



## 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.



**APPLICATION OF EMPLOYMENT**

CITY OF LAUDERHILL  
5581 W. Oakland Park Blvd., Ste., 338  
Lauderhill, FL 33313  
(954)730-3090  
Job Line (954) 730-4244

**DEPARTMENT USE ONLY:**

APPLICATION NUMBER \_\_\_\_\_  
DATE RECEIVED \_\_\_\_\_  
VETERAN'S PREFERENCE \_\_\_\_\_

**AN EQUAL OPPORTUNITY/AMERICANS WITH DISABILITIES ACT EMPLOYER AND DRUG FREE WORKPLACE**

**IT IS THE RESPONSIBILITY OF THE APPLICANT TO THOROUGHLY COMPLETE THE APPLICATION FOR EMPLOYMENT. INCOMPLETE APPLICATIONS WILL NOT BE CONSIDERED. RESUMES WILL NOT BE ACCEPTED AS A SUBSTITUTE FOR THE EMPLOYMENT APPLICATION.**

**POSITION(S) APPLIED FOR:** \_\_\_\_\_

<b>NAME (LAST)</b>	<b>FIRST</b>	<b>M.I</b>	<b>EMAIL ADDRESS</b>
<b>PRESENT ADDRESS (NO./STREET)</b>		<b>CITY</b>	<b>STATE/ZIP</b>
<b>TELEPHONE NUMBER (HOME)</b>		<b>BUSINESS</b>	<b>HOW LONG AT ABOVE ADDRESS?</b>

Can you, upon employment, submit documentation verifying your legal right to work in the United States and your identity?  Yes  No

MINIMUM SALARY REQUIREMENT \_\_\_\_\_

Have you ever been employed by the City of Lauderhill?  Yes  No If so, when? \_\_\_\_\_ Department? \_\_\_\_\_  
Are you related to anyone working with the City of Lauderhill?  Yes  No If yes, please provide the following information.

<b>NAME</b>	<b>RELATIONSHIP</b>	<b>DEPARTMENT</b>
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I am willing to work:  Full-time  Part-time  Temporary  Seasonal  Schedule other than Mon-Fri?  Shift Work  Overtime  Emergency Call-Back

Since your 18<sup>th</sup> birthday, have you ever pled nolo contendere (no contest), pled guilty and/or been found guilty of a felony or misdemeanor in military or civilian court?  Yes  No. If yes, briefly describe the circumstances of your conviction, indicating the date, nature and disposition of the case. Do not include arrests without conviction or minor traffic violations. NOTE: An affirmative answer will not preclude employment.

**VETERAN'S INFORMATION**

Are you presently or have you been a member of the U.S. Military?  Yes  No If yes, BRANCH OF SERVICE \_\_\_\_\_  
Date Entered: \_\_\_\_\_ Date Separated: \_\_\_\_\_ Rank: \_\_\_\_\_ Specialty: \_\_\_\_\_  
Type of Discharge: \_\_\_\_\_ % of Disability if any: \_\_\_\_\_  
Are you claiming Veteran's Preference pursuant to Section 297.07, Florida Statutes?  Yes  No If yes, please designate the basis for your preference on the enclosed form and attach copies of supporting documentation (DD214). The enclosed form and supporting documentation must be submitted with the employment application.

**CITY MISSION:** To make the City of Lauderhill a secure, clean, and desirable place to live, work and visit by providing for a continually improving wide range of city services; to encourage a community that retains and promotes employment opportunities, economic growth and improved quality of life, where people of diverse cultural backgrounds and incomes, peacefully interrelate.

**DRIVING RECORD**

DO YOU HAVE A VALID FLORIDA DRIVERS LICENSE?  Yes  No Number \_\_\_\_\_

Type of License: Commercial  A  B  C  Not Applicable Non-Commercial  D(Chauffeur)  E(Operator) DATE ISSUED: \_\_\_\_\_

State in which issued? \_\_\_\_\_ Has your license ever been suspended?  Yes  No If so, when? \_\_\_\_\_

Reason: \_\_\_\_\_

Has your license ever been revoked?  Yes  No If yes, give dates and reason: \_\_\_\_\_

List all traffic citations received within the last seven (7) years (EVEN IF ADJUDICATED). For each offense, give date, description of offense, city and/or state in which offense occurred and disposition of case.

