



HERNANDO COUNTY PROPERTY APPRAISER

201 Howell Ave., Suite 300, Brooksville, FL 34601-2042

APPLICATION FOR APPOINTMENT

We are an equal opportunity employer, dedicated to nondiscrimination in employment on the basis of race, color, age, religion, sex, national origin, handicap, disability or marital status.

APPLICANT INFORMATION

DATE:	Are you 18 Years or Older? <input type="checkbox"/> Yes <input type="checkbox"/> No		
NAME:			
Last	First	Middle	
PERMANENT ADDRESS:			
Street	City	State	Zip
PHONE NUMBER: ()	REFERRED BY:		
CELL PHONE NUMBER: ()			
If related to anyone who works for the Hernando County Property Appraiser please state their name:			

EMPLOYMENT DESIRED

POSITION:	DATE YOU CAN START:	SALARY DESIRED:
Are you employed now? <input type="checkbox"/> Yes <input type="checkbox"/> No		
May we contact your current employer? <input type="checkbox"/> Yes <input type="checkbox"/> No		
Have you ever applied earlier to the Hernando County Property Appraiser's Office? <input type="checkbox"/> Yes <input type="checkbox"/> No		
Position Applied For: When?		
Are there any days or hours you will <u>not</u> work? <input type="checkbox"/> Yes <input type="checkbox"/> No		
If yes, please explain:		
Are you legally eligible for employment in the United States? <input type="checkbox"/> Yes <input type="checkbox"/> No		
(If offered employment, you will be required to provide documentation to verify eligibility.)		

EDUCATION

	Name & Location of School	Course of Study	Number of Years Completed	Diploma or Degree Received
High School				
College				
Other (including Graduate School)				

PREVIOUS EMPLOYMENT

List below all of your employers in the last ten (10) years beginning
with your current or most recent employer (use additional pages, if necessary)

MONTH, DAY, YEAR	NAME, ADDRESS & PHONE # OF EMPLOYER	POSITION & JOB DUTIES	SALARY	REASON FOR LEAVING
From: To:				
From: To:				
From: To:				
From: To:				

Did you work for any of these employers under a different name? Yes No

If yes, list which employer(s) and under what name(s):

Please explain any gaps in your employment history:

Have you ever been terminated from employment or asked to resign by an employer? Yes No

If yes, please provide company name(s) and details:

Have you received any written reprimand or disciplinary suspension during any previous employment? Yes No

If yes, please explain:

OFFICE SKILLS

Please check areas in which you are competent

<input type="checkbox"/> Calculator <input type="checkbox"/> Multi-Line Telephone <input type="checkbox"/> Computer <input type="checkbox"/> Filing <input type="checkbox"/> Spreadsheets/Database <input type="checkbox"/> Typing	Office Equipment (Copier, Fax) 1. _____ 2. _____ 3. _____ 4. _____ 5. _____	Software/Computer Applications 1. _____ 2. _____ 3. _____ 4. _____ 5. _____
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Licenses or Certificates held by you:

Professional Memberships:

DRIVER LICENSE

If the Hernando County Property Appraiser hires you, and the position for which you are hired requires the operation of Property Appraiser vehicles, you must possess a Florida Driver License at the time of hire. Your driving record will be checked with the Department of Motor Vehicles.

Do you currently possess a Florida Driver License? Yes No

Have points been assessed against your Driver License in the past three years? Yes No

If Yes, how many points? _____ How many violations? _____

Has your Driver License been suspended or revoked in the past three years? Yes No

If yes, for what violations? _____ For what period of time? _____

REFERENCES

List below the names of three (3) persons not related to you
whom you have known at least one (1) year.

NAME	ADDRESS	PHONE NUMBER	BUSINESS	YEARS ACQUAINTED

APPOINTMENT APPLICATION CERTIFICATION

I hereby certify that all of the facts and information listed on this Appointment Application are true and complete. I understand that any false, incomplete or misleading information given by me on this application is sufficient cause for rejection of this application. I also understand and agree that any such false, incomplete or misleading information discovered on this application at any time after I am employed may result in my dismissal.

