



# APPLICATION FOR EMPLOYMENT



## Village of Tequesta

345 Tequesta Drive, Tequesta, FL 33469. Tel: (561) 768-0550, Fax: (561) 768-0693

Conditions of employment are stated at the end of this form. Please read carefully before you sign this application. (Application must be completed in full even if attaching a resume.)

**POSITION APPLIED FOR:**

**DATE OF APPLICATION:**

PLEASE PRINT			
LAST NAME:	FIRST NAME:	MIDDLE:	
ADDRESS:	Street	City	State Zip Code
TELEPHONE NUMBER(S)			
EMAIL ADDRESS:			
HOW DID YOU LEARN ABOUT US?			
<input type="checkbox"/> NEWSPAPER AD	<input type="checkbox"/> TEQUESTA WEBSITE AD	<input type="checkbox"/> FRIEND	<input type="checkbox"/> GENERAL INQUIRY
<input type="checkbox"/> EMPLOYMENT AGENCY	<input type="checkbox"/> RELATIVE	<input type="checkbox"/> OTHER _____	

Have you ever worked under another name? Yes  No

If so, please provide name: \_\_\_\_\_

Have you ever been employed with us before? Yes  No

If yes, please provide details: \_\_\_\_\_

Have you ever filed an application with us before? Yes  No

If yes, please provide details: \_\_\_\_\_

Are any of your friends or relatives presently employed with the Village? Yes  No

If yes, please state name and relation: \_\_\_\_\_

Are you currently employed? Yes  No

Are you available to work: Overtime Yes  No

Nights Yes  No

Weekends Yes  No

If you are under age 18, please state your age: \_\_\_\_\_

Date Available for work: \_\_\_\_\_ Wage Expected? \_\_\_\_\_ (hourly/annually)

Only U.S. citizens or aliens who have a legal right to work in the U.S. are eligible for employment. Can you, upon employment provide genuine documentation establishing your identity and eligibility to be legally employed in the United States? Yes  No

Have you ever been convicted of a crime or violation other than a minor traffic infraction? Yes  No

(A conviction record will not necessarily be a bar to employment. Factors such as job relations, age and time of the offense, seriousness and nature of violation and rehabilitation will be taken into account)

If yes, please explain: \_\_\_\_\_  
\_\_\_\_\_

Have you ever been discharged from any employment or asked to resign? Yes  No   
If yes, please explain: \_\_\_\_\_  
\_\_\_\_\_

EDUCATION					
School Type	Name and Address of School	Course of Study/ Major	Circle last year attended	Graduated?	Diploma/ Degree
High School			9 10 11 12	Yes No	
College			1 2 3 4	Yes No	
Graduate/ Professional			1 2 3 4	Yes No	
Business			1 2 3 4	Yes No	
Other			1 2 3 4	Yes No	

ADDITIONAL EXPERIENCE OR QUALIFICATION
List any other experience, skills or other qualifications including hobbies, which you believe should be considered in evaluating your qualifications for employment.

VETERANS PREFERENCE
<p>Veteran's preference will be granted to Florida residents in accordance with Florida law to eligible veterans and spouses of veterans. To be considered for veteran's preference points, you are required to submit a copy of your DD214 showing dates of entry, separation, and if disabled, proof of current receipt of disability benefits within 5 business days of applying for a position with the Village of Tequesta, or prior to the closing date announcement, whichever is later.</p>
<p>Did you serve in the Armed Services? _____ Branch of Service? _____</p>
<p>Date of Entry? _____ Date of Discharge? _____ Was your discharge honorable? _____</p>
<p>Have you previously claimed and been employed through a veteran's preference? <span style="float: right;">Yes <input type="checkbox"/> No <input type="checkbox"/></span></p>
<p>If so, please give name of employer? _____</p>
<p>Signature of Applicant: _____ Date: _____</p>

## EMPLOYMENT HISTORY

<b>NAME OF COMPANY</b>	<b>DATES EMPLOYED</b> From	<b>To</b>	<b>Describe your duties</b>	<b>Reason for Leaving</b> (please explain)
<b>Address</b>				
<b>City, State, Zip</b>	<b>HRLY RATE/SALARY</b> Starting                  Final			
<b>Telephone Number(s)</b>				
<b>Name &amp; Title of immediate supervisor</b>	<b>May we contact?</b> Yes                  No			
<b>Job Title</b>				
<b>Explain any period between jobs</b>				

