



# Town of Juno Beach

340 Ocean Drive • Juno Beach, FL • 33408  
(561) 626-1122 Phone • www.juno-beach.fl.us

**\*Equal Opportunity Employer, Veterans Preference, Drug Free Workplace\***

## APPLICATION FOR GENERAL EMPLOYMENT

PLEASE NOTE: Complete all areas of the application. Please print clearly. Under Florida Law, employment applications are open for public inspection. False statement may cause rejection of the application or if employed, termination of employment.

Position(s) applied for: \_\_\_\_\_ Date: \_\_\_\_\_

Name: \_\_\_\_\_  
First Middle Last

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone 1: ( ) \_\_\_\_\_ Phone 2: ( ) \_\_\_\_\_ E-Mail: \_\_\_\_\_

Have you read the job description of the position(s) for which you are applying?  Yes  No

Are there any duties you are unable to perform?  Yes  No - If yes, please explain: \_\_\_\_\_

Do you possess a valid driver's license?  Yes  No - State of issue \_\_\_\_\_ CDL level \_\_\_\_\_

Have you ever been employed by the Town of Juno Beach?  Yes  No - If yes, please give dates and job title held: \_\_\_\_\_

Do you have any relatives currently employed by the Town of Juno Beach?  Yes  No  
If yes, please list name(s) \_\_\_\_\_

## EDUCATION

Depending on the position sought, you may be required to provide a copy of your high school or college transcript/degree and/or professional registration. Give years of college completed, type of degree and major/minor. Be sure to list all technical and/or trade courses or programs you have completed.

Circle highest school grade or degree completed: 8 9 10 11 12 • AA/AS • Bachelor's Degree  
• Master's Degree • Doctorate Degree • Other: \_\_\_\_\_

Do you currently have a High School Diploma or a GED?  Yes  No

Name of College/Technical School	# of Yrs. Attended	Major	Degree

Technical skills, foreign language proficiency or other training acquired: \_\_\_\_\_

List certificates or trade licenses you possess: \_\_\_\_\_

<b>RECORD OF EMPLOYMENT</b>
-----------------------------

Please give complete name and address of your most recent employers, including military employment. Describe major duties performed. A resume may be attached as a supplement; however, you must **complete all information requested on the application**. Begin with your current or most recent employer and list previous employers in chronological order. Past and current employers  may  may not be contacted to inquire as to applicant's past employment or on the job performance.

Employer: \_\_\_\_\_ Phone: (    ) \_\_\_\_\_

Address: \_\_\_\_\_

Position held: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Dates employed: \_\_\_\_\_ to \_\_\_\_\_ Rate of pay: \_\_\_\_\_

Brief description of duties: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Reason for leaving: \_\_\_\_\_



Employer: \_\_\_\_\_ Phone: (    ) \_\_\_\_\_

Address: \_\_\_\_\_

Position held: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Dates employed: \_\_\_\_\_ to \_\_\_\_\_ Rate of pay: \_\_\_\_\_

Brief description of duties: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Reason for leaving: \_\_\_\_\_



Are you 18 years of age or older?  Yes  No

Are you eligible to work in the United States?  Yes  No (Verification may be required before employment.)

Have you ever been convicted of, or pled guilty, no contest or *nolo contendere* to a crime?  
 Yes  No

Have you ever been charged with a crime and either placed on court ordered probation, had adjudication withheld, entered a pre-trial intervention program or have any criminal charges now pending?  Yes  No

Have you ever been a defendant in a civil action for intentional tort(s) (e.g. assault, battery, intentional infliction of emotional distress), or an unlawful employment practice (e.g. sexual or racial harassment)?  Yes  No

.....  
Under Florida law certain individuals may be eligible for "Veterans' Preference" for employment purposes.

Have you ever served in the military?  Yes  No

Was any formal disciplinary action taken against you while in the military?  Yes  No

Are you claiming Veteran's Preference?  Yes  No

Have you attached a copy of your DD-214?  Yes  No

*Documentation (DD214) substantiating your claim must be furnished at the time of application to be eligible.*

Applicant comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

.....

I hereby certify that all the information given on this application is true and correct to the best of my knowledge and I understand that any false information given on this application shall constitute cause to withdraw the application from consideration for any position with the Town of Juno Beach or termination of employment with the Town of Juno Beach.

I release the Town of Juno Beach and any past or current employers and other individuals contacted from any liability for release of information regarding my employment.

I understand that if and when my social security number is requested it will be used by the Town for the purposes of verifying payroll eligibility, processing employment benefits, conducting applicant and employee background checks, and reporting income and will be used solely for these purposes.

No applicant and or employee will be discriminated against because of race, color, age, sex, religion, national origin, marital status, political affiliation, familial status, sexual orientation, citizenship, genetic information or disability.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date