

Employment Application

Property Appraiser's Office

231 East Forsyth Street, Suite 270 ~ Yates Building ~ Jacksonville, FL 32202

The Property Appraiser's Office is an equal employment opportunity employer. The Property Appraiser's Office, in its employment practices, does not discriminate on the basis of race, color, age, creed, religion, sex, national origin, disability, marital status or other classification prohibited by State or Federal Law. The Property Appraiser's Office supports a smoke-free, drug-free workplace. Drug testing is conducted.

CONTACT INFORMATION

Position Applying For _____ Requested Salary \$ _____ annually

Last Name _____ First Name _____ MI _____

Address _____

City _____ State _____ Zip _____

Home Phone _____ Alternate Phone _____ E-mail Address _____

GENERAL INFORMATION

Are you authorized to work in the US? Yes No Do you or have you used tobacco products within the past 12 months? Yes No

Are you at least 18 years of age? Yes No Do you have a valid Driver's License? Yes No Issuing state: _____
**Required for some positions.*

Have you ever had a license, permit or privilege to operate a motor vehicle denied, revoked or suspended? Yes No If so, please provide dates: _____ How did you hear about this vacancy? _____

Do you have any relatives that work for the City of Jacksonville and/or the Property Appraiser's Office? Yes No If so, please provide their name and department: _____ Have you ever been employed by the City of Jacksonville and/or the Property Appraiser's Office? Yes No If so, please provide dates and department: _____

If selected for employment, when would you be available to start work?

EDUCATION

Mark highest grade completed.	Primary												Undergraduate				Graduate			
	1	2	3	4	5	6	7	8	9	10	11	12	1	2	3	4	1	2	3	4
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

College / University / Vocation Institution	Did you graduate?	Major / Minor	Degree Type	Last Year Attended
	<input type="checkbox"/> Yes <input type="checkbox"/> No			
	<input type="checkbox"/> Yes <input type="checkbox"/> No			
	<input type="checkbox"/> Yes <input type="checkbox"/> No			

Other formal training, licenses or certifications _____

MILITARY SERVICE

Are you claiming Veterans' Preference? Yes No **If yes, be prepared to submit supporting documentation upon request.*

ACCOMMODATIONS

Are you able to perform the essential job functions of the position for which you are applying with or without reasonable accommodations? Yes No

If yes, please describe any accommodations that are needed:

EMPLOYMENT HISTORY

Present Employer:		Employment Dates:	to
Address:		Title/Position Held:	
		Salary: \$	<input type="checkbox"/> Hourly <input type="checkbox"/> Annually
Phone:	Supervisor:	May we contact them? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Describe Duties:			

Reason for leaving:

Past Employer:		Employment Dates:	to
Address:		Title/Position Held:	
		Salary: \$	<input type="checkbox"/> Hourly <input type="checkbox"/> Annually
Phone:	Supervisor:	May we contact them? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Describe Duties:			

Reason for leaving:

Past Employer:		Employment Dates:	to
Address:		Title/Position Held:	
		Salary: \$	<input type="checkbox"/> Hourly <input type="checkbox"/> Annually
Phone:	Supervisor:	May we contact them? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Describe Duties:			

Reason for leaving:

<i>Past Employer:</i>		Employment Dates:	<i>to</i>
<i>Address:</i>		<i>Title/Position Held:</i>	
		<i>Salary: \$</i>	<input type="checkbox"/> Hourly <input type="checkbox"/> Annually
<i>Phone:</i>	<i>Supervisor:</i>	<i>May we contact them?</i> <input type="checkbox"/> Yes <input type="checkbox"/> No	
<i>Describe Duties:</i>			

Reason for leaving:

Please explain any gaps in your employment history:

Did you work for any of these employers under a different name?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If so, which employer(s) and under what name?	
Have you received any written reprimands or disciplinary suspension during any previous employment?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, please explain:	
Have you ever been discharged or asked to resign?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, please explain (include by whom and for what):	

Applicant's Statement

I certify that the foregoing answers are true and correct to the best of my knowledge. **I hereby release** all such parties from any liability which may allegedly arise from furnishing such information to the Property Appraiser's Office, including, but not limited to, any liability for defamation or invasion of privacy. **I understand** that any false or misleading information or omission of facts requested in this application or interview may remove me from further consideration for employment. In addition, if employed, any false or misleading statement or omission of fact called for in this application may be cause for subsequent dismissal at any time without any previous notice.

I understand that this application is completed for the position indicated on the front page and that it will be necessary to reapply for other positions when they become available.

I understand and voluntarily agree as a condition of employment, or continued employment, that I may be requested by the Property Appraiser's Office to submit to a urinalysis or other drug screen test and that my failure to take such test(s) when requested to do so or unsatisfactory test results will disqualify me from consideration for employment, or if I am then employed, may result in my immediate dismissal. If employed by the Property Appraiser's Office, **I agree** to abide by its policies, rules and regulations, including serving a 90-day New Hire Introductory Period.

I understand and agree that my employment is at-will, and therefore, my employment and compensation can terminate, with or without cause, at any time, at my option or the option of the Property Appraiser's Office.

I certify that I have read, understand, and agree with the above.

Applicant's Signature

Date