

PLEASE READ CAREFULLY

Applications must be returned in person or by e-mail.
No faxed applications will be accepted.

City Hall HR Department
100 N Main Street
Wildwood, FL 34785
mtuck@wildwood-fl.gov

All positions require an application.
Additional information such as a resume can be added but will not replace an application

If you have any questions, please call 352-330-1340.

Thank-you,

Date Received:
Logged:
Copied:

Application for Employment CITY OF WILDWOOD, FLORIDA

Equal access to employment, services, and programs is available to all persons. Applicants requiring accommodation for the application and/or interview process should contact Human Resources. We consider applicants for all positions without regard to race, color, religion, sex, national origin, age, marital, or veteran status, the presence of a non-job-related medical condition or handicap, or any other legally protected status. EQUAL OPPORTUNITY EMPLOYER. PRE-EMPLOYMENT DRUG SCREEN MAY BE REQUIRED. An "at will" employer.

PLEASE PRINT LEGIBLY

Position(s) applied for _____ Date of Application _____

Referred By: Advertisement Employee Relative Government Employment Agency
 Private Employment Agency Walk in Other _____

Name _____			
Last	First	Middle	
Physical Address _____			
Street	City	State	Zip Code
Mailing Address _____			
if different from above	City	State	Zip Code
Telephone Number _____		Best Time to Call, If necessary _____	
Fax Number _____		E-Mail Address _____	
Do you have a current Florida Driver's License <input type="checkbox"/> Yes <input type="checkbox"/> No			
Length of time at the above address _____. If less than 10 years, please list every physical address for the past 10 years			
Address _____			
Street	City	State	Zip Code
Address _____			
Street	City	State	Zip Code
Address _____			
Street	City	State	Zip Code
Address _____			
Street	City	State	Zip Code

May we contact you at work Yes No If Yes, Work Number _____

Can you furnish a work permit, if under 18 Yes No Have you ever been bonded? Yes No

Have you filed an application here before? Yes No If Yes, Give Date _____

Have you ever been employed here before? Yes No If Yes, Give Dates: From _____ to _____

Are you on layoff, subject to recall? Yes No Are you legally eligible for employment Yes No
(Proof of US Citizenship or immigration status will be required upon employment)

Will you relocate if job requires it: Yes No Will you travel if job requires it? Yes No

Will you work overtime, if required? Yes No Are you able to meet the attendance requirements of the position? Yes No

Date available for work _____ Full time Part time Shift Work Temporary

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List all traffic citations you have received in the past ten years.

Date*	County/State	Charge	Disposition

*exact date of the citation is not required

EDUCATION

HIGH SCHOOL NAME: _____

LOCATION: _____ Course of Study: _____
 DIPLOMA or GED ATTAINED? Yes No YEARS COMPLETED: 9TH 10TH 11TH 12TH

COLLEGE/UNIVERSITY NAME: _____

LOCATION: _____ Course of Study: _____
 DIPLOMA OR DEGREE ATTAINED? Yes No YEARS COMPLETED: 1 2 3 4

Type of Degree Received: _____

ON-LINE and/or TRADE/VOCATIONAL School Name: _____

LOCATION: _____ Course of Study: _____
 DIPLOMA OR DEGREE ATTAINED? Yes No YEARS COMPLETED: 1 2 3 4

Type of Degree Received: _____

JOB RELATED CERTIFICATE/LICENSE PROGRAMS COMPLETED (Provide copies of certificates/licenses): _____

OTHER SPECIAL SKILLS AND QUALIFICATIONS

Summarize special job-related skills and qualifications acquired from employment or other experience, along with any additional information you feel may be helpful to us in considering your application. (Be specific) _____

DESCRIBE ANY HONORS YOU HAVE RECEIVED: _____

LIST PROFESSIONAL, TRADE, BUSINESS OR CIVIC ACTIVITIES AND OFFICES HELD:(you may exclude memberships which would reveal sex, race, religion national origin, age ancestry, or handicap or other protected status) _____

INDICATE ANY LANGUAGES OTHER THAN ENGLISH YOU CAN SPEAK, READ OR WRITE:

