

POLK COUNTY CLERK OF THE CIRCUIT COURT

**Employment Application
Human Resources**

P.O. Box 9000, Drawer CC - 1, Bartow, Florida 33831-9000

Phone: (863) 534-7774 * Fax: (863) 534-4419***Website: www.polkcountyclerk.net**

AN EQUAL OPPORTUNITY EMPLOYER M/F/D

PRINT CLEARLY IN **BLACK INK** AND COMPLETE ALL INFORMATION.

IF AN ITEM DOES NOT APPLY TO YOU, WRITE "N/A" (NON-APPLICABLE) IN THE PROPER SPACE.

NAME: _____
(First) (Middle) (Last)

PRESENT ADDRESS: _____
(Street/P.O. Box Number, Apt #) (City) (State) (Zip Code)

MAILING ADDRESS: _____
(Street/P.O. Box Number, Apt #) (City) (State) (Zip Code)

SPECIFIC POSITION APPLYING FOR: _____ Full-Time - Part-Time -

Home Telephone: (____) _____ Pager Number:(____) _____

Business Telephone:(____) _____ Name of Person to Contact: _____

Message Telephone:(____) _____ Name of Person to Contact:: _____

IF THE JOB YOU ARE APPLYING FOR REQUIRES A VALID DRIVER'S LICENSE COMPLETE THIS SECTION:
 DRIVER'S LICENSE () YES () NO; STATE ISSUED _____ EXPIRATION DATE: _____
 LICENSE # _____ CIRCLE LICENSES YOU POSSESS: OPERATOR / CHAUFFEUR /
 RESTRICTED OR CDL CLASS ()A ()B ()C ()D ()E

Do you currently use illegal drugs? () Yes () No; Have you used illegal drugs in the past two years? () Yes () No; Have you ever consumed alcohol at work? () Yes () No; Have you ever come to work under the influence of alcohol? () Yes () No; Have you ever been convicted of driving under the influence? () Yes () No; Have you ever been found liable in a civil lawsuit for an intentional tort such as assault or battery? () Yes () No; Have you ever been subject to a permanent injunction for violence? () Yes () No

HAVE YOU EVER BEEN CONVICTED OF ANY OFFENSE AGAINST THE LAW? () YES () NO
FOR THE PURPOSE OF THIS QUESTION "CONVICTED" INCLUDES PLEADING GUILTY OR NOLO CONTENDERE, REGARDLESS OF ADJUDICATION. A conviction does not automatically disqualify your application. What you were convicted of and how recently will be evaluated in relation to the position for which you are applying. Give all facts so that a decision can be made. If your answer is "Yes", list all convictions against you in a court of law to include criminal convictions. Traffic violations within the last three years (other than parking), and/or accidents for which you have been charged must be listed below. You may omit: (1) Traffic violations for which **you paid a fine of \$30.00 or less**; (2) any offense committed before your 18th birthday which was finally adjudicated in a juvenile court or under a youth offender law.

DATE	PLACE OF OCCURRENCE	CHARGE/VIOLATION OR ACCIDENT	ACTION	REMARKS

Have you ever served in the armed service? () Yes () No If yes, what branch? _____ Dates of Duty: From _____
 To _____ Rank at Discharge _____ Special Training Received: _____
 Were you ever disciplined while in the military? If so, why? _____

WORK HISTORY: Answer the following questions, then complete the work history. Begin listing with present/last employer and list all employers. If necessary, use additional paper and attach to this form. **Explain any gaps in your employment.**

Have you ever worked for the Polk County Clerk of Courts ? () Yes () No; If yes, when? From _____ To _____
 What was your name at the time? _____

Have you ever worked for any other Polk County Government Agency? () Yes () No; If yes, when? From _____ To _____ What agency? _____ What was your name at the time? _____ Do you have any relatives currently working for the Clerk of Courts? () Yes () No; If yes, please state their name(s) and how you are related?

1. Employer Name/ Address/City /State	Dates Employed M/D/Y M/D/Y		Supervisor's Name	Title of Your Position
				What was your name at the time?
	Phone:		Salary:	

Describe the work you did, equipment used, supervisory responsibilities, etc.

Reason for Leaving: _____

2. Employer Name/ Address/City /State	Dates Employed M/D/Y M/D/Y		Supervisor's Name	Title of Your Position
				What was your name at the time?
	Phone:		Salary:	

Describe the work you did, equipment used, supervisory responsibilities, etc.

Reason for Leaving: _____

3. Employer Name/ Address/City /State	Dates Employed M/D/Y M/D/Y		Supervisor's Name	Title of Your Position
				What was your name at the time?
	Phone:		Salary:	

Describe the work you did, equipment used, supervisory responsibilities, etc.

Reason for Leaving: _____

<u>4. Employer Name/ Address/City /State</u>	<u>Dates Employed</u> M/D/Y M/D/Y		<u>Supervisor's Name</u>	<u>Title of Your Position</u>
				<u>What was your name at the time?</u>
	<u>Phone:</u>		<u>Salary:</u>	

Describe the work you did, equipment used, supervisory responsibilities, etc.

