State of Florida

EMPLOYMENT APPLICATION

Equal Opportunity Employer/Affirmative Action Employer
The State of Florida does not tolerate violence in the workplace.

Where to Find Vacancy Information:
• On the Internet: https://peoplefirst.myflorida.com
• One Stop Career Centers - Consult your local telephone directory or visit http://www.employflorida.com
• State Agency Personnel Offices

GENERAL INSTRUCTIONS FOR COMPLETION OF APPLICATION:
• Complete all information within this application in its entirety.
• Type or print in ink.
• All information provided will be a public record and will be released upon request, unless exempt or confidential.
• Specify the position for which you are applying. (Note: A separate application must be submitted for each vacancy. Photocopies are acceptable.)
• Submit application to the People First Service Center, fax: (888) 403-2110, no later than 11:59 PM (EST) on the announced deadline date.
• Sign your name in the Certification Section (page 4). All information you submit is subject to verification.

HOW DO WE CONTACT YOU?

Name

People First Employee ID Number (if any)

Mailing Address

City

County

State

Zip Code

Phone

Alternate Phone

E-mail Address

EDUCATION

HIGH SCHOOL:

NAME / LOCATION OF SCHOOL

RECEIVED: [ ] Diploma [ ] Other (specify) [ ] None

YOUR NAME, IF DIFFERENT WHILE ATTENDING SCHOOL:

__________________________________________________________

COLLEGE, UNIVERSITY OR PROFESSIONAL SCHOOL: (TRANSCRIPTS MAY BE REQUIRED)

NAME OF SCHOOL

LOCATION

DATES OF ATTENDANCE (MONTH / YEAR)

CREDIT HOURS EARNED

MAJOR / MINOR COURSE OF STUDY

TYPE OF DEGREE EARNED

FROM

TO

QTR

SEM

NAME OF SCHOOL

LOCATION

DATES OF ATTENDANCE (MONTH / YEAR)

CREDIT HOURS EARNED

COURSE OF STUDY

TRAINING COMPLETED

FROM

TO

CLASS

CLOCK

YES

NO

YOUR NAME, IF DIFFERENT WHILE ATTENDING SCHOOL:

__________________________________________________________

LICENSE, REGISTRATION OR CERTIFICATION (EXAMPLES: Teacher Certification, RN, LPN, PE, CPA, etc.)

LICENSE, REGISTRATION OR CERTIFICATION:

Number

Date Received

Expiration Date

State Licensing Agency

__________________________________________________________

__________________________________________________________

__________________________________________________________

__________________________________________________________

__________________________________________________________

__________________________________________________________

__________________________________________________________

__________________________________________________________
**PERIODS OF EMPLOYMENT**

Describe all work experience in detail, beginning with your current or most recent job. Include military service (indicate rank), internships and job-related volunteer work, if applicable. Indicate number of employees supervised. Use a separate block to describe each position or gap in employment. If needed, attach additional sheets, using the same format as on the application. All information in this section must be completed. Resumes may be attached to provide additional information.

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<th>Period</th>
<th>Name of Present or Last Employer:</th>
<th>Address:</th>
<th>Supervisor’s Name:</th>
<th>Phone No.:</th>
<th>FROM:</th>
<th>TO:</th>
<th>HOURS PER WEEK:</th>
<th>Reason For Leaving:</th>
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Name of Next Previous Employer: _______________________________________________________
Address: __________________________________________________________________________
Your Job Title: ____________________________
Supervisor’s Name: ____________________________ Phone No.: (______) ________________________
FROM: _______/_____/_______ TO: _______/_____/_______ HOURS PER WEEK: _______ (____________)
Duties and Responsibilities: 
_________________________________________________________________________________
_________________________________________________________________________________
_________________________________________________________________________________
_________________________________________________________________________________
_________________________________________________________________________________
Reason For Leaving: __________________________________________________________________

If needed, attach additional sheets, using the same format as on the application. Resumes may be attached to provide additional information.
KNOWLEDGE / SKILLS / ABILITIES (KSAs)
List KSAs you possess and believe relevant to the position you seek, such as operating heavy equipment, computer skills, fluency in language(s), etc.