<u>LANGUAGE</u>	<u>SPEAK</u>			<u>READ</u>			<u>WRITE</u>		
_____	<input type="checkbox"/> Fluent	<input type="checkbox"/> Good	<input type="checkbox"/> Fair	<input type="checkbox"/> Fluent	<input type="checkbox"/> Good	<input type="checkbox"/> Fair	<input type="checkbox"/> Fluent	<input type="checkbox"/> Good	<input type="checkbox"/> Fair
_____	<input type="checkbox"/> Fluent	<input type="checkbox"/> Good	<input type="checkbox"/> Fair	<input type="checkbox"/> Fluent	<input type="checkbox"/> Good	<input type="checkbox"/> Fair	<input type="checkbox"/> Fluent	<input type="checkbox"/> Good	<input type="checkbox"/> Fair
_____	<input type="checkbox"/> Fluent	<input type="checkbox"/> Good	<input type="checkbox"/> Fair	<input type="checkbox"/> Fluent	<input type="checkbox"/> Good	<input type="checkbox"/> Fair	<input type="checkbox"/> Fluent	<input type="checkbox"/> Good	<input type="checkbox"/> Fair
_____	<input type="checkbox"/> Fluent	<input type="checkbox"/> Good	<input type="checkbox"/> Fair	<input type="checkbox"/> Fluent	<input type="checkbox"/> Good	<input type="checkbox"/> Fair	<input type="checkbox"/> Fluent	<input type="checkbox"/> Good	<input type="checkbox"/> Fair

REFERENCES

Three references who are NOT RELATED to you and are NOT PREVIOUS EMPLOYERS.

1. _____

Name	Address/City/Zip	OR	Phone number	Fax	E-mail
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2. _____

Name	Address/City/Zip	OR	Phone number	Fax	E-mail
------	------------------	----	--------------	-----	--------

3. _____

Name	Address/City/Zip	OR	Phone number	Fax	E-mail
------	------------------	----	--------------	-----	--------

EMPLOYMENT EXPERIENCE

Start with your **PRESENT OR MOST RECENT**. Include any job-related military service assignments. Provide a minimum of last six Employers OR the past 12 years of Employment experience. PLEASE PROVIDE DETAILED INFORMATION.

1. EMPLOYER _____

company name	address	phone number
fax number	E-mail address	

Your job title: _____ Dates Employed From: _____ to _____

Your immediate supervisor: _____ Contact Person _____

Reason for leaving _____

Pay rate/salary: Starting _____ Final _____ WORK PERFORMED: _____

2. EMPLOYER _____

company name	address	phone number
fax number	E-mail address	

Your job title: _____ Dates Employed From: _____ to _____

Your immediate supervisor: _____ Contact Person _____

Reason for leaving _____

Pay rate/salary: Starting _____ Final _____ WORK PERFORMED: _____

3. EMPLOYER _____

company name	address	phone number
fax number	E-mail address	

Your job title: _____ Dates Employed From: _____ to _____

PLACE OF THE APPLICATION. UPON RECEIPT, ALL APPLICATIONS BECOME PUBLIC RECORD UNDER THE PUBLIC RECORD LAW OF THE STATE OF FLORIDA.

THE CITY OF WILDWOOD IS A DRUG -FREE EMPLOYER. A PRE-EMPLOYMENT DRUG SCREEN MAY BE REQUIRED. A PRE-EMPLOYMENT PHYSICAL IS REQUIRED. RESULTS COULD DENY AN OFFER OF EMPLOYMENT.

I hereby certify that the information I have provided is true and correct. I understand that any fraudulent information provided would negate employment or consideration for employment with the City of Wildwood, Florida.

Applicant's Signature

Date

*Return to:
HUMAN RESOURCES
CITY OF WILDWOOD
100 NORTH MAIN STREET
WILDWOOD, FLORIDA 34785
352-330-1330 x105*

Required upon submission of Application:

- COPY OF any OPERATOR LICENSES and/or CERTIFICATIONS (relevant to position applying for)
- MILITARY DISCHARGE (DD214), if applicable

Required upon Conditional Offer of Employment:

- VALID FLORIDA DRIVER'S LICENSE
- COPY OF HIGH SCHOOL DIPLOMA OR GED
- COPY of any HIGHER EDUCATION DIPLOMA and/or DEGREE
- SOCIAL SECURITY CARD
- DOCUMENTATION OF LEGAL NAME CHANGE, i.e. Marriage license/adoption papers, if applicable
- POST-OFFER MEDICAL HISTORY QUESTIONNAIRE
- PRE-EMPLOYMENT PHYSICAL
- BACKGROUND INVESTIGATION



FRS Employment Certification Form

This form is not an offer of employment and completion of this form does not constitute enrollment in a retirement program under the Florida Retirement System (FRS). If you are hired, information about your retirement plan options may be mailed to your address on file.