Have you ever completed a Defensive Driving Course?  Yes  No If yes, when? \_\_\_\_\_

**EDUCATION AND TRAINING**

Do you have a High School Diploma?  Yes  No

School Name & Address

Did you graduate?  
(If no, list highest grade completed)

Yes  No

Do you have a G.E.D.?  Yes  No  N/A

Dates Attended Degree/Certificate GPA

From \_\_\_\_\_ To \_\_\_\_\_  
\_\_\_\_\_ mo./\_\_\_\_\_ yr. \_\_\_\_\_ mo./\_\_\_\_\_ yr.

High School/GED/Issuing Agency: \_\_\_\_\_

Jr. College, Technical, Vocational: \_\_\_\_\_

Yes  No

\_\_\_\_\_ mo./\_\_\_\_\_ yr. \_\_\_\_\_ mo./\_\_\_\_\_ yr.

College or University: \_\_\_\_\_

Yes  No

\_\_\_\_\_ mo./\_\_\_\_\_ yr. \_\_\_\_\_ mo./\_\_\_\_\_ yr.

Graduate School: \_\_\_\_\_

Yes  No

\_\_\_\_\_ mo./\_\_\_\_\_ yr. \_\_\_\_\_ mo./\_\_\_\_\_ yr.

**Academic Achievements & Activities:** Please list academic honors, scholarships or memberships; and any campus, professional and/or community organizations you consider significant.

If applicable to position, list typing speed: \_\_\_\_\_ Shorthand Speed: \_\_\_\_\_ Last Date (approx.) Tested: \_\_\_\_\_

**EMPLOYMENT HISTORY - **\*\* (Please complete employment history in detail requested, even if resume is attached.)\*\*****

**PLEASE ACCOUNT FOR THE LAST TEN (10) YEARS OF EMPLOYMENT. (Attach additional sheets if necessary.)**

**MOST RECENT OR CURRENT JOB** – May we contact your present employer regarding your record of employment?  Yes  No

Your Title Name & Address of Company Telephone # Date Started Date Left #Yrs. / #Mos.

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Name & Title of Supervisor Hrs. Per Wk. Start Salary End Salary

Describe your job duties in detail:

Reason for Leaving: \_\_\_\_\_

**PREVIOUS JOB**

Your Title Name & Address of Company Telephone # Date Started Date Left #Yrs. / #Mos.

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Name & Title of Supervisor Hrs. Per Wk. Start Salary End Salary

Describe your job duties in detail:

Reason for Leaving: \_\_\_\_\_

**PREVIOUS JOB**

Your Title Name & Address of Company Telephone # Date Started Date Left #Yrs. / #Mos.

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Name & Title of Supervisor Hrs. Per Wk. Start Salary End Salary

Describe your job duties in detail:

Reason for Leaving: \_\_\_\_\_

Have you ever been fired or forced to resign? \_\_\_\_ Yes \_\_\_\_ No If so, explain: \_\_\_\_\_

**REFERENCES: PLEASE DO NOT LIST FAMILY MEMBERS OR SIGNIFICANT OTHERS.**

**PERSONAL REFERENCE -**

Name	Address	Relationship	Phone Number
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**PERSONAL REFERENCE -**

Name	Address	Relationship	Phone Number
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**PERSONAL REFERENCE -**

Name	Address	Relationship	Phone Number
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**PROFESSIONAL REFERENCE -**

Name	Address	Phone Number
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**PROFESSIONAL REFERENCE -**

Name	Address	Phone Number
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**PROFESSIONAL REFERENCE -**

Name	Address	Phone Number
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**ADDITIONAL INFORMATION:** (if needed)

**GENERAL INFORMATION**

The health of an applicant may be relevant to the applicant's ability to perform the essential functions and responsibilities of a particular job or position. To that extent, the City may require a post-offer medical examination of an applicant. Any offer of employment is conditioned upon the results of said medical examination.

The City reserves the right to conduct any tests required to determine whether an applicant is currently engaged in the use of illegal drugs or alcohol. No employee of the City is permitted to use illegal drugs or to be under the influence of illegal drugs or alcohol during work hours. Any offer of employment or continued employment is conditioned upon the results of any such drug or alcohol test.

