



# EMPLOYMENT APPLICATION CITY OF OAK HILL

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

Pursuant to Florida Statutes 119 and 286.001, known as the Public Records Law and the Sunshine Law, all documents made or received by the City of Oak Hill in the course of processing your application for public record shall be at all times open for inspection by the public.

Position Applied for: \_\_\_\_\_

## 1. PERSONAL DATA

A. Name \_\_\_\_\_  
Last First Middle

B. Current Residence \_\_\_\_\_  
Number Street Apt. #

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

How long at this address? \_\_\_\_\_

Home Telephone Number: (\_\_\_\_) \_\_\_\_\_

Work Telephone Number: (\_\_\_\_) \_\_\_\_\_

Cell Phone Number: (\_\_\_\_) \_\_\_\_\_

C. Place of Birth: \_\_\_\_\_

Social Security Number: \_\_\_\_\_

D. Do you have a Florida driver's license? No ( ) Yes ( ) Number: \_\_\_\_\_

E. Fluent in any language other than English?

Yes ( ) No ( ) If yes, what language? \_\_\_\_\_

F. Are you a U. S. Citizen? Yes ( ) No ( ) Date of Citizenship \_\_\_\_\_

G. Have you ever filed an application with us before? Yes ( ) No ( )

H. Have you ever been employed by the City of Oak Hill? Yes ( ) No ( )

I. Do any of your relatives work for the City of Oak Hill? Yes ( ) No ( )

J. Have you ever been known by any other name? Yes ( ) No ( )

If yes, provide names: \_\_\_\_\_

**2. EMPLOYMENT HISTORY**

Complete employment history including school, full-time jobs, part-time jobs and any periods of unemployment. List all jobs since high school. Please list chronologically beginning with the most recent.

**Present Employer or School Attending:**

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

Address: \_\_\_\_\_

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

Full-time ( ) Part-time ( ) May we contact them: Yes ( ) No ( )

Name of immediate supervisor/instructor: \_\_\_\_\_

Telephone number: (\_\_\_\_) \_\_\_\_\_

Description of Duties, Responsibilities, Courses and Accomplishments:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

Have you ever been disciplined: Yes ( ) No ( )

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

**Previous Employer(s):**

1. Name: \_\_\_\_\_

Address: \_\_\_\_\_

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

Dates Worked: From \_\_\_\_\_ to \_\_\_\_\_

Full-time ( ) Part-time ( ) May we contact them: Yes ( ) No ( )

Name of immediate supervisor/instructor: \_\_\_\_\_

Telephone number: (\_\_\_\_) \_\_\_\_\_

Description of Duties, Responsibilities and Accomplishments:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

Have you ever been disciplined: Yes ( ) No ( )

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

2. Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Position: \_\_\_\_\_ Salary: \_\_\_\_\_  
Dates Worked: From \_\_\_\_\_ to \_\_\_\_\_  
Full-time ( ) Part-time ( ) May we contact them: Yes ( ) No ( )  
Name of immediate supervisor/instructor: \_\_\_\_\_  
Telephone number: (\_\_\_\_) \_\_\_\_\_  
Description of Duties, Responsibilities and Accomplishments:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Reason for Leaving: \_\_\_\_\_  
Have you ever been disciplined: Yes ( ) No ( )  
If yes, explain: \_\_\_\_\_

3. Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Position: \_\_\_\_\_ Salary: \_\_\_\_\_  
Dates Worked: From \_\_\_\_\_ to \_\_\_\_\_  
Full-time ( ) Part-time ( ) May we contact them: Yes ( ) No ( )  
Name of immediate supervisor/instructor: \_\_\_\_\_  
Telephone number: (\_\_\_\_) \_\_\_\_\_  
Description of Duties, Responsibilities and Accomplishments:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Reason for Leaving: \_\_\_\_\_  
Have you ever been disciplined: Yes ( ) No ( )  
If yes, explain: \_\_\_\_\_

4. Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Position: \_\_\_\_\_ Salary: \_\_\_\_\_  
Dates Worked: From \_\_\_\_\_ to \_\_\_\_\_  
Full-time ( ) Part-time ( ) May we contact them: Yes ( ) No ( )

Name of immediate supervisor/instructor: \_\_\_\_\_

Telephone number: (\_\_\_\_)\_\_\_\_\_

Description of Duties, Responsibilities and Accomplishments:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

Have you ever been disciplined: Yes ( ) No ( )

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

\_\_\_\_\_

5. Name: \_\_\_\_\_

Address: \_\_\_\_\_

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

Dates Worked: From \_\_\_\_\_ to \_\_\_\_\_

Full-time ( ) Part-time ( ) May we contact them: Yes ( ) No ( )

Name of immediate supervisor/instructor: \_\_\_\_\_

Telephone number: (\_\_\_\_)\_\_\_\_\_

Description of Duties, Responsibilities and Accomplishments:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

Have you ever been disciplined: Yes ( ) No ( )

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

\_\_\_\_\_

**3. EDUCATIONAL HISTORY**

School Name & Location	Major Course or Subject	Dates Attended		Graduated		Degree
		From	To	Yes	No	
High School						
College (list all attended)						

School Name & Location	Major Course or Subject	Dates Attended		Graduated		Degree
		From	To	Yes	No	
Technical School						
Other						