1

Enter Your Info

PLEASE PRINT

NAME _____

SOCIAL SECURITY NUMBER _____

CURRENT AGENCY NAME _____

PREVIOUS AGENCY NAME _____

2

Confirm Prior Membership

Have you ever been a member of a State of Florida-administered retirement plan?

No, I have never been a member of a State of Florida-administered retirement plan.

If No, skip to section 4.

Yes, I have been a member of a State of Florida-administered retirement plan.

If Yes, indicate which plan(s) you are or were a member of, then proceed to section 3.

FRS Pension Plan (including DROP)

FRS Investment Plan

Senior Management Service Optional Annuity Program (SMSOAP)

State Community College System Optional Retirement Program (SCCSORP)

State University System Optional Retirement Program (SUSORP)

Other _____

If you answered YES above but have never made a retirement plan election (including default) between the FRS Pension Plan and the FRS Investment Plan, you will have a choice period established for you with a designated deadline. See page 2 for additional information on making a choice.

3

Confirm Retiree Status

Are you retired from a State of Florida-administered plan? You are considered retired if:

- You have received any benefits (other than a withdrawal of your employee contributions) under the FRS Pension Plan, including DROP.
- You have taken any distribution (including a rollover) from the FRS Investment Plan, or other state-administered retirement programs offered by state universities (SUSORP), state community colleges (SCCSORP), state government for senior managers (SMSOAP), or local governments for senior managers.

No, I am not retired from a State of Florida-administered plan. I understand that if it is later determined I am retired, both my employer and I might be liable for repaying retirement benefits I have received if I am reemployed by or provide services to an FRS-covered employer through any paid or unpaid arrangement as described below. Refer to Page 2 for additional information.

Yes, I am retired from a State of Florida-administered plan, and I understand I must satisfy any termination requirement prior to returning to FRS employment.

If Yes, enter your FRS Pension Plan retirement effective date, DROP termination date, or date you received your first distribution from the FRS Investment Plan, SUSORP, SCCSORP, SMSOAP, or other plan.

DATE _____

4

Sign Here

By signing below, I acknowledge that I have read and understand the information on pages 1 and 2 of this form, and I certify all supplied information to be true and correct.

SIGNATURE _____

DATE _____

Questions? Call the MyFRS Financial Guidance Line at 1-866-446-9377, Option 2 (TRS 711) or visit MyFRS.com.

This completed form, including page 2, should be retained in the employee's personnel file. Do not send this form to the FRS, unless requested.

Review the Following Important Information Carefully

Section 2 – Confirm prior membership

If you answered NO - Not Previously Enrolled in the FRS

A New Hire Kit will be mailed to your address on file with your employer within 30 to 60 days after your hire date.

- You are responsible for ensuring your retirement plan election is received by the Plan Choice Administrator on or before 4:00 p.m. ET on the last business day of the 8th month following your month of hire.
- If you do not submit an election choice, the Investment Plan will be considered your initial election by default. Exception: If you are enrolled in the Special Risk Class, the Pension Plan will be considered your initial default election.

If you answered YES - Previously Enrolled in the FRS

- If you were previously enrolled in the FRS, made an active election or defaulted into the FRS Pension Plan or FRS Investment Plan, and separated employment without retiring you will not receive a new choice window. You will continue to participate in the plan you were enrolled in at the time of separation and continue to accrue service credit under that plan.
- If you were previously enrolled in the FRS and did not make an election between the FRS Pension Plan and FRS Investment Plan during your previous enrollment in the FRS, you will receive a choice window with a designated choice deadline. This would include those who have never had an opportunity to make a retirement plan election, members with Pension Plan service prior to July 1, 2002, and who return to FRS employment today, and new hires on or after July 1, 2002 who had an election period established previously but separated employment before making an election or defaulting.
 - You are responsible for ensuring your election is received by the Plan Choice Administrator on or before 4:00 p.m. ET on the last business day of the 8th month following your month of hire.
 - If you do not submit an election, the Investment Plan will be considered your initial election by default. Exception: If you are enrolled in the Special Risk Class, the Pension Plan will be considered your initial default election.
 - If you elect or default to the Investment Plan, any accrued value you may have in the Pension Plan will be transferred to your Investment Plan account as your opening account balance and is subject to the vesting requirements of the Pension Plan. The initial transfer amount is an estimate, and your account will be reconciled within 60 days of the transfer using your actual FRS membership record pursuant to Florida law. You direct that all future employer and employee contributions be deposited in your Investment Plan account.