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EXEMPTION FROM PUBLIC RECORDS DISCLOSURE
ARE YOU A CURRENT OR FORMER LAW ENFORCEMENT OFFICER, OTHER COVERED EMPLOYEE**, OR THE SPOUSE OR CHILD OF ONE, WHOSE INFORMATION IS EXEMPT FROM PUBLIC RECORDS DISCLOSURE UNDER SECTION 119.071(4)(d), FLORIDA STATUTES (F.S.)? ☐ YES ☐ NO
**Other covered jobs include but are not limited to: correctional and correctional probation officers, firefighters, certain judges, assistant state attorneys, state attorneys, assistant and statewide prosecutors, personnel of the Department of Revenue or local governments whose responsibilities include revenue collection and enforcement or child support enforcement, and certain investigators in the Department of Children and Families [see § 119.071, F.S.].

BACKGROUND INFORMATION
HAVE YOU EVER BEEN CONVICTED OF A FELONY OR A FIRST DEGREE MISDEMEANOR? ☐ YES ☐ NO
If "YES", what charges? __________________________________________
Where convicted? ___________________________ Date of Conviction: ___________________________

HAVE YOU EVER PLED NOLO CONTENDERE OR PLED GUILTY TO A CRIME WHICH IS A FELONY OR A FIRST DEGREE MISDEMEANOR? ☐ YES ☐ NO
If "YES", what charges? __________________________________________
Where? ___________________________ Date: ___________________________

HAVE YOU EVER HAD THE ADJUDICATION OF GUILT WITHHELD FOR A CRIME WHICH IS A FELONY OR A FIRST DEGREE MISDEMEANOR? ☐ YES ☐ NO
If "YES", what charges? __________________________________________
Where? ___________________________ Date: ___________________________

NOTE: A “YES” answer to these questions will not automatically bar you from employment. The nature, job-relatedness, severity and date of the offense in relation to the position for which you are applying are considered [see §112.011, F.S.]

CITIZENSHIP
The state of Florida hires only U.S. citizens and lawfully authorized alien workers. You will be required to provide identification and either proof of citizenship or proof of authorization to work in the U.S.

1. ARE YOU A U.S. CITIZEN? ☐ YES ☐ NO
2. IF NO, ARE YOU LEGALLY AUTHORIZED TO ACCEPT EMPLOYMENT WITH THE SPECIFIC HIRING AUTHORITY TO WHICH YOU ARE APPLYING? ☐ YES ☐ NO

RELATIVES
TO YOUR KNOWLEDGE, DO YOU HAVE ANY RELATIVES WORKING IN THIS AGENCY? ☐ YES ☐ NO

SELECTIVE SERVICE SYSTEM REGISTRATION
Section 110.1128, Florida Statutes, prohibits the employment of any person who was required to register with the Selective Service System under the U.S. Military Selective Service Act, but failed to do so. Additionally, if currently employed by the State, this law prohibits the promotion of such individuals or the subsequent re-hire, once they have separated from the State.

IF YOU ARE A MALE BORN ON OR AFTER JANUARY 1, 1960, HAVE YOU REGISTERED OR DO YOU HAVE PROOF OF AN EXEMPTION FROM THIS REQUIREMENT (DOCUMENTATION MAY BE REQUIRED)? ☐ YES ☐ NO ☐ N/A

CERTIFICATION
I am aware that any omissions, falsifications, misstatements, or misrepresentations above may disqualify me for employment consideration and, if I am hired, may be grounds for termination at a later date. I understand that any information I give may be investigated as allowed by law. I consent to the release of information about my ability, employment history, and fitness for employment by employers, schools, law enforcement agencies, and other individuals and organizations to investigators, personnel staff, and other authorized employees of Florida state government for employment purposes. This consent shall continue to be effective during my employment if I am hired. I understand that applications submitted for state employment are public records. I certify that to the best of my knowledge and belief all of the statements contained herein and on any attachments are true, correct, complete, and made in good faith.

