



EMPLOYMENT APPLICATION

CLERK OF CIRCUIT COURT

Hernando County

"An Equal Opportunity/Affirmative Action Employer"

"Hernando County Is A Drug-Free Workplace"

20 N. Main Street, Room 131

Brooksville, FL 34601

(352) 540-6216

INSTRUCTIONS

- ◆ Application must be typewritten or printed legibly in black ink.
- ◆ Answer all questions which apply to you. If you need additional space, put the information on a separate page and return it with the completed application. Fill out this form completely. Incomplete forms will not be accepted or considered for employment. Resumes and/or reference letters are welcome, but cannot be substituted for a completed application form.
- ◆ For questions that do not apply to you, insert "N/A" (not applicable).
- ◆ This application is for employment with the Hernando County Clerk of Circuit Court only. Other elected officials of Hernando County do their own hiring including: Tax Collector, Property Appraiser, Supervisor of Elections, Sheriff, and Board of County Commissioners.
- ◆ Employment preference is given to applicants who do not use a tobacco product(s).

BIOGRAPHICAL INFORMATION

Last Name: _____ Social Security Number: _____
First Name: _____ Middle Name: _____
Maiden/Other Names: _____
Address: _____
City: _____ State: _____ Zip Code: _____
Phone: Home:(_____) Work:(_____)

GENERAL INFORMATION

Are you presently employed? Yes No
May we contact present employer? Yes No

Will you work: Saturdays? Yes No Sundays? Yes No
Holidays? Yes No Nights? Yes No

Have you ever filed an employment application with the Hernando County Clerk of Circuit Court? Yes No
When? _____

Do you use a tobacco product(s)? Yes No

Are any of your relatives employed by the Hernando County Clerk of Circuit Court? Yes No
If yes, give their names, relationships, and positions with the Clerk:

Can you perform the job for which you are applying with or without reasonable accommodation? Yes No
Comments: _____

Have you ever been convicted of a felony, first degree misdemeanor, plead guilty or no contest? Yes No
If yes, what charges? _____

Where convicted? _____ Date? _____

A "Yes" answer to this question will not necessarily bar you from employment. The nature, severity, and date of the offense in relation to the position for which you are applying are considered.

VETERANS' PREFERENCE

Are you claiming veteran's preference? Yes No

Veterans' preference will be given to eligible veterans and their spouses in accordance with Title XX, Chapter 295.07 of the Florida Statutes. In order to claim veteran's preference, you must complete the Veteran's Preference form attached and attach copies of the required documents to this application to support your claim.

Are you a resident of the State of Florida? Yes No

(Veterans' preference is only available to Florida residents.)

CITIZENSHIP

Are you a citizen of the U.S.? Yes No

If No, are you prevented from lawfully becoming employed in this country because of visa or immigration status ?

Yes No

NOTE: State law requires that we hire only U.S. citizens and lawfully authorized alien workers.

LICENSES OR CERTIFICATES HELD

Date Completed

Expiration Date

PROFESSIONAL MEMBERSHIPS

HONORS OR AWARDS:

DRIVER'S LICENSE

Do you possess a current, valid driver's license? Yes No Type _____

Number: _____ State: _____ Expiration date: _____

If no, state reason: _____

Restrictions: _____

Have points been assessed against your driver's license in the past three years? Yes No

If yes, how many points? _____ How many violations? _____

Has your driver's license been suspended or revoked in the past three years? Yes No

TRADE SKILLS

Please list any trade skills that might be related to the job for which you are applying:

EMPLOYMENT HISTORY (PAST 10 YEARS)

Start with your present or most recent position and work back. Account for all of your time within the past 10 years. List periods of unemployment and/or school. Include any military service assignments. List volunteer activities if you wish. If you need additional space or would like to include more than the required 10-year period, please continue on a separate sheet of paper. **RESUMES ARE WELCOME, BUT CANNOT BE SUBSTITUTED FOR COMPLETING THE FOLLOWING INFORMATION.**

Last or Current Employer _____ Telephone _____

Address _____ City _____ State _____ Zip Code _____

Employed from _____ To _____ Hours per Week _____ No. of Employees you Supervised _____

Name & Title of Supervisor _____ Starting & Ending Salary _____

Positions held (List titles of all positions with this employer from first to last) _____

Major Job Duties/Responsibilities _____

Reason for Leaving _____

Employer _____ Telephone _____

Address _____ City _____ State _____ Zip Code _____

Employed from _____ To _____ Hours per Week _____ No. of Employees you Supervised _____

