



# Town of Palm Beach Shores

247 Edwards Lane  
 Palm Beach Shores, FL 33403  
 (561)844-3457 Fax: (561)863-1350

## Application for Employment

THE TOWN OF PALM BEACH SHORES IS AN EQUAL OPPORTUNITY EMPLOYER AND A DRUG FREE WORKPLACE

### Personal Information

Name (Last, First, MI)	
Street address	
City, State, Zip	
Home phone number ( )	E-mail address
Social Security number	Driver's license number/state/expiration <i>(if job involves any driving)</i>

Applicant Name:

### Employment Desired

Position applied for	
How did you hear about this position?	
Date available for work	Desired hours (full time, part time, etc.)

### Education (attach copies of degrees or certificates)

	Name and Address of School	Course of Study	Total Years of Study	Degree/Diploma
High School				
Undergraduate College				
Graduate/Professional				
Other (Specify)				

Today's Date:

**CITIZENSHIP:** The Town of Palm Beach Shores hires only U.S. Citizens and lawfully authorized alien workers. If a conditional offer of employment is made, you will be required to provide identification and proof of citizenship or authorization to work in the U.S. Are you a U.S. citizen or are you legally authorized to work in the U.S.?  YES  NO

Have you ever been convicted of a felony?  YES  NO If yes, state the court, nature of offense, disposition of case and date:

**NOTE:** The type of offense and the nature of the position applied for are the only factors considered. Crime conviction check will be conducted.

# Employment Application

## Employment History

List below all present and past employers over the past ten years, starting with your **most recent** employer. Account for all periods of unemployment. You must complete this section even if attaching a resume. May we contact your current employer?  YES  NO

1.	Employer (current <input type="checkbox"/> Yes <input type="checkbox"/> No)	Start Date	End Date	Key job functions of final position
	Address			1.
	City, State, Zip	Starting Salary	Ending Salary	2.
	Phone number			3.
	Job position(s)			4.
	Supervisor(s)			
	Reason(s) for leaving			
	What value did you add to this company or its customers?			
2.	Employer	Start Date	End Date	Key job functions of final position
	Address			1.
	City, State, Zip	Starting Salary	Ending Salary	2.
	Phone number			3.
	Job position(s)			4.
	Supervisor(s)			
	Reason(s) for leaving			
	What value did you add to this company or its customers?			

# Employment Application

## Employment History

3.	Employer	Start Date	End Date	Key job functions of final position
	Address			
	City, State, Zip	Starting Salary	Ending Salary	2.
	Phone number			3.
	Job position(s)			4.
	Supervisor(s)			
	Reason(s) for leaving			
	What value did you add to this company or its customers?			
4.	Employer	Start Date	End Date	Key job functions of final position
	Address			
	City, State, Zip	Starting Salary	Ending Salary	2.
	Phone number			3.
	Job position(s)			4.
	Supervisor(s)			
	Reason(s) for leaving			
	What value did you add to this company or its customers?			

# Employment Application

## Additional Information

List any seminars, classes or other education not listed previously which may help qualify you for this position:

List any professional, trade, business or civic activities and offices held. You may exclude membership that would reveal gender, race, religion, national origin, ancestry, age, disability or any other protected status:

List any languages other than English that you can speak, read or write that could be of benefit to the position applied for:

	Fluent	Good	Fair
Speak			
Read			
Write			

Identify formal job training that relates to this position:

Identify what skills or certification you possess related to this position:

Describe what you believe are the most unique features of your work history:

**References:** List below three persons not related to you who have knowledge of your work performance within the last 5 years

Name		Occupation
Company name	Address	
Telephone	E-mail	Relationship & years acquainted
Name		Occupation
Company name	Address	
Telephone	E-mail	Relationship & years acquainted
Name		Occupation
Company name	Address	
Telephone	E-mail	Relationship & years acquainted

# Employment Application

***Please read each statement closely and initial each acknowledging your understanding***

\_\_\_\_\_ The Town of Palm Beach Shores is an Equal Opportunity Employer and committed to complying with all Federal, State and local laws related to terms and conditions of employment. The Town will not discriminate against or in favor of any employee or prospective employee because of race, religion, color, national origin, physical or mental disability, age or any other status protected by Federal, State or local laws. PBS will make reasonable efforts to accommodate those physical or mental limitations of an otherwise qualified employee. The Town is committed to providing a work environment that is free of discrimination and unlawful harassment. Sexual and other unlawful harassment is a form of employee misconduct that is demeaning to another person, undermines the integrity of the employment relationship, and is strictly prohibited.

\_\_\_\_\_ I hereby certify that I understand that any position with the Town of Palm Beach Shores is contingent upon passing a physical, which includes a drug test. As part of our commitment to safeguard the health of our employees and provide a safe environment, and to promote a drug free community, the Town has established a Drug Free Workplace Policy dealing with the problems of alcohol and substance abuse.

\_\_\_\_\_ I hereby certify that I have not knowingly withheld any information that might adversely affect my chances for employment and that the answers given by me are true and correct to the best of my knowledge. I further certify that I have personally completed this application. I understand that any omission or misstatement of material fact on this application, or any other document used to secure employment, shall be grounds for rejection of this application or for immediate discharge if I am employed, regardless of the time elapsed before discovery.

\_\_\_\_\_ I understand and agree that if I am employed, my employment will be "at-will", which means that the Town may terminate the employment relationship at any time, with or without cause. Likewise, the Town will respect my right to terminate my employment at any time by providing a two (2) week notice, with or without cause. I further understand that any prior representation, whether expressed or implied to the contrary is hereby superceded and that no promise or representation contrary to the foregoing is binding on the Town unless made in writing and signed by the Mayor.

\_\_\_\_\_ I authorize investigation into all statements and references contained in this application. Said investigation may include credit, driving, criminal background, references and other background checks. By applying for this job, I also authorize post-hire investigation into my credit, driving and criminal background.

\_\_\_\_\_ I understand and agree that the Town's acceptance of this job application does not mean that a position for which I am qualified is open (unless specifically posted) or that the Town has agreed to hire me. I understand that the Town is under no obligation to hire me as the result of accepting this completed application. I further understand that all positions carry with them a specified probationary period during which time the employee is continuously evaluated for suitability for the position. During this period, employment may be terminated at any time if performance is not satisfactory.

**I HAVE READ AND UNDERSTAND THE ABOVE POLICY STATEMENTS AND AGREE TO BE BOUND BY THEM IF EMPLOYED BY THE TOWN.**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