<b>NAME OF COMPANY</b>	<b>DATES EMPLOYED</b> From	<b>To</b>	<b>Describe your duties</b>	<b>Reason for Leaving</b> (please explain)
<b>Address</b>				
<b>City, State, Zip</b>	<b>HRLY RATE/SALARY</b> Starting                  Final			
<b>Telephone Number(s)</b>				
<b>Name &amp; Title of immediate supervisor</b>	<b>May we contact?</b> Yes                  No			
<b>Job Title</b>				
<b>Explain any period between jobs</b>				

<b>NAME OF COMPANY</b>	<b>DATES EMPLOYED</b> From	<b>To</b>	<b>Describe your duties</b>	<b>Reason for Leaving</b> (please explain)
<b>Address</b>				
<b>City, State, Zip</b>	<b>HRLY RATE/SALARY</b> Starting                  Final			
<b>Telephone Number(s)</b>				
<b>Name &amp; Title of immediate supervisor</b>	<b>May we contact?</b> Yes                  No			
<b>Job Title</b>				
<b>Explain any period between jobs</b>				

<b>NAME OF COMPANY</b>	<b>DATES EMPLOYED</b> From	<b>To</b>	<b>Describe your duties</b>	<b>Reason for Leaving</b> (please explain)
<b>Address</b>				
<b>City, State, Zip</b>	<b>HRLY RATE/SALARY</b> Starting                  Final			
<b>Telephone Number(s)</b>				
<b>Name &amp; Title of immediate supervisor</b>	<b>May we contact?</b> Yes                  No			
<b>Job Title</b>				
<b>Explain any period between jobs</b>				

**BUSINESS OR PERSONAL REFERENCES**

<b>NAME</b>	<b>PHONE NUMBER(S)</b>	<b>OCCUPATION</b>	<b>RELATIONSHIP</b>	<b>HOW LONG KNOWN</b>
1.				
2.				
3.				

**NOTIFICATION AND AGREEMENT**

**PLEASE READ BEFORE SIGNING**

**I CERTIFY THAT THE INFORMATION PROVIDED IN THIS APPLICATION IS TRUE, CORRECT AND COMPLETE. I UNDERSTAND THAT ANY OMISSION OF FACTS, MISREPRESENTATIONS OR MISSTATEMENTS ON THIS APPLICATION MAY RENDER THIS APPLICATION VOID, DISQUALIFY ME FROM EMPLOYMENT CONSIDERATION WITH THE VILLAGE, OR IF EMPLOYED, CONSTITUTE GROUNDS FOR DISMISSAL**

Questions regarding this statement should be directed to the employment interviewer before signing. The application will be given every consideration, but its receipt does not imply that the applicant will be employed.

It is the policy of the Village to conduct recruitment and selection in an affirmative manner to provide equal employment opportunity to all applicants and to prohibit discrimination because of race, religion, color, national origin, gender, gender identity or expression, political affiliation, veteran status, marital status, familial status, pregnancy, ancestry, sexual orientation, age, disability, or any other discriminatory factor prohibited by law.

I authorize the Village of Tequesta to conduct a background check pertaining to my suitability for employment, which will include a criminal history check. I understand that any application information submitted to the Village of Tequesta is public record and I authorize any employee or agent of the Village of Tequesta to verify the information submitted. I hereby release all of my prior employers, schools and other persons from all liability related to any information provided them to the Village of Tequesta.

Subsequent to an employment offer, I give my voluntary consent to be examined and to be subject to a drug screening test. I understand that the result of this drug screening test may disqualify me from further consideration for employment. Further, I understand that acceptance of an offer of employment does not create a contractual obligation upon the Village to continue to employ me in the future.

I understand that I will be required to provide the Village of Tequesta with documentation which verifies my identity and my right to work in the United States

I understand that by signing this application, I agree to accept all of the above terms.