Name & Title of Supervisor _____ Starting & Ending Salary _____

Positions held (List titles of all positions with this employer from first to last) _____

Major Job Duties/Responsibilities _____

Reason for Leaving _____

Employer _____ Telephone _____

Address _____ City _____ State _____ Zip Code _____

Employed from _____ To _____ Hours per Week _____ No. of Employees you Supervised _____

Name & Title of Supervisor _____ Starting & Ending Salary _____

Positions held (List titles of all positions with this employer from first to last) _____

Major Job Duties/Responsibilities _____

Reason for Leaving _____

Employer _____ Telephone _____

Address _____ City _____ State _____ Zip Code _____

Employed from _____ To _____ Hours per Week _____ No. of Employees you Supervised _____

Name & Title of Supervisor _____ Starting & Ending Salary _____

Positions held (List titles of all positions with this employer from first to last) _____

Major Job Duties/Responsibilities _____

Reason for Leaving _____

□ATTENTION□

**THIS STATEMENT MUST BE SIGNED TO BE CONSIDERED FOR EMPLOYMENT
READ THE FOLLOWING PARAGRAPHS CAREFULLY BEFORE SIGNING**

Be advised that the Florida State Supreme Court has ruled that all information supplied while making application for employment with all state, county and municipal entities and agencies, becomes a part of Public Record under provisions of Chapter 119 of Florida Statutes, and as such must be made available to interested parties upon specific request.

Persons selected for employment must furnish a paper social security card before receiving payment of wages or salaries and take an oath or affirmation of allegiance (Loyalty Oath, Fla. Statute, Section 876.05). If you are given a conditional offer of employment, you may be required to complete a post-job offer medical history questionnaire and undergo a medical examination by a physician specified by the Clerk of Circuit Court. All entering employees in the same job category will be subject to the same medical questionnaire and examination and all information will be kept confidential and in separate files.

Applicants accepted for employment should clearly understand that the Clerk of Circuit Court makes every effort to provide steady, continuous work, and cannot guarantee the permanence of any position. Job tenure can be affected by many factors including business/economic conditions, changes in laws or employee policies, conformity to work rules, job performance, etc. And, of course, employees may elect to leave on their own accord to seek other jobs.

All information provided by the applicant will be considered in reviewing the application, and a false answer to any question may be grounds for not employing, or for dismissal after work begins. All statements are subject to verification, including a check of your fingerprints, criminal records, and former employers.

I understand that my employment with the Hernando County Clerk of Circuit Court is for no specific term and may be terminated by me or the Clerk of Circuit Court with or without notice or cause at any time. I further understand that no oral promise, policy, customer business practice or other procedure (including Clerk of Circuit Court Employee Manual or any personnel manuals) constitutes an employment contract or modifications of the at-will employment relationship between me and the Hernando County Clerk of Circuit Court.

By my signature, I hereby authorize the Hernando County Clerk of Circuit Court to obtain employment references from my former employers. The Hernando County Clerk of Circuit Court has my authorization to thoroughly investigate my work, education, medical and personal history that is job-related. I will hold no person, corporation or organization liable for giving or receiving information in this investigation.

CERTIFICATION - I certify that all statements made in this application are true, complete and correct to the best of my knowledge and belief, and are made in good faith.

Signature_____ Date_____

Revised 08/08

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VETERANS' PREFERENCE

Hernando County Clerk of Circuit Court
20 North Main Street, Room 131
Brooksville, Florida 34601

Phone: 352-540-6216 ◆ Fax: 352-754-4239

GENERAL INFORMATION

The Hernando County Clerk of Circuit Court, in accordance with Title XX, Chapter 295.07 of the Florida Statutes dealing with Veterans' Preference, provides preference in employment on the initial hire and retention to those Veterans who were honorably discharged or to the spouses of Veterans in the following order:

1. A Veteran with a compensable service-connected disability who is eligible for or receiving compensation, disability retirement, or pension under public laws administered by the U.S. Veterans' Administration and the Department of Defense.
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.
3. A Veteran of any war who has served on active duty for one (1) day or more during a wartime period, excluding active duty for training and who was discharged under honorable conditions from the Armed Forces of the United States of America. A veteran who served honorably but who has **not** met the criteria for the award of a campaign or expeditionary medal for service in Operation Enduring Freedom or Operation Iraqi Freedom, qualifies for preference in appointment, effective July 1, 2007.

