

APPLICATION FOR EMPLOYMENT

BAY COUNTY CLERK OF CIRCUIT COURT

AN EQUAL OPPORTUNITY EMPLOYER

DATE: _____

PERSONAL DATA	Name			
	Last		First	Middle
	Present Address			
	No. and Street		City	State Zip Code
	Permanent Address if Not The Same As Present Address			
	No. and Street		City	State Zip Code
	INTENTIONALLY BLANK		Have You Ever Served in the U.S. Military? Yes No	
	Telephone		Branch	
	Area Code	Number	Type of Discharge	Occupation or Skills Acquired
	Are You A U.S. Citizen? ☐ Yes ☐ No		If No, Are You in the Country on a Visa Which Permits You to Work Here? ☐ Yes ☐ No	
Have You Ever Worked For Us?		If Yes, Give Name Used, When You Worked and Location		
☐ Yes ☐ No				
Are You Related to Anyone Employed By Us?		If Yes, Give The Name of that Person, Relationship and Office Where Employed		
☐ Yes ☐ No				
Are You Employed Now?		If Yes, May We Inquire of Your Present Employer?		
☐ Yes ☐ No		☐ Yes ☐ No		

POSITION	Position(s) Applied for		Salary Desired
	Date You Can Start Work?		Hours Available to Work
			☐ Full-Time ☐ Part-Time ☐ Days ☐ Evenings ☐ Any
How Were You Referred?			
☐ Advertisement ☐ Employment Agency ☐ Friend ☐ Relative ☐ Walk-In ☐ Other			

EMPLOYMENT HISTORY			EMPLOYER'S NAME & ADDRESS	POSITION/RESPONSIBILITIES	
	Dates Employed From To				Immediate Supervisor
					Telephone Number
	Salary Beginning Final				Reason for Leaving
	Dates Employed From To				Immediate Supervisor
					Telephone Number
	Salary Beginning Final				Reason for Leaving
	Dates Employed From To				Immediate Supervisor
Telephone Number					
Salary Beginning Final				Reason for Leaving	
Dates Employed From To				Immediate Supervisor	
				Telephone Number	
Salary Beginning Final				Reason for Leaving	

Circle Highest Grade Completed:

First Through Ninth Grade
1 2 3 4 5 6 7 8 9High School
10 11 12College
13 14 15 16Graduate School
17 18 19 20

Type Of School	Name and Address	From Mo/Yr	Date To Mo/Yr	Major Course Work	Did You Graduate?	Degree
High School						
Business or Trade						
College						
Graduate School						
Other						

List Driver's License Below:

Type _____ No. _____ Exp. Date _____

If known by other names at other employers listed under Employment History, please list those names:

Have you been convicted of a felony within the last 7 years? ☐ Yes ☐ No

If so, please explain: (An affirmative answer to the above does not disqualify an applicant from employment) _____

List professional, trade, business or civic activities and offices held. (You may exclude membership which would reveal gender, race, religion, national origin, age, ancestry, disability or other protected status) _____

Have you ever been discharged or forced to resign for misconduct or unsatisfactory performance? ☐ Yes ☐ No

Details if Yes _____

Is VETERANS' PREFERENCE Being Claimed? ☐ Yes ☐ NoHas VETERANS' PREFERENCE Been Claimed Since October 1, 1987? ☐ Yes ☐ No

REFERENCES List below three persons not related to you, whom you have known at least one year.

Name	Address	Position	Years Acquainted
1.			
2.			
3.			

PLEASE READ AND SIGN STATEMENTS BELOW

I understand that I will be placed on a three (3) month probation period. I further understand that if I am terminated for unsatisfactory work performance within the three (3) month probation period, the Employer may seek to contest any unemployment benefit I might attempt to obtain as a result of my termination.

_____(initials)

I understand and agree that all policies and procedures may be modified, amended or deleted by the employer with or without notice to me of such amendment, modification or deletion to policies and procedures whether oral or written are to be advisory only and are not to be interpreted as a contract of employment or to give me any right of continued employment and that my employment may be terminated at the will of either me or the Clerk and may be terminated with or without cause and with or without notice by either party. I also understand any other arrangements, agreements or understandings regarding the term of employment are hereby canceled and superceded, and that no amendment or exceptions to this statement is valid unless in writing.

_____(initials)

I certify that all information given on this employment application, related employment papers and oral interviews is true and correct. I understand that the Employer will make a thorough investigation of my work and personal history. I authorize the giving and receiving of any such information requested by it. I understand that falsification of any information so given or other derogatory information discovered as a result of this investigation will subject me to immediate dismissal. If I am hired, I will conform to the rules and regulations of the Employer.

_____ (initials)

**BAY COUNTY CLERK OF CIRCUIT
COURT IS A DRUG-FREE
WORKPLACE AND REQUIRES TESTING
FOR DRUGS AS A CONDITION OF
EMPLOYMENT**

Print name

Date