I hereby certify the information contained in this application is true and correct to the best of my knowledge. I agree that any false statements in this application shall be sufficient cause for rejection of this application or dismissal. I authorize the use of any information in this application to verify my statements or to obtain information about me, and authorize all my previous employers and other persons, including but not limited to school authorities, having information about me to release such information to the City of Lauderhill. I hereby knowingly and voluntarily consent to have the City of Lauderhill conduct a criminal background check of my person and I acknowledge any information derived from this background check may be used in conjunction with this application. I hereby agree to release the City of Lauderhill, Florida, from and against any and all claims, causes of action, or liability of whatsoever kind or nature, which I now have or may have in the future, arising out of, or in connection with, the City of Lauderhill obtaining, or being provided with, information about me in connection with this application for employment. Without signature, this application is not acceptable.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date



# PLEASE PRINT ALL INFORMATION

Date \_\_\_\_\_ Position Applied For \_\_\_\_\_ Application # \_\_\_\_\_  
(Internal Use Only)

Name \_\_\_\_\_ Last \_\_\_\_\_ First \_\_\_\_\_ MI \_\_\_\_\_ Phone ( ) \_\_\_\_\_

Address \_\_\_\_\_ Street \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Sex – M \_\_\_\_\_ F \_\_\_\_\_ Date of Birth \_\_\_\_\_  
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## Racial Information: Please Indicate Where You Learned About This Position:

- \_\_\_\_\_ White \_\_\_\_\_ Sun-Sentinel \_\_\_\_\_ City of Lauderdale \_\_\_\_\_ Internet
- \_\_\_\_\_ Black (African Descent) \_\_\_\_\_ Miami Herald \_\_\_\_\_ Walk-In \_\_\_\_\_ Job Line
- \_\_\_\_\_ Hispanic \_\_\_\_\_ Job Announcement \_\_\_\_\_
- \_\_\_\_\_ American Indian \_\_\_\_\_ Professional Publication \_\_\_\_\_
- \_\_\_\_\_ Asian/Pacific Islander \_\_\_\_\_ City Employee \_\_\_\_\_
- \_\_\_\_\_ Other \_\_\_\_\_

## Confidential Applicant Information Card/EEO Policy

Applicants are assessed for those qualifications directly related to the job applied for without regard to race, color, religion, sex, national origin, age, marital status, medical condition or disability. In order that we may comply with Federal/State equal employment record keeping and reporting requirements, this form must be completed by **ALL** applicants. This card and information contained is kept in a confidential file and is **not** used in the employment selection process. Applications will not be accepted if this **Confidential Application Information Card** is not completed at time of application submission.

**VETERANS' PREFERENCE CLAIM: In order to receive Veterans' Preference, documentation substantiating your claim must be furnished with this application\*\*. Check the appropriate number and attach the required documentation if you are claiming Veterans' Preference.**

1. \_\_\_\_\_ A veteran with a service-connected disability who is eligible for or receiving compensation, disability, retirement, or pension under public laws administered by the US Department of Veterans' Affairs and the Department of Defense, **or**
2. \_\_\_\_\_ The spouse of a veteran who cannot qualify for employment because of a total and permanent disability, or the spouse of a veteran missing in action, captured, or forcibly detained by a foreign power, **or**
3. \_\_\_\_\_ The un-remarried widow or widower of a veteran who died of a service-connected disability, **or**
4. \_\_\_\_\_ A Veteran who has served on active duty for one day or more during a wartime period, excluding active duty for training, and who was discharged under honorable conditions from a war listed by Section 1.01(14), Florida Statutes, or who has served in a campaign or expedition for which a campaign badge has been authorized.

\*\*A DD214 or comparable document in accordance with the provisions of Rule 55A-7.013, F.A.C. must be furnished at the time of application. Veterans' Preference is only available to Florida Residents. Refer to [www.floridavets.org/benefits/veteranspref.asp](http://www.floridavets.org/benefits/veteranspref.asp) for more information.

I am a Florida Resident: \_\_\_\_\_ YES \_\_\_\_\_ NO

Branch of Service \_\_\_\_\_ Date of Entry \_\_\_\_\_ Date of Honorable Discharge \_\_\_\_\_

An applicant eligible for Veterans' Preference who believes he or she was not afforded employment preference in accordance with Florida law may file a complaint requesting an investigation with the Department of Veterans' Affairs, P. O. Box 31003, St. Petersburg, FL 32331. A complaint must be filed within 21 calendar days from the date that the notice of hiring decision is received by the applicant or within three calendar months of the date the application is filed with the City. If no notice is given, it is the responsibility of the preferred applicant to maintain contact with the City to determine if the position has been filled.

Signature \_\_\_\_\_

Date \_\_\_\_\_