Wartime era means any of the following:

World War II	December 7, 1941 to December 31, 1946
Korean Conflict	June 27, 1950 to January 31, 1955
Vietnam Era	February 28, 1961 to May 7, 1975
Persian Gulf	August 2, 1990 to date to be determined
Operation Enduring Freedom	October 7, 2001 to date to be determined
Operation Iraqi Freedom	March 19, 2003 to date to be determined

4. The un-remarried widow or widower or a Veteran who dies of a service-connected disability.
5. Receipt of an armed forces expeditionary medal or global war on terror expeditionary medal.

If you wish to claim Veterans' Preference, you must complete a claim form when you submit your application for a position along with acceptable documentation.

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Brooksville, Florida 34601

Phone: 352-540-6216 ♦ Fax: 352-754-4239

If you are claiming Veterans' Preference for this position, check the type below. Attach copies of the required documents to this application to support your claim (**A – provide DD-214; B – provide letter of disability from Veterans' Administration**).

1. A Veteran with a compensable service-connected disability who is eligible for or receiving compensation, disability retirement, or pension under public laws administered by the U.S. Veterans' Administration and the Department of Defense. (**requires A and B dated within the last year**); 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. (**requires A and B and marriage certificate**); or
3. A Veteran of any war who has served on active duty for one (1) day or more during a wartime period, excluding active duty for training and who was discharged under honorable conditions from the Armed Forces of the United States of America. A veteran who served honorably but who has **not** met the criteria for the award of a campaign or expeditionary medal for service in Operation Enduring Freedom or Operation Iraqi Freedom, qualifies for preference in appointment, effective July 1, 2007. (**requires A or other documentation showing dates of service and type of discharge**) (indicate war: _____); or
4. The un-remarried widow or widower of a Veteran who dies of a service-connected disability (**requires A and marriage and death certificates, and statement saying not married**).
5. Receipt of an Armed Forces Expeditionary Medal or Global War on Terror Expeditionary Medal.

NOTE: Under Florida law, preference in appointment shall be given by the State first to those persons included in 1 and 2 above and second to those persons included in 3, 4, and 5 above. If an applicant claiming Veterans' Preference for a vacant position is not selected for the vacant position, he/she may file a complaint with the Department of Veterans' Affairs, P.O. Box 1437, St. Petersburg, FL 32731. A complaint must be filed within 21 days of the applicant receiving notice of the hiring decision made by the employing agency or within 3 months of the date the application is filed with the employer if no notice is give.

Applicant's Signature

Date

EEOC INFORMATION:

The Uniform Guidelines on Employee Selection Procedures require records to be kept by sex and the five race/ethnic categories defined by the Equal Employment Opportunity Commission (EEOC). The Uniform Guidelines on Employee Selection Procedures have been adopted as final rules by the EEOC, the Office of Personnel Management, the Justice Department and the Department of Labor. Your assistance in voluntarily completing this form will provide the information needed for us to comply with federal record keeping and reporting requirements. If you choose to volunteer the requested information, please note that all EEOC information sections are kept in a separate file and are not a part of your application for employment or personnel file.

PLEASE PRINT OR TYPE

Date of Application: _____ **Social Security No:** _____

Name (Last, First, Middle): _____

Address: _____

City: _____ **State:** _____ **Zip:** _____

Sex: Male Female

Date of Birth: _____

Race/Ethnic Category:

- White (not of Hispanic origin) - includes Whites, Anglo-Saxons, Europeans and persons of Indo-European descent including Pakistani and East Indian.
- American Indian or Alaskan Native - includes persons who identify themselves, or are known as such, by virtue of tribal association.
- Black (not of Hispanic origin) - includes persons of African descent as well as persons identified as Jamaican, Trinidadian and West Indian.
- Hispanic - (regardless of race) - includes Mexican-American, Chicanos, Latinos, all persons of Puerto Rican, Cuban, Latin-American or Spanish descent.
- Asian or Pacific Islander – includes Asian-American and persons of Japanese, Chinese, Korean or Filipino descent.

Driving Records/Criminal History Check Disclosure

To: All Clerk Employees/Applicants

From: Human Resources/Risk Management

New additions to the Fair Credit Reporting Act require employers to get permission to check driving records or criminal histories. We perform a criminal history check on all new employees. Our insurance carrier performs a driving records check on all employees on an annual basis or as needed (for example, if an employee is in an automobile accident).

By signing below, you hereby authorize the Clerk of Circuit Court to check your criminal history and Hernando County and/or its current insurance carrier to request your driving records.

You have the right to request additional information about the nature of any investigations. Please direct those requests to the Executive Assistant at 540-6216, Ext. 72124.

Name (please print)

Signature

Department

Date

09/02/04

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