APPLICANT SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_



## AUTHORITY FOR RELEASE OF INFORMATION

TO: Concerned Person or Authorized Representative of any  
Organization, Institution or Repository of Records

APPLICANT'S NAME: \_\_\_\_\_

SOCIAL SECURITY NO.: \_\_\_\_\_

DATE OF BIRTH: \_\_\_\_\_

I respectfully request and authorize you to furnish the VILLAGE OF TEQUESTA all information that you may have concerning my employment record, school records, character, reputation, divorce record (if applicable), financial status, and arrest records. Please include any and all medical, physical and mental records and reports, including all information of a confidential or privileged nature and photo stats of same, if possible. This information is to be used to assist the VILLAGE OF TEQUESTA in determining qualification and fitness for a position with Tequesta Fire Rescue.

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Applicant's Address

BEFORE ME PERSONALLY APPEARED THE SAID \_\_\_\_\_  
WHO SAID THAT HE/SHE EXECUTED THE ABOVE INSTRUMENT OF HIS/HER OWN  
FREE WILL AND ACCORD, WITH FULL KNOWLEDGE OF THE PURPOSE  
THEREFORE.

Witness By: \_\_\_\_\_  
(PRINT)

Date: \_\_\_\_\_

\_\_\_\_\_  
Witness Signature

\_\_\_\_\_  
Witness Address

# AFFIDAVIT

STATE OF FLORIDA  
COUNTY OF PALM BEACH

BEFORE ME, the undersigned authority, personally appeared \_\_\_\_\_, who first being duly sworn and cautioned deposes and says:

1. As an applicant for the position of firefighter with the Village of Tequesta, Florida, the undersigned understands the requirement of Florida Statute 633.34(6), that an applicant for firefighter be a non-user of tobacco products for at least one year immediately preceding application.
2. The undersigned hereby swears and attests that he/she has not used tobacco or tobacco products for at least one year immediately preceding the date of this application.

FURTHER AFFIANT SAYETH NAUGHT.

\_\_\_\_\_  
Applicant's Signature

The foregoing instrument was acknowledged before me this \_\_\_\_ day of \_\_\_\_\_, 20\_\_, by \_\_\_\_\_ who is personally known to me or who has produced a Florida driver's license as identification and who did take an oath.

\_\_\_\_\_  
Notary Public

\_\_\_\_\_  
(Print Name)

My Commission Expires:

# Tequesta Fire Rescue

## Requirements for Employment

<b>AGE</b>	Minimum age is eighteen (18) years.
<b>EDUCATION</b>	Must have graduated from an accredited high school or the equivalent.
<b>PHYSICAL</b>	Must be in good general physical condition as determined by a Village specified physician exam. This will include a drug screen.
<b>LICENSE</b>	Possess a valid State of Florida driver's license without record of DUI arrest, reckless driving charges, suspension or revocation in any State, within the last three years.
<b>TESTING</b>	Pass written and physical ability exams, oral interview exam, driving history and background check, as may be administered by this department.
<b>AFFIDAVIT</b>	Employee must be a non-user of tobacco or tobacco products. Applicant/employee must execute an instrument affirming non-use of tobacco or tobacco products for at least one year immediately preceding application.
<b>CRIMINAL RECORD</b>	Employee must neither have been convicted of a felony nor of a misdemeanor directly related to the position of employment sought, nor have pled solo contendere to any charge of felony pursuant to F.S.633.34(2).
<b>RESIDENCY</b>	The location of an employee's residence must be such that upon being called back to duty in an emergency situation, the employee can report to the department, ready for duty, pursuant to the policies and procedures established by the Fire Chief.



Name: \_\_\_\_\_

Position: \_\_\_\_\_

Date: \_\_\_\_\_

**MINIMUM REQUIRED DOCUMENTS FOR FIREFIGHTER**

---

**Please include the following documents with your application:**

	1. Copy of Driver License (With current address)
	2. Copy of Social Security Card
	3. Copy of High School Diploma OR equivalent
	4. Signed "Authority to Release Information" form (attached)
	5. Signed and Notarized tobacco "Affidavit "(attached)
	6. Copy EMT Certification and/or Paramedic Certification
	7. CPAT (Candidate Physical Ability Test) – Level A Good for (1) Year * Must have this before being hired; it is not required at time of application
	8. Copy of Florida State Fire Marshal Firefighter Certification
	9. List and attach copies of all other certificates: