

ATTENTION APPLICANTS

A separate application must be completed for each position for which you are applying.

Applications are accepted for announced positions only. Unsolicited applications that do not specify the position will not be accepted.

Applications must be complete to be considered, failure to complete the entire application; any misrepresentation, false or incomplete information or omission of facts requested is cause for rejection of this application or dismissal from County employment.

Resumes may be attached to the application; HOWEVER, you must complete all information requested on the application. Responses such as “see attached” or “please see resume” may be cause for rejection of the application. If an item does not apply to you, write in the answer “N/A” or “Not Applicable”.

Please print clearly in ink or type all information. Do not use pencil

All employment information and phone numbers must be complete. These are used to contact previous employers and verify references.

Applicants must meet the minimum qualifications of the position to be considered for submittal to the Department requesting the position.

Receipt of an application does not imply that the applicant will be interviewed or employed.

It will be approximately 2 to 3 weeks after a positions closing date before anyone is contacted for an interview. Please keep in mind that applicants are **only** contacted if they are to be interviewed.

All job offers are contingent upon a satisfactory completion of a pre-employment physical examination, reference check, criminal background check and may also be subject to drug and/or alcohol testing. **Job offers may be withdrawn due to the applicants' failure to successfully complete any of the post offer requirements.**

In accordance with Florida State Statute 119.071(5) (2) (b), applicants and employees are requested to provide Social Security numbers. These will be used for background checks, payment of wages, reporting earnings to the Internal Revenue Service, issuance of W-2 forms, filing of workers' compensation claims, health, life, dental and long term disability insurance applications, new hire reporting and submission of contributions to the retirement fund or any other official business purpose that may arise.

Citrus County Human Resources

Want to know what's happening in your County commission government? Refer to the County's news blog at the commission Website, www.bocc.citrus.fl.us to see what's going on.



EMPLOYMENT APPLICATION
CITRUS COUNTY BOARD OF COUNTY COMMISSIONERS
HUMAN RESOURCES DEPARTMENT
 3600 W. SOVEREIGN PATH, SUITE 178
 LECANTO, FL 34461
 JOB LINE: 352-527-5371
 FAX # 352-527-5372 TTY# 352-527-5554
 INTERNET: www.bocc.citrus.fl.us

HR USE ONLY	
Received:	_____
Posted:	_____
Class Code:	_____
Veteran:	_____

CITRUS COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER

PLEASE TYPE OR COMPLETE IN PEN. DO NOT USE PENCIL.

Position Applying For	Announcement #	Date of Application	
Last Name	First Name	Middle Initial	
Current Residence - Street No. and Name	City	State	Zip Code
Mailing Address (if different from above)	City	State	Zip Code
() Home Phone #	() Business Phone #	() Alternate Phone #	

Have you ever worked for Citrus County Board of County Commissioners? Yes No

If yes, please give: Last date(s) of employment _____ most recent employing Dept _____

Do you have any relative(s), either by blood or by marriage who is /are currently employed by Citrus County Board of County Commissioners or an elected official of the County? Yes No

If yes, Please give their names, relationship and position with the County.

Name	Relationship	Position with the County
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Name	Relationship	Position with the County
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Do you possess a current, valid Florida Driver License? Yes No Class: A B C D E

Note: If the County hires you and the position for which you are hired requires the operation of County vehicles or equivalent, you must possess the appropriate Florida Driver license at the time of hire. Your driving record will be checked with the Florida Department of Motor Vehicles.

Have you ever been convicted of, pled nolo contendere, pled guilty or had adjudication of guilt withheld to a crime, which is a felony or a first-degree misdemeanor? Yes No

If yes, what charges?

Where?	Date
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Note: A yes answer to these questions will not automatically bar you from employment. The nature, severity and date of the offense in relation to the position for which you are applying for are considered.