SIGNATURE: ___________________________________________ DATE: ___________________________
EEO SURVEY Although the following information is not mandatory, it is requested to aid the State of Florida in its commitment to Equal Employment Opportunity, Affirmative Action and to meet federal reporting requirements. Refusal to answer will not result in adverse treatment of any applicant. Applicants who believe they have been discriminated against may file a complaint with the Florida Commission on Human Relations, 2009 Apalachee Parkway, Tallahassee, Florida 32301.

RACE/ETHNICITY (Please identify both Race and Ethnicity)

Race (CHECK ONLY ONE):
- White
- Black/African American
- Asian
- Native Hawaiian/Other Pacific Islander
- American Indian/Alaska Native
- 2 or more races

Ethnicity (CHECK ONLY ONE):
- Hispanic or Latino
- Not Hispanic or Latino

SEX:  
- MALE
- FEMALE

DATE OF BIRTH: __________________________

POSITION NUMBER: ______________________

POSITION TITLE FOR WHICH YOU ARE APPLYING: ________________________________
Employment with the State of Florida

Note: This hard copy of the State of Florida employment application is to be used only if you are unable to use the online application process at https://jobs.myflorida.com/index.html

State Government Personnel Structure

Florida state government is a major employer in Florida offering many challenging and rewarding career opportunities. Included among the many advantages of working for the State are the diverse and interesting job opportunities as well as competitive salaries, benefits, and career mobility.

Employees with the State of Florida fall into a variety of different and autonomous personnel systems each with their own set of rules and regulations, collective bargaining agreements, and wage and benefit packages. The State Personnel System, comprised of employees in the Career Service, Selected Exempt Service and Senior Management Service pay plans, is the largest of these systems and is the focus of this narrative. The State of Florida employment application is used to apply for vacancies within the State Personnel System.

Most state jobs are in the Career Service pay plan. The Career Service provides uniform pay, job classification, benefits and recruitment for the majority of non-managerial jobs within state agencies. The Senior Management Service (SMS) includes upper management and policy-making jobs. Middle management, such as bureau chiefs, professional jobs, such as physicians and attorneys, and supervisory jobs are included in the Selected Exempt Service. Employees can move between agencies without any loss of state benefits.

Temporary jobs are funded by Other Personal Services (OPS) appropriations. OPS employees receive an hourly wage but no benefits such as insurance, leave, or retirement.

Non-State Personnel System agencies are agencies in which jobs do not fall under the Career Service, Selected Exempt Service or Senior Management Service pay plans and their employment procedures may differ. These employers may or may not accept the State of Florida employment application. Additionally, their job titles and salaries may not be comparable to those in the State Personnel System.

How to Search for Vacancies

Individual state agencies are responsible for announcing their job vacancies and making hiring decisions. Generally, agencies accept job applications for advertised vacancies only. However, agencies may accept applications for certain positions on a continuous basis. A completed State of Florida employment application is required for each job vacancy to which you apply.

There are several ways for you to obtain state job vacancy information:

- Access the People First job information web site on the Internet at: https://jobs.myflorida.com
- Contact individual State Personnel System agencies directly for information regarding their employment opportunities.
- Contact a Florida One Stop Career Center for job information on and other employment opportunities. To locate the office nearest you, check your telephone directory under “Workforce One Stop Career Center” or visit: http://www.employflorida.com

Completed applications should be submitted by fax to the People First Service Center at (888) 403-2110.

How to Market Yourself

Prior to completing an application for any job, gather specific information about the duties of the job and relevant knowledge, skills and abilities required by carefully reviewing the job vacancy announcement or by contacting the employing agency, if necessary.

Use this information to ensure your application, cover letter, resume and other supporting materials address how your experience and education fulfill these requirements.

How Candidates are Selected

The first step an employing agency takes in the selection process is to review the applications which have been received to determine who is eligible to compete further in the selection process. Job-related criteria are used to determine those applicants who will be asked to participate in additional assessment steps such as an oral interview, a work sample exercise, or a proficiency test. The job-related information gained during the selection process will assist the hiring official in making the final selection decision. Veterans’ preference and Affirmative Action goals are also considered by the agency in the decision-making process.

If, because of a disability, you require a special accommodation to participate in the application and selection process, please notify the hiring authority in advance.