



CITY OF LAKE WORTH HUMAN RESOURCES DEPARTMENT

7 North Dixie Highway
Lake Worth, FL 33460
Phone: (561) 586 -1658
Fax: (561) 586 – 1750



EMPLOYMENT APPLICATION FORM

Dear Prospective Applicant:

The application attached is to be used when applying for General Employment positions within the City of Lake Worth. The Human Resources Department can only accept applications for posted positions. You may include your resume with an application, but not in place of an application. Applications may be e-mailed, faxed, mailed or submitted in person to the Human Resources Department. When accessing our web page or listening to the Job Hotline, please take special notice of the closing dates scheduled for each position. Applications must be submitted prior to listed closing dates or they will not be accepted.

For the purpose of meeting the listed closing date, you may FAX or EMAIL your completed application to the Human Resources Department at HR@lakeworth.org.

For original signature purposes, should you FAX, the original application must be received in the Human Resources Office. Emails may bear an electronic signature as this constitutes the City's "original" requirement.

For information about current job openings, please use one of the following procedures:

1. Log on to www.lakeworth.org and click on EMPLOYMENT then JOBLINE.
2. Call our "Job Hotline" at (561) 586 -1657, 24 hours a day.
3. Stop by the Human Resources Department located at 7 North Dixie Highway, Monday through Friday, between the hours of 8:00a.m. – 5:00p.m. and check our Bulletin Board.

If you are an applicant who is eligible for, and wishes to claim, Veterans' Preference, please complete the attached "Notice of Rights For Preference-Eligible Applicants" form. Submit this form and your DD214 documents with your application.

Should you have any questions, please feel free to contact the Human Resources Department at (561) 586-1658, Monday-Friday, between 8:00 a.m. and 5:00 p.m. We appreciate your interest in employment opportunities with the City of Lake Worth.

Sincerely,

THE CITY OF LAKE WORTH HUMAN RESOURCES DEPARTMENT

17. Employment History. List your employment, BEGINNING WITH YOUR CURRENT OR MOST RECENT EMPLOYER AND WORKING BACKWARDS. List each change of title or promotion separately. Account for periods of unemployment and indicate any other experience which you feel is relevant to the position for which you are applying (e.g. volunteer experience, military experience, etc.) RESUMES MAY BE SUBMITTED IN ADDITION TO, BUT NOT IN PLACE OF, COMPLETION OF ANY PORTION OF THE APPLICATION. IT IS CRITICAL THAT YOU PROVIDE COMPLETE INFORMATION. Attach an additional sheet if extra space is needed. Employment Verification may be made regarding your past experience. Check the Job Announcement for details on qualifications that *The City of Lake Worth* is seeking.

Employer: _____ Phone: _____
 Address: _____
 Job Title: _____ Date Started: ___/___/___ Date Left ___/___/___
 Responsibilities: _____
 Supervisor's Name & Job Title: _____ Hours per week: _____
 Reason for Leaving: _____ Rate of Pay: \$ _____

Employer: _____ Phone: _____
 Address: _____
 Job Title: _____ Date Started: ___/___/___ Date Left ___/___/___
 Responsibilities: _____
 Supervisor's Name & Job Title: _____ Hours per week: _____
 Reason for Leaving: _____ Rate of Pay: \$ _____

Employer: _____ Phone: _____
 Address: _____
 Job Title: _____ Date Started: ___/___/___ Date Left ___/___/___
 Responsibilities: _____
 Supervisor's Name & Job Title: _____ Hours per week: _____
 Reason for Leaving: _____ Rate of Pay: \$ _____

Employer: _____ Phone: _____
 Address: _____
 Job Title: _____ Date Started: ___/___/___ Date Left ___/___/___
 Responsibilities: _____
 Supervisor's Name & Job Title: _____ Hours per week: _____
 Reason for Leaving: _____ Rate of Pay: \$ _____

18. May we contact your current employer? Yes No **Past Employers?** Yes No
 If no, please explain. _____

APPLICANT'S STATEMENT

*I hereby certify that the answers to the foregoing questions are true to the best of my knowledge and agree to have any statements verified unless I have specified otherwise. I am aware that a more detailed investigation concerning my background, in accordance with the law, may be conducted, if applicable, to the job for which I am applying, and hereby authorize such an inquiry. I also understand that employment is contingent upon completion of all reference checks and Pre-employment physical satisfaction. Additionally, upon my written request, information on the nature and scope of an inquiry, should one be conducted, will be provided me under FS 119. Laws of Florida. I hereby release from all liability the City of Lake Worth for conducting such an inquiry. Should a job offer be made, I understand that such an offer is contingent upon satisfaction of all the aforementioned Pre-employment conditions set forth by the City of Lake Worth. **I AGREE TO WEAR OR USE ALL PPE (PERSONAL PROTECTION EQUIPMENT) REQUIRED BY THE CITY AND TO COMPLY WITH ALL SAFETY POLICIES AND PROCEDURES AND PAYROLL DIRECT DEPOSIT REQUIREMENT.** I understand that any misrepresentation or falsification of ANY City documents can be grounds for refusal of employment and I further understand that if employed, any false statements or misrepresentations made herein may be cause for dismissal.*

Applicant's Signature _____ Date: _____

**NOTICE OF RIGHTS FOR VETERAN'S PREFERENCE
ELIGIBLE APPLICANTS ONLY**

An applicant eligible for veterans' preference who believes he or she was not afforded employment preference in accordance with this chapter may file a complaint with the Florida Department of Veterans' Affairs at Post Office Box 31003, St. Petersburg, Florida 33731, requesting an investigation. When the applicant has received notice of a hiring decision from a covered employer, the complaint shall be filed within twenty-one calendar days from the date that the notice was received by the applicant. The day of receipt by the applicant of the hiring decision will be presumed to be the date on the employer's letter plus five calendar days for mail unless there is definitive proof that the applicant received the notice earlier. When the applicant has not received notice of a hiring decision within two calendar months of the receipt of the application by the employer, the applicant shall contact the employer to determine if the position has been filled by a non-preferred applicant. After having determined from information supplied by the employer that the position has been filled by a non-preferred applicant, the preferred applicant may file a complaint within three calendar months of the date the application was received by the employer. Receipt by the employer will be presumed to be the date stamp utilized by the employer to document mail receipt on the date shown on the application, if no other proof of receipt is available. If the position has not been filled, the time period for filing a complaint is extended to provide the preferred applicant one calendar month after having determined that the position has been filled. It is the responsibility of the preferred applicant to maintain contact with the employer to determine if the position has been filled.

Preference eligibility no longer expires upon appointment of the eligible person to a position with the state or any political subdivision in the state.

Persons who were previously ineligible for preference because they held or are currently holding a job with a public employer are now eligible to use their veterans' preference again with all employers covered by law.

Persons who were previously ineligible for preference because they did not serve during an eligible wartime period may now be eligible for Veterans' Preference if they served during Operation Enduring Freedom (beginning October 7, 2001 – present) or Operation Iraqi Freedom (beginning March 19, 2003 – present).

Applicant's Signature

Date