Did you graduate from high school? Yes No

If yes, give name and location

Name

City

State

/
Month/Year

If no, do you possess a GED? Yes No

if yes, give
Month/Year

Check highest grade completed: High School

College

Graduate School

- 8
- 9
- 10
- 11
- 12

- 13
- 14
- 15
- 16

- 17
- 18
- 19
- 20

Name College or School	Location	Dates Attended	Completed Credits/Yrs	Degree Awarded	Major
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Are you a U.S citizen? Yes No if no, do you have authorization to work in the US? Yes No

Active professional Licenses/Certificates related to the jobs for which you are applying:

Title	Registration No.	Issuing Agency	Expiration Date
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Office Skills: Please check areas in which you are competent:

- Filing
- Spreadsheets/Database
- Software/Computer Applications:
- Transcription of minutes
- Office Equipment (fax, copier)
- Typing _____ wpm
- Calculator
- Multi-line telephone
- Word Processing

Trade Skills: Please check areas in which you are competent:

- Masonry
- Grounds Keeping
- Finished Carpentry
- Electrical Repair work
- Roofing
- Automotive/Mechanical
- Rough Carpentry
- Reading Blueprints
- Refrigeration/Repair
- Asphalt Repair
- Map Preparation
- Pipefitting
- Plumbing
- Painting
- Map Reading
- Welding
- Photography
- Drafting/Graphics
- Automotive/Bodywork
- Heavy Equipment/Mechanical

Equipment skills: Please check areas in which you are competent:

- Cranes
- Ditching Machines
- Air Hammers
- Pay Loaders
- Power Mowers
- Tractors
- Power Tools
- Communications
- Bulldozers
- Other (please list)

Citrus County will make reasonable accommodations during the application and interview process for the known physical or mental limitations of a job applicant with a disability upon request.

Veterans' Preference

You Must Submit A Copy Of Your DD-214 And Other Relevant Documents Concerning Eligibility. Preference Will Be Awarded Only If You Submit With Your Application A Copy Of Your DD-214, Discharge Certificate And/Or Proof Of Rating That Is Less Than One Year Old, Of A Service Connected Disability. Documents Must Be Legible.

VETERANS' PREFERENCE IS AFFORDED TO FLORIDA RESIDENTS ONLY.

Check the appropriate block if you are claiming veterans' preference:

1. A veteran with a compensable service-connected disability who is eligible for receiving compensation, disability retirement or pension under public laws administered by the U.S Department of Veterans' Affairs and the Department of Defense.
2. The spouse of a veteran who cannot qualify for employment because of a total and permanent service-connected disability, or the spouse of a veteran missing in action, captured or forcibly detained, or interned in line of duty by a foreign government or power.
3. A veteran of any war who served on active duty for one (1) day or more including the naval or air service and who was discharged or released there from under honorable conditions only or who later received an upgraded discharge under honorable conditions, notwithstanding any action by the United States Department of Veterans' Affairs on individuals discharged or released with other than honorable discharges. Active duty for training is not allowable.
4. The unremarried widow or widower of a veteran who died of a service-connected disability.
5. A veteran who has served in a campaign or expedition for which a qualifying campaign or expeditionary medal has been authorized; any Armed Forces Expeditionary Medal or Global War on Terrorism Expeditionary Medal.

Effective July 1, 2007: 1) Preference eligibility no longer expires upon appointment of the eligible person to a position with the state or any political subdivision in the state. 2) Persons who were previously ineligible for preference because they had 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. 3) Persons 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 the last two periods listed below.

Branch of Service	Entry Date	Discharge Date	Type of Discharge
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NOTE: Under Florida law, preference in appointment and employment shall be given by the state and its political subdivisions, first to those persons included in 1 and 2 above and second to those persons included under 3 and 4 above. If any applicant claiming veterans' preference for a vacant position is not selected for the position, they may file a complaint with the Department of Veterans' Affairs, Division of Benefits, P. O Box 31003, St. Petersburg FL 33731. A complaint must be filed within 21 days after notice of a hiring decision or within three (3) months of the date the application was filed with the employer if no notice is given.

To receive benefits as a wartime veteran, a veteran must have served during one of the following periods of wartime service:

World War II:	December 7, 1941 to December 31, 1946
Korean Conflict:	June 27, 1950 to January 31, 1955
Vietnam Era:	February 28, 1961 to May 7, 1975
Persian Gulf War:	August 2, 1990 to January 2, 1992
Operation Enduring Freedom	October 7, 2001 to present
Operation Iraqi Freedom	March 19, 2003 to present