I hereby authorize the Hernando County Property Appraiser to investigate all statements contained in this application, to interview the references and previous employers listed in this application, and to obtain a report from a consumer-reporting agency to be used for employment purposes in accordance with the Fair Credit Reporting Act. I authorize the references and previous employers listed to give the Hernando County Property Appraiser all facts, opinions and evaluations concerning my previous employment and any other information they may have, personal or otherwise, and release all such parties from any liability which may allegedly arise from furnishing such information to the Hernando County Property Appraiser, including, but not limited to, any liability for defamation or invasion of privacy.

If I am offered appointment, I understand that such an offer will be conditioned upon satisfactory results of a background investigation and/or the Hernando County Property Appraiser medical examination or inquiry, including a drug screen test. If then employed, I understand that I will be required to serve a six-month introductory period. I further understand that my appointment and compensation can be terminated, with or without cause or notice, at any time, regardless of the successful completion of my introductory period, at the option of either the Hernando County Property Appraiser or myself. I understand that no supervisor or other representative of the Hernando County property Appraiser other than the Hernando County Property Appraiser has any authority to enter into any agreement for appointment for any specified period of time, or to make any agreement contrary to the foregoing.

I further understand and voluntarily agree as a condition of appointment or my continued appointment, that I may be requested by the Hernando County Property Appraiser to submit to a urinalysis or other drug screen test and that my failure to take such test(s) when requested to do so or unsatisfactory test results will disqualify me from consideration for appointment, or if I am then appointed, may result in my immediate dismissal.

I further understand that if selected for employment, I must furnish a paper social security card before receiving payment of wages or salary and take an oath or affirmation of Allegiance (Loyalty Oath, Florida Statute, Section 876.05).

I understand that I may be asked to work overtime and agree to do so if requested. If I do work overtime, I agree to accept compensatory time off in lieu of overtime pay, at the discretion of the Hernando County Property Appraiser.

I certify that I have read, understand and agree with the above.

Signature of Applicant

Date

AFFIRMATIVE ACTION VOLUNTARY INFORMATION

We are subject to certain government recordkeeping and reporting requirements for the administration of civil rights laws and regulations. To comply with these laws, we invite you to voluntarily self-identify your race or ethnicity. **Submission of this information is voluntary and refusal to provide it will not subject you to any adverse treatment.** The information obtained will be kept confidential and may only be used in accordance with the provisions of applicable laws, executive orders and regulations, including those that require the information to be summarized and reported to the federal government for civil rights enforcement. When reported, data will not identify any specific individual.

This information will not be used as the basis for any adverse employment decision.

Name _____
Last First Middle
Address _____ City _____
State _____ Zip _____
Phone # _____ Male Female

EEO-1 Self-Identification

Please check the EEO Identification Group that best applies to you:

- Hispanic or Latino** – A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race.
- White (Not Hispanic or Latino)** – A person having origins in any of the original peoples of Europe, the Middle East or North Africa.
- Black or African American (Not Hispanic or Latino)** – A person having origins in any of the black racial groups of Africa.
- Native Hawaiian or Other Pacific Islander (Not Hispanic or Latino)** – A person having origins in any of the peoples of Hawaii, Guam, Samoa, or other Pacific Islands.
- Asian (Not Hispanic or Latino)** – A person having origins in any of the original peoples of the Far East, Southeast Asia or the Indian Subcontinent, including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand and Vietnam.
- American Indian or Alaska Native (Not Hispanic or Latino)** – A person having origins in any of the original peoples of North and South America (including Central America), and who maintain tribal affiliation or community attachment.
- Two or more Races (not Hispanic or Latino)** – All persons who identify with more than one of the races above, excluding Hispanic or Latino

Reasonable Accommodation

Please advise if you believe there is a reasonable accommodation that will assist you in performing the essential functions of this job:

Applicant's Signature _____ Date _____

To Be Completed by Employer:

From the EEO job categories listed below, which one best describes the Deputy's position:

- Executive/Senior-Level Officials & Managers
- First/Mid-Level Officials and Managers
- Professionals
- Technicians
- Sales Workers
- Administrative Support Workers
- Craft Workers
- Operatives
- Laborers and Helpers
- Service Workers

Completed by: _____ Date: _____