**4. OUTSIDE ACTIVITIES** (Exclude those indicating race, color, religion, sex, national origin, age or handicap.)

Professional memberships, certificates, or licenses held: \_\_\_\_\_

\_\_\_\_\_

Past and present civic or cultural activities – include offices held. \_\_\_\_\_

\_\_\_\_\_

Principal hobbies: \_\_\_\_\_

**5. SPECIAL SKILLS**

List all special skills you possess related to the job you are applying for: \_\_\_\_\_

\_\_\_\_\_

**6. MILITARY RECORD**

Have you ever served or trained in the United States Forces? Yes \_\_\_\_ No \_\_\_\_

Branch of Service \_\_\_\_\_ from \_\_\_\_\_ to \_\_\_\_\_

Present military affiliation: None ( ) Reserve [active] ( ) Reserve [inactive] ( )

Kinds of training and duty while in service: \_\_\_\_\_

\_\_\_\_\_

Type of Discharge: Honorable \_\_\_\_ Dishonorable \_\_\_\_

Have you ever been a defendant in a court martial or received any other disciplinary action?

Yes \_\_\_\_ No \_\_\_\_ If yes, explain in detail.

\_\_\_\_\_

\_\_\_\_\_

Have you ever held a military security clearance?

Yes \_\_\_\_ No \_\_\_\_ If yes, level of clearance. \_\_\_\_\_

Have you ever been denied or had a security clearance revoked?

Yes \_\_\_\_ No \_\_\_\_ If yes, explain in detail.

\_\_\_\_\_

\_\_\_\_\_

**7. DRIVER'S LICENSE**

Present Driver's License

Do you hold a current valid driver's license? Yes \_\_\_ No \_\_\_ Type \_\_\_\_\_

Issuing State \_\_\_\_\_ Number \_\_\_\_\_

List any other driver's licenses which you have possessed in the past.

State \_\_\_\_\_ Number \_\_\_\_\_

State \_\_\_\_\_ Number \_\_\_\_\_

Have you ever had a driver's license and/or commercial license or certificate, privilege revoked or suspended, including out of state license, by the issuing authority? Yes \_\_\_ No \_\_\_

If yes, explain in detail: \_\_\_\_\_

List all traffic summons/citations/tickets received in the past five years, including those from other states. Do not list parking tickets.

Date	Location	Violation	Penalty/Dispo

List all automobile accidents in which you have been involved in. (Whether at fault or not)

Date	Location	Type of Injury	Whose Fault?

**8. PERSONAL CHARACTER BACKGROUND**

A. Has any legal judgment, i.e. divorce, child support, alimony, ever been issued against you?

Yes \_\_\_ No \_\_\_ If yes, explain in detail.

\_\_\_\_\_  
 \_\_\_\_\_

- B. Have you ever declared bankruptcy?  
Yes \_\_\_ No \_\_\_ If yes, explain in detail.  
\_\_\_\_\_  
\_\_\_\_\_
- C. Have you ever been refused a surety bond (i.e. contractor, security guard or business) or refused for employment that required bonding?  
Yes \_\_\_ No \_\_\_ If yes, explain in detail.  
\_\_\_\_\_  
\_\_\_\_\_
- D. Have you ever been arrested, incarcerated, indicted, issued a Notice to Appear, or otherwise charged with a crime, felony or misdemeanor?  
Yes \_\_\_ No \_\_\_ If yes, explain in detail.  
\_\_\_\_\_  
\_\_\_\_\_
- E. Have you ever been arrested, incarcerated, issued a Notice to Appear, or otherwise charged with a crime, pled nolo contendere or pled guilty to any criminal violation, regardless if the record was sealed or expunged?  
Yes \_\_\_ No \_\_\_ If yes, explain in detail.  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- F. Have you ever committed a crime whether detected or not?  
Yes \_\_\_ No \_\_\_ If yes, explain in detail.  
\_\_\_\_\_  
\_\_\_\_\_
- G. Have you ever been involuntarily terminated (fired) from employment or asked to resign?  
Yes \_\_\_ No \_\_\_ If yes, explain in detail.  
\_\_\_\_\_  
\_\_\_\_\_



**10. PROFESSIONAL REFERENCES ( must include *complete/current* addresses & phone #'s )**

Name	Address	Telephone	Occupation	Relationship

**11. PERSONAL REFERENCES (must include *complete* addresses & phone numbers )**

Name	Address	Telephone

\_\_\_\_\_

*Applicants Signature*

\_\_\_\_\_

*Date*

**CERTIFICATION**

I hereby certify that all the information I have provided in this employment application is true and correct to the best of my knowledge and belief.

I understand that false or fraudulent information, or any intentional omission or misrepresentation, is cause for immediate disqualification as a candidate for employment, or termination at any time should I have already been appointed, and is also criminally punishable pursuant to federal and state laws.

\_\_\_\_\_

*Applicants Signature*

\_\_\_\_\_

*Date*

\_\_\_\_\_

*Witness*

**EQUAL OPPORTUNITY EMPLOYER**

The Oak Hill Police Department is an equal opportunity employer and does not discriminate in recruiting, hiring, training promoting or other employment practices for reason of age, race, color, religion, sex, natural origin or marital status. We do not discriminate against veterans or the handicapped. The age discrimination in Employment Act of 1967 as amended prohibits discrimination on the basis of age with respect to individuals who are at least 40 but less than 70 years of age.