Reason for Leaving: _____

May we contact your present/past employers? Yes No If so, when? _____

Are you currently employed? Yes No; If chosen for this position, when can you start? _____

Are you available to work full time? Yes No; Would you be willing to work flexible schedules ? YES NO

What is your minimum acceptable salary? \$ _____

EDUCATION AND TRAINING: HIGH SCHOOL, COLLEGE, OR ADDITIONAL TRAINING

Name of School	Located City/State	Last Grade Completed	Graduated		Type of Degree or Certificate	Major Study	Minor Study	GPA	S/Q Hrs
			Yes	No					

SKILLS

Type of professional licensure, registration, credentials, etc: _____

Licensure, registration, certificates, etc., Number _____ Current Renewal # _____

Year originally issued _____ Expiration Date _____ State Issued _____

Has your license/registration/certification been revoked ? Yes No; Explain: _____

CHECK THE BOXES THAT DESCRIBE AREAS IN WHICH YOU ARE SKILLED:

- | | | |
|---|---|--|
| <input type="checkbox"/> Accounts Payable | <input type="checkbox"/> Calculator | <input type="checkbox"/> Microsoft Outlook |
| <input type="checkbox"/> Accounts Receivable | <input type="checkbox"/> Mainframe Computer Systems | <input type="checkbox"/> Desktop Publishing Programs
(i.e. graphic programs) |
| <input type="checkbox"/> Electronic Recording/Transcription Devices | <input type="checkbox"/> Microsoft Word | <input type="checkbox"/> Copy machines |
| <input type="checkbox"/> Multi-line Phone | <input type="checkbox"/> Corel WordPerfect | <input type="checkbox"/> Map duplicating machines |
| <input type="checkbox"/> Switchboard Operator | <input type="checkbox"/> Microsoft Excel | <input type="checkbox"/> Alpha/Numeric Filing |
| <input type="checkbox"/> Shorthand _____ CWPM | <input type="checkbox"/> Corel Quattro Pro | <input type="checkbox"/> Fluent languages (including sign): |
| <input type="checkbox"/> Typing _____ CWPM | <input type="checkbox"/> Microsoft Access | _____ |
| <input type="checkbox"/> Speed writing _____ CWPM | <input type="checkbox"/> Microsoft PowerPoint | <input type="checkbox"/> Other Computer Programs: |
| | | _____ |

OTHER SKILLS/EXPERIENCE (i.e. training, volunteer work or abilities related to position applied):

REFERENCES

List four persons you have known for at least one year who are not related to you and who have knowledge of your qualifications, character, and/or abilities regarding the position for which you are applying:

Name	Mailing Address/City/St./ Zip	Telephone	Business Occupation

APPLICANTS SELECTED FOR EMPLOYMENT MUST SUCCESSFULLY COMPLETE A PRE-EMPLOYMENT PHYSICAL WHICH WILL INCLUDE TESTS FOR ILLEGAL DRUGS. IF THE INITIAL DRUG TEST IS POSITIVE YOU MAY NOT BE ELIGIBLE FOR EMPLOYMENT.

SAFE DRIVER POLICY

All applicants applying for a position with Polk County Clerk of Courts that require a valid Florida Driver’s License, Chauffeur’s License, or a Commercial Driver’s License at the time of employment will not be given consideration for employment if they aren’t at least 18 years of age, and if their driving record reflects they:

- 1) Have been convicted of an alcohol/drug related offense within 36 months prior to making application.
- 2) Have been convicted of two (2) alcohol/drug related offenses within (10) years prior to making application.
- 3) Have a suspension, revocation, or restriction due to moving violations within 36 months of making application.
- 4) Have a temporary license from the Court permitting them to travel “To and From” work only, or permitting them to “Drive at Work Only”.
- 5) Have accrued 12 points on their driving record within the 24 months prior to making application.
- 6) Have accrued 18 points on their driving record within the 36 months prior to making application.
- 7) Cannot provide proof of insurance when required to use their personal vehicle as part of their daily job duties.

SPECIAL NOTES:

- 1) The Clerk of Courts also reserves the right to disqualify an applicant from a driving position based on their “total” driving record, even if they meet the above stated requirements.
- 2) All applicants applying for these positions must have a valid driver license which is appropriate for the position for which they are applying.

CERTIFICATION

I certify that I have read and understand the job description for the position of _____ and I certify that I can perform the essential functions of this position with or without reasonable accommodations.

I also certify that all statements made on this form are true, complete, and correct to the best of my knowledge and belief and are made in good faith. I understand that misrepresentation or omission of facts shall be considered basis for rejection of my application or discharge if employed. My signature authorizes all of my previous employers to release any information regarding my past employment.

If made an offer of employment, I agree to submit to a pre-employment physical and drug test as a condition of such employment.

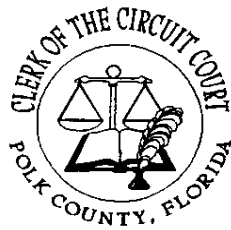
Signature of applicant _____ Date _____

Other last name(s) under which you have been previously employed _____
*Not required online

POLK COUNTY CLERK OF THE CIRCUIT COURT IS AN EQUAL OPPORTUNITY EMPLOYER M/F/D

No person shall, on the basis of race, color, sex, age, religion, national origin, disability, or marital status be excluded from participation in, be denied the benefits of, or be subject to discrimination under any program or activity under the jurisdiction of the Clerk of the Circuit Court of Polk County.

We appreciate your interest and the time you have taken to complete this application.



**CLERK OF THE CIRCUIT
FLORIDA**

COURT-POLK COUNTY,

Human Resources Department
P.O. Box 9000
Drawer CC-1
Bartow, FL 33831-9000
Phone: (863) 534-7774
Fax: (863) 534-4419

EQUAL EMPLOYMENT OPPORTUNITY

The following information is requested on a voluntary basis. The information will be used for reporting statistics to the federal government and will not be used in the selection process. This document is maintained only in the Clerk's Human Resources Department, and will not be a part of your permanent personnel file if you are employed by the Clerk.

Name: _____ **Date:** _____

Sex: Male - Female - **Age:** ____ **Marital Status:** _____

Race: () White () Asian or Pacific Islander
() Black () American Indian or Alaskan Native
() Hispanic () Other: _____

Specific Position Applied For: _____
(You may only be considered for positions that are currently open)

Do you have any disabilities for which you require an accommodation in performing the essential functions of the position for which you have applied?