Section 3 – Confirm Retiree Status

If you are a Pension Plan retiree, you understand:

- If you are reemployed within six calendar months of retirement in any type of position with an FRS-participating employer, your retirement and DROP status (if applicable) are voided, all retirement and DROP benefits you received must be repaid, and you must reapply for retirement to receive future benefits.
- If you are reemployed during months 7 through 12 after retirement in any type of position with an FRS-participating employer, your monthly retirement benefit must be suspended and any overpaid benefits you received must be repaid.

If you are an Investment Plan SUSORP, SCCSORP, or SMSOAP retiree, you understand:

- If you are reemployed within the first six calendar months of retirement in **any type of position** with an FRS-participating employer, any benefits you received must be repaid, or you must terminate employment.
- If you are reemployed during calendar months 7 through 12 after retirement in **any type of position** with an FRS-participating employer, you will not be eligible for additional distributions until you terminate employment or complete 12 calendar months of retirement (whichever occurs first).
- **Any type of position** includes, **but is not limited to**, regularly established, full-time, part-time, OPS, temporary, seasonal, substitute teachers, adjunct professors, etc. Also, any paid or unpaid positions with an FRS employer, service arrangements with an FRS employer, employment by or through a third-party providing service to an FRS employer, or positions pre-arranged before retirement to provide services after retirement to any FRS employer, are prohibited.
- Florida law requires a return of all overpaid Pension Plan benefit payments or Investment Plan distributions received by a member who has violated the FRS termination or reemployment provisions. Similar provisions apply to overpaid SUSORP, SCCSORP, or other state-administered plan distributions – contact that plan's administrator for details.
- There is one exception to the restrictions on reemployment limitations after retirement. If you are a retired law enforcement officer and are reemployed as a school resource officer by an FRS-covered employer during the seventh through twelfth calendar months after your retirement date or after your DROP termination date, you are eligible to receive both your salary and retirement benefits during this period.
- Effective July 1, 2017, retirees of the Investment Plan, SUSORP, SMSOAP, SCCSORP are eligible for renewed membership in the Investment Plan, SUSORP, SMSOAP, SCCSORP. You must be employed in an FRS-covered position on or after July 1, 2017 in order to have renewed membership. Renewed members may not use a second election to change to the Pension Plan.

This completed form, including page 2, should be retained in the employee's personnel file. Do not send this form to the FRS, unless requested.

AA/EEO SURVEY

DATE _____

I hereby authorize the City Of Wildwood to use the following information to assist the City in identifying and tracking City Employment trends, **FOR THE PURPOSE OF PROVIDING AFFIRMATIVE ACTION/EQUAL EMPLOYMENT OPPORTUNITIES AND PROVIDE AA/EEO INFORMATION TO STATE AND FEDERAL AGENCIES.** This information is provided voluntarily and I understand that **ALL RESPONSES ARE CONFIDENTIAL** and responses will not be used in evaluation of potential employees.

POSITION APPLIED FOR: _____ LAST NAME _____

SECTION I

1. MALE FEMALE OTHER

2. How did you hear about the position you are applying for? (Circle all that apply)
Website Friend Newspaper Bulletin Board Church Club/Organization
School Job Services Other _____

3. AGE GROUP: Less than 18 years ___ 18 to 44 years ___ 45 to 65 years ___ 65+ ___

4. RACE: White* Black* Hispanic Pacific Islander Native American Other _____

(* Not of Hispanic origin)

SECTION II

Would you apply for any of the following jobs if they were available?

IF NO, WHY (Insert letter from Criteria list below which best describes the reason you would not apply for the job)

YES	NO		
___	___	Clerk-typist	___
___	___	Secretary	___
___	___	Dispatcher	___
___	___	Records Manager/File Clerk	___
___	___	Payables/Payroll Clerk	___
___	___	Street Department, Maintenance Person	___
___	___	Fleet Services/Mechanic	___
___	___	Water Meter Reader	___
___	___	Water Maintenance Person	___
___	___	Water/Wastewater Plant Operator	___
___	___	Wastewater Lift Station Maintenance Person	___
___	___	Heavy Equipment Operator	___
___	___	Police Officer	___
___	___	Planner	___
___	___	Planning & Zoning Technician	___
___	___	Parks & Recreation Maintenance Person	___

CRITERIA

- a) Lack of Training/Skills required
- b) Wages too Low
- c) Physical limitations
- d) Peer pressure, opinion of others
- e) Religion
- f) Don't like the work
- g) I consider this a traditional male job
- h) I consider this a traditional female job
- i) Other (Please describe - may be continued on back)

