



CITY OF SANFORD EMPLOYMENT APPLICATION

Please read carefully before
completing application.

GENERAL INSTRUCTIONS

1. Your application is the first step in the process of obtaining employment with the City of Sanford. PLEASE READ ALL INSTRUCTIONS CAREFULLY AND COMPLETE ALL STATEMENTS TO THE BEST OF YOUR KNOWLEDGE. Falsification of information may result in rejection of the application or dismissal if you are employed by the City of Sanford.
2. APPLICATIONS WHICH ARE INCOMPLETE WILL NOT BE CONSIDERED. Resumes may be attached to this application; however, **you must complete ALL information requested on the application.** RESPONSES SUCH AS: "See Attached" or "Please see resume" may be cause for rejection of this application. If an item does not apply to you, write in the answer "N/A" OR "Not Applicable".
3. Please PRINT in INK or use a typewriter. APPLICATIONS COMPLETED IN PENCIL WILL NOT BE CONSIDERED.
4. If the space provided is not sufficient for complete answers, attach additional page(s) providing the requested information.
5. All statements/answers given on this application are subject to investigation including a check of your training and experience.
6. Your application will be subject to public inspection in accordance with the Florida Public Records Law.

EMPLOYMENT PROCEDURE INFORMATION

1. You may find out what positions are available by checking the bulletin boards outside the Human Resources Department of City Hall, on-line at www.sanfordfl.gov or by calling the Job Line at 407.688.5130. This number can be used 24 hours per day, 7 days per week and is updated regularly. Please use this number when inquiring about job openings.
2. **Applications are accepted for announced positions only**, from 8:30 a.m. to 4:30 p.m. Monday through Friday.
3. Applications are screened in accordance with the positions minimum qualifications. Applicants must meet minimum qualifications to be considered for available positions.
4. Applications of qualified applicants are submitted to the hiring department for review and consideration for interviews. All applicants are notified by mail of the results of their application when the position is filled. If you wish to inquire about the position(s) for which you have applied, allow two weeks for your application to be processed. To inquire about the status of an application, call 407.688.5130.
5. All job offers are contingent upon: (1) Satisfactory medical certification conducted by the City Physician. This examination includes an alcohol/drug screening. (2) Satisfactory completion of background check.
6. Applicants may be required to produce a copy of their high school diploma, GED, or college degree and/or transcript.

The City of Sanford is an Equal Opportunity Employer and considers all applicants for all positions without regard to race, color, religion, sex, national origin, age, disability or any other legally protected status. Applicants with disabilities needing accommodation for completion of application or any testing should contact the ADA coordinator at 407.688.5130 prior to the closing of announcement or prior to scheduled test. The City of Sanford honors Veterans Preference on initial hires. The City of Sanford is a Drug-Free Workplace Employer.

EMPLOYMENT HISTORY (Must be completed for consideration); Start with most recent employer. Please provide at least the last 10 years of employment when employment history is longer than 10 years. Additional pages with the same information may be attached.

NAME & ADDRESS OF COMPANY AND TYPE OF BUSINESS	FROM MO./YR.	JOB TITLE	STARTING SALARY	LAST SALARY
	TO MO./YR.	Duties:		
TELEPHONE				
REASON FOR LEAVING				
NAME & ADDRESS OF COMPANY AND TYPE OF BUSINESS	FROM MO./YR.	JOB TITLE	STARTING SALARY	LAST SALARY
	TO MO./YR.	Duties:		
TELEPHONE				
REASON FOR LEAVING				
NAME & ADDRESS OF COMPANY AND TYPE OF BUSINESS	FROM MO./YR.	JOB TITLE	STARTING SALARY	LAST SALARY
	TO MO./YR.	Duties:		
TELEPHONE				
REASON FOR LEAVING				

CERTIFICATION OF APPLICANT: THE INFORMATION PROVIDED IN THIS APPLICATION IS TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE. I UNDERSTAND THAT WITHHOLDING PERTINENT INFORMATION OR SUBMITTING FALSE OR MISLEADING INFORMATION ON THIS APPLICATION, MY RESUME, DURING INTERVIEWS OR AT ANY OTHER TIME DURING THE HIRING PROCESS CONSTITUTES VALID GROUNDS FOR DISQUALIFICATION FROM FUTURE CONSIDERATION FOR HIRE OR IMMEDIATE DISMISSAL FROM EMPLOYMENT AND LOSS OF ALL EMPLOYEE BENEFITS AND PRIVILEGES. I UNDERSTAND THAT I AM RESPONSIBLE FOR PROVIDING CURRENT INFORMATION IN THE EVENT OF CHANGES IN THE ORIGINAL INFORMATION BETWEEN THE DATE THIS APPLICATION IS ACCEPTED AND THE DATE OF HIRE. I FURTHER UNDERSTAND AND AGREE THAT THE EMPLOYER SHALL NOT BE LIABLE IN ANY RESPECT IF MY EMPLOYMENT IS SO DENIED OR TERMINATED. _____ (Applicant's Initials)

PHYSICAL EXAMINATION: I UNDERSTAND THAT I MAY BE REQUIRED TO TAKE AND PASS A PHYSICAL EXAMINATION AFTER AN OFFER OF EMPLOYMENT IS MADE AND EMPLOYMENT IS CONTINGENT ON THE RESULTS OF THAT EXAMINATION. I FURTHER UNDERSTAND THAT NEGATIVE TEST RESULTS WILL CAUSE MY IMMEDIATE DISQUALIFICATION FOR EMPLOYMENT WITH THE CITY. _____ (Applicant's Initials)

STATEMENT OF APPLICANT: I AUTHORIZE MY FORMER EMPLOYERS TO FURNISH THEIR RECORDS OF MY SERVICE. THIS INCLUDES ALL INFORMATION THEY MAY HAVE CONCERNING ME, WHETHER ON RECORD OR NOT. I ALSO RELEASE MY FORMER EMPLOYERS FROM ANY LIABILITY FOR ANY DAMAGE IN PROVIDING THIS INFORMATION. _____ (Applicant's Initials)

SIGNATURE OF APPLICANT _____ **DATE** _____