that job openings exist and does not obligate us in any way. We appreciate your interest in our organization. Incomplete applications will not be accepted.

## GENERAL INFORMATION

(Please Print Plainly in Ink or Type!)

NAME - LAST:	FIRST:	MI:
ADDRESS:	CITY:	STATE: ZIP:

PHONE NUMBER(S)	TYPE OF EMPLOYMENT DESIRED
	<input type="checkbox"/> FULL TIME <input type="checkbox"/> PART TIME <input type="checkbox"/> TEMPORARY

POSITION DESIRED	SALARY DESIRED	DATE AVAILABLE

HOURS AVAILABLE						
Sun	Mon	Tue	Wed	Thur	Fri	Sa

## PERSONAL DATA

- |   |       |       |
|---|-------|-------|
|   | Yes   | No    |
| 1. Are you over 18 years of age? .....  | _____ | _____ |
| 2. Do you use illegal drugs? .....  | _____ | _____ |
| 3. Do you have a legal right to work in the United States? .....  | _____ | _____ |
| 4. Have you served in the Armed Forces of the United States? .....  | _____ | _____ |
| Dates of Service: From: _____ To _____  |       |       |
| Branch: _____ Specialty: _____  |       |       |
| 5. In the last seven years, have you ever been convicted of violating any law other than a minor traffic violation? .....                           | _____ | _____ |
| Yes, please describe: _____   |       |       |
| _____   |       |       |
| 6. Can you perform all of the essential duties of each job in which you have indicated an interest, with or without reasonable accommodation: ..... | _____ | _____ |
| 7. Do you have a valid Florida or other state drivers license? .....  | _____ | _____ |
| If yes, State: _____ Number: _____  |       |       |
| 8. Do you have a valid Commercial drivers license? .....  | _____ | _____ |
| If yes, State: _____ Number: _____ Class: _____   |       |       |
| 9. Do you have a current e-mail address for contact purposes only? .....  | _____ | _____ |
| If yes, please supply that address _____  |       |       |

**NOTE: EVERY APPLICANT ACCEPTABLE FOR EMPLOYMENT MUST PASS A PHYSICAL EXAMINATION GIVEN BY THE CITY PHYSICIAN, WHICH INCLUDES A STANDARD DRUG ABUSE SCREENING AND A DETERMINATION OF FITNESS FOR THE JOB IN QUESTION.**

**VOCATIONAL OR PROFESSIONAL SKILLS**

I have skills in and am familiar with the following areas/equipment:

- |  |   |   |
|--|---|---|
| <input type="checkbox"/> Accounting/Bookkeeping    | <input type="checkbox"/> Duplicating Equipment  | <input type="checkbox"/> Truck Driving    |
| <input type="checkbox"/> Calculator/Adding Machine | <input type="checkbox"/> Drafting               | <input type="checkbox"/> Heavy Equipment  |
| <input type="checkbox"/> Desktop Publishing        | <input type="checkbox"/> Reading of Blue Prints | <input type="checkbox"/> Electrical Work  |
| <input type="checkbox"/> Shorthand                 | <input type="checkbox"/> Microsoft Word         | <input type="checkbox"/> Carpentry        |
| <input type="checkbox"/> Dictating Equipment       | <input type="checkbox"/> Microsoft Excel        | <input type="checkbox"/> Mowing Equipment |
| <input type="checkbox"/> Stenotype                 | <input type="checkbox"/> Microsoft Powerpoint   | <input type="checkbox"/> Other            |

List experience on other job-related equipment and machines, any additional skills you have and/or any processes with which you are familiar that are not listed above: \_\_\_\_\_

**EDUCATION**

Circle Highest Year Completed:

High School            1   2   3   4

Diploma Received? Yes\_\_\_ No\_\_\_

College                1   2   3   4

Degree: \_\_\_\_\_

Major \_\_\_\_\_ Minor \_\_\_\_\_

Other Educational Programs or Courses: \_\_\_\_\_

Additional General Training: \_\_\_\_\_

State any additional information you feel may be helpful to us in considering your application: \_\_\_\_\_

**VETERAN'S PREFERENCE**

- Are you claiming Veteran's preference in employment? ..... Yes\_\_\_ No\_\_\_
- Have you claimed Veteran's preference at any time since October 1, 1987?..... Yes\_\_\_ No\_\_\_

## EMPLOYMENT EXPERIENCE

List each job held. Start with your present or last job. Include military service and self employment. Please print, and be as specific as possible. If more spaces are needed, attach separate page.

<b>Employer:</b>		<b>Dates</b>	<b>Work Performed:</b>
<b>Address:</b>		From:            To:	
<b>Job Title:</b>		<b>Salary/Hourly Rate</b>	
<b>Supervisor &amp; contact information:</b>		Start:            Final:	<b>Reason for Leaving:</b>

<b>Employer:</b>		<b>Dates</b>	<b>Work Performed:</b>
<b>Address:</b>		From:            To:	
<b>Job Title:</b>		<b>Salary/Hourly Rate</b>	
<b>Supervisor &amp; contact information:</b>		Start:            Final:	<b>Reason for Leaving:</b>

<b>Employer:</b>		<b>Dates</b>	<b>Work Performed:</b>
<b>Address:</b>		From:            To:	
<b>Job Title:</b>		<b>Salary/Hourly Rate</b>	
<b>Supervisor &amp; contact information:</b>		Start:            Final:	<b>Reason for Leaving:</b>

