



## APPLICATION CHECKLIST

Incomplete applications will be automatically disqualified during the eligibility process. It is your responsibility to ensure that all required attachments (e.g. High School Diploma, College Degree Certification, Driver's License, Professional Certifications...) are attached to the application. Please make sure to complete the entire application. Notifications will not be made to provide missing documentation or information after application submittal. Resumes are not accepted in lieu of an application. If you determine an area of the application does not apply to you, please mark this area "N/A". (Special Note to City Employees: please detail your work history with the City and include all attachments.)

- High School Diploma or General Equivalency Diploma (GED)  
(Please note: High School Diplomas or GED's from **Cornerstone High School, American Academy, Continental Academy, Sunrise Private High School and St. James Academy** are not accepted by the City of Lauderhill. These schools are not accredited schools and all diplomas and/or GED certificates are subject to accreditation certification. The City reserves the right to reject any High School Diploma and/or GED that is not obtained from an accredited school. If you cannot locate your diploma, a letter from the school or a transcript is acceptable. If you have completed a technical course, the City still requires a copy of your High School Diploma and/or GED equivalency.)
- Valid Florida Driver's License.  
(An identification card is not considered a substitute for a driver's license.)
- Certification\_\_\_\_\_
- Certification\_\_\_\_\_
- Certification\_\_\_\_\_

(If required, provide a copy of your College/University Diploma. If the diploma does not state your major, please attach a copy of your college transcript. If you cannot find your diploma, a sealed copy of your college transcript is acceptable.

- Other Degree\_\_\_\_\_
- Other Degree\_\_\_\_\_
- Other Degree\_\_\_\_\_

We appreciate your adherence to these guidelines and look forward to processing your application. If you have any questions, please call 954-730-3090 and we will be happy to assist you.