



TOWN OF MIAMI LAKES

6601 Main Street
Miami Lakes, FL 33014
Phone (305) 364-6100 / Fax (305) 558-8511
jobs@miamilakes-fl.gov /www.miamilakes-fl.gov

EMPLOYMENT APPLICATION

An Equal Opportunity Employer and Drug Free Workplace

Qualified applicants are considered for employment and treated without regard to race, color, religion, sex, national origin, age, disability, genetic information, marital, or veteran status (except if eligible for veterans' preference). IN ACCORDANCE WITH THE PROVISIONS OF THE AMERICANS WITH DISABILITIES ACT, PERSONS REQUIRING SPECIAL ACCOMMODATION TO PARTICIPATE IN THE EMPLOYMENT PROCESS SHOULD CONTACT THE HUMAN RESOURCES OFFICE AT (305) 364-6100 FOR ASSISTANCE.

INSTRUCTIONS: Please print or type all information. This application must be filled out accurately and completely. Do not leave an item blank. If an item does not apply, write N/A (not applicable). Applications and any additional information or documents you wish to submit may be sent to the Human Resources Department via fax, email, or U.S. mail or delivered in person. All materials submitted become the property of the Town and will not be returned.

Position Applying for:		Date:	
Desired Salary		If hired, when can you start?	

Name: (Last), (First) (Middle)			
Address:			
City, State & Zip			
Home Phone:			
Cell Phone / Other:			
Email address			

Employment Eligibility

If under 18 years of age, please provide date of birth:

Are you a citizen of the United States, or are you legally authorized to work? Yes No

Have you ever been employed by the Town of Miami Lakes? Yes No

If yes, provide dates and position.

Have you ever been known or employed under another name? If so indicate:

Driver License Number and/or ID Number State Expiration Date

Education

High School Attendance Dates Degree

College / University Attendance Dates Degree

College / University Attendance Dates Degree

Graduate School Attendance Dates Degree

Other/ GED Attendance Dates Degree

Additional Coursework

Please Indicate the highest grade/year completed.

Grade School

College / University

Graduate School

Background Information: A "Yes" response does not necessarily disqualify an applicant from consideration and will be evaluated on a case by case basis. The nature of the offense, how long it occurred, and relationship to the job are taken into consideration.

Have you ever been convicted or found guilty of a felony or first degree misdemeanor?
If yes, please explain below.

Yes No

Date	Offense / Charge	Name / Location of Court	Disposition/Sentence

Previous Employment

List most recent or present employer first. Please explain any gaps in employment in the section provided at the end.

1.

Name of Employer:

Name of last supervisor:

Dates of employment:

From:

To:

Salary:

Starting

Ending

Complete Address:

Phone #:

Last job title:

Reason for Leaving (be specific):

List the jobs you held, duties performed, skills used or learned, advancements, or promotions while you worked at this company:

May we contact your present employer? yes no

2.

Name of Employer:

Name of last supervisor:

Dates of employment:

From:

To:

Salary:

Starting

Ending

Complete Address:

Phone #:

Last job title:

Reason for Leaving (be specific):

List the jobs you held, duties performed, skills used or learned, advancements, or promotions while you worked at this company:

3.

Name of Employer:

Name of last supervisor:

Dates of employment:
From: To:

Salary:
Starting Ending

Complete Address:

Phone #:

Last job title:

Reason for Leaving (be specific):

List the jobs you held, duties performed, skills used or learned, advancements, or promotions while you worked at this company:

Please explain any gaps in employment here.

Skills:

Languages

Computer: PC Mac Both

Applications (list all that apply):

Other Skills, Licenses and Certifications:

References

Please list 3 references other than relatives and previous employers.

Name

Position

Company/Address

Phone Number Years Known

Name

Position

Company/Address

Phone Number Years Known

Name

Position

Company/Address

Phone Number Years Known

Use this space to add any additional information necessary to describe your full qualifications for the position which you are applying:

Military Service

Branch:	Dates of Active Duty:
Rank:	Type of Discharge:

Veterans' Preference

Are you claiming Veterans' Preference?

Yes

No

If Yes, please submit FORM DD214 and other relevant documentation concerning eligibility for Veterans' Preferences.

Certification

This section must be signed before submission. Please read carefully.

I certify that there are no misrepresentations, omissions or falsifications in the statements and answers on this application and that all the foregoing entries made by me are true, complete and correct to the best of my knowledge and belief.

I hereby authorize the Town of Miami Lakes to verify all information contained herein. I authorize my current and former employers, references, registration and licensing boards, and educational institutions listed on my application for employment to provide the Town with any job-related information requested. I also release all past employers and references from any and all liability for the release of information to the Town of Miami Lakes.

I understand that all job offers from the Town of Miami Lakes are conditioned on the successful completion of a criminal background check, drug screening, credit check (if applicable for the position applied), reference check, past employment verification and proof of education (collectively referred to as a "background check"). By signing this application, I authorize the Town of Miami Lakes to conduct a background check and, if applicable, a consumer report to be procured for employment purposes. As stated, the background check shall include alcohol/drug screening for which I give consent and agree to give a specimen of my blood and/or urine to any medical facility designated by the Town of Miami Lakes for this purpose.

I also understand that employment with the Town of Miami Lakes is "at-will" and as such, may be terminated without cause and without notice by either party at any time.

I understand that the Town of Miami Lakes will not tolerate unlawful discrimination or unlawful harassment and that employees have an affirmative duty to report such incidents and that such conduct is grounds for termination of employment.

I am aware and agree in advance that should the background investigation disclose such misrepresentations, falsifications or omissions, my application will be rejected and I will be disqualified from processing my application further or, if after my acceptance for employment, subsequent investigation should disclose misrepresentations, falsifications or omissions, I will be immediately dismissed from employment with the Town of Miami Lakes regardless of when this information becomes known to the Town.

Signature

Date

Print name: _____

Position applied for: _____

The Town of Miami Lakes is an Equal Opportunity Employer.