<b>Employer:</b>		<b>Dates</b>	<b>Work Performed:</b>
<b>Address:</b>		From:            To:	
<b>Job Title:</b>		<b>Salary/Hourly Rate</b>	
<b>Supervisor &amp; contact information:</b>		Start:            Final:	<b>Reason for Leaving:</b>

<b>Employer:</b>		<b>Dates</b>	<b>Work Performed:</b>
<b>Address:</b>		From:            To:	
<b>Job Title:</b>		<b>Salary/Hourly Rate</b>	
<b>Supervisor &amp; contact information:</b>		Start:            Final:	<b>Reason for Leaving:</b>

**PLEASE READ CAREFULLY**

The City of Venice is an Equal Opportunity Employer and a Drug Free Workplace. We receive applications and hire employees without regard to race, creed, color, sex, religion, age, national origin, marital status, disability, veteran's status and citizenship status, or any other protected category. The receipt of this application does not mean that job openings exist and does not obligate us in any way. If and when you are considered for an open position, a check may be made with your past employers concerning your work record. If you would be driving a city vehicle at any time, a check will be made with the Bureau of Motor Vehicles concerning your driving record. A check will also be made of the record of any criminal convictions in each state of your prior residence during the past seven years. You have the right to request information about the nature and scope of these investigations.

This application will be held on file for six months. Incomplete applications will not be accepted. If you are interested in having your application referred to another job posting, please contact our office at (941) 486-2626. If you do not want the city to contact any of the employers you have listed, please place a "No" beside that name. Otherwise, it is assumed you have no objection to our calling the employers listed for information.

Please be certain all items on this application form have been addressed.

Please indicate below if you have read and understand the foregoing disclosure:

**I CERTIFY THAT THE FACTS SET FORTH IN THIS APPLICATION ARE TRUE AND ACCURATE, AND THAT I HAVE NOT KNOWINGLY WITHHELD ANY FACTS OR INFORMATION THAT WOULD AFFECT MY APPLICATION UNFAVORABLY. I UNDERSTAND THAT ANY FALSE OR MISLEADING STATEMENTS ARE GROUNDS FOR REJECTION AND, IF I BECOME EMPLOYED, ARE GROUNDS FOR TERMINATION.**

DATE: \_\_\_\_\_ APPLICANT SIGNATURE: \_\_\_\_\_

\* FOR OFFICIAL USE ONLY \*

Comments of Interviewer: \_\_\_\_\_  
\_\_\_\_\_

Date of Interview: \_\_\_\_\_ Interviewer's Name: \_\_\_\_\_

Comments of Interviewer: \_\_\_\_\_  
\_\_\_\_\_

Date of Interview: \_\_\_\_\_ Interviewer's Name: \_\_\_\_\_

Test Administered: \_\_\_\_\_ Date: \_\_\_\_\_ Score: \_\_\_\_\_

Test Administered: \_\_\_\_\_ Date: \_\_\_\_\_ Score: \_\_\_\_\_

Results of Reference Check:

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

Date of Hire: \_\_\_\_\_

For the position of: \_\_\_\_\_ in the \_\_\_\_\_ Department.

**\* ATTENTION JOB APPLICANTS \***

- ~ As part of its Drug Free Workplace program, the City of Venice requires successful candidates for employment to consent to and pass a pre-employment substance examination. For further information regarding screening requirements for successful City job applicants, please call or visit the City's Administrative Services Department. Fact sheets outlining the City's Drug Free Workplace program are available in the Administrative Services Department.
- ~ To be considered for any position, applicants should apply with the City of Venice, at 401 W. Venice Ave. Administrative Services Department hours are 8:00 a.m. to 4:00 p.m. Monday through Friday, during which time applicants may pick up and submit applications. Applicants may also call or write to request that an application form be mailed to them for completion. Minimum Qualifications must be met in order to be considered eligible for referral.
- ~ Applications will be retained in the Administrative Services Department for a period of six-months from the date filed or updated. During this time, we encourage you to continue to review our job postings via our web-site at [www.venicegov.com](http://www.venicegov.com) or our Employment Hotline (941) 480-3378. If you are interested in having your application referred to another job posting, please contact our office at (941) 486-2626, ext. 21003 or e-mail [ksmith@ci.venice.fl.us](mailto:ksmith@ci.venice.fl.us).
- ~ In accordance with the Immigration Reform Act, appropriate identification documents verifying eligibility for employment will be required for those applicants who are hired.
- ~ Reasonable accommodations will be made during the employment process for qualified applicants with disabilities, when the City is made aware of the need for such accommodations.
- ~ Veterans Preference documentation (Form DD-214) must be submitted at the time of application.
- ~ All applicants selected for appointment will be subject to a criminal records check to determine if he or she has been convicted of any serious misdemeanor or felony. In addition, an applicant selected for appointment to a position which requires the operation of a City vehicle will be subject to a background check to determine that their drivers license is valid, and whether he or she has been convicted of Driving Under the Influence (DUI) or any other traffic offenses during the 7 years immediately preceding the date of application for employment. Conviction of DUI or any traffic offenses or other crime will not necessarily result in non-selection of the position, but may result in a conditional appointment to the position.
- ~ City employees in positions which require the operation of a City vehicle shall be subject to annual background checks. Conviction of serious or multiple traffic offenses during non-work time while driving a non-City vehicle will not necessarily result in an employee being terminated from employment, but may result in the employee being required to comply with special terms and conditions for continued employment with the City.