

Ernie Lee Magaha
Clerk of the Circuit Court & Comptroller
Escambia County, Florida
190 Governmental Center
P. O. Box 333, Pensacola, FL 32591-0333
Phone: 850-595-4067 Fax: 850-595-4316
www.escambiaclerk.com

APPLICATION FOR EMPLOYMENT

AN EQUAL OPPORTUNITY EMPLOYER

The Clerk of the Circuit Court & Comptroller is an equal opportunity employer. We abide by and enforce the provisions of Title VII of the 1964 Civil Rights Act, the Age Discrimination in Employment Act, Chapter 760 of the Florida Statutes, the American with Disabilities Act, and all other Equal Employment Opportunity laws and regulations. This office does not discriminate or make adverse employment decisions on the basis of race, age, religion, national origin, sex, marital status, disability, status as a veteran, or any other category prohibited by law.

TOBACCO FREE HIRING POLICY

The Clerk of the Circuit Court & Comptroller has adopted a Tobacco Free Hiring Policy effective October 1, 2008. All external applicants will be required to sign an affidavit stating he or she has refrained from use of tobacco products for the twelve months preceding the application date. If an applicant refuses to sign the affidavit, does not submit the affidavit, or has used tobacco products within the past twelve months, he or she will be ineligible for employment with the Clerk & Comptroller's office.

INSTRUCTIONS

This employment application **MUST BE FILLED OUT ACCURATELY AND COMPLETELY**. The application must be printed legibly in black or blue ink. All questions must be answered. If a question is not applicable, so state by indicating N/A (not applicable). If space provided is not sufficient for complete answers, or you wish to furnish additional information, attach sheets of the same size as this application, and number answers to correspond with questions. Please be specific when completing the application to insure all information is complete, true, and correct. Omission of facts will be perceived as falsification and could be grounds for non-employment or dismissal. All statements are subject to investigation. Exaggerated, false, or misleading statements are cause for rejection, and/or termination if discovered after employment commences.

SUBMITTING YOUR APPLICATION

All applicants must complete an Employment Application and submit it to: Clerk of the Circuit Court & Comptroller, Attn: HR Department, 190 Governmental Center, P.O. Box 333, Pensacola, FL 32591. All applications are kept on file for six (6) months. If you are applying for a position requiring a specific license or certification, a copy of the original document must be submitted with the application. Failure to include copies of required documents will remove your application from consideration for any vacant position for which you may qualify.

PROCESSING YOUR APPLICATION

All applications on file are reviewed for the posted minimum qualifications. If your application reflects that you meet minimum qualifications, the department selects the most qualified applicants and interviews are scheduled. Only those applicants who are interviewed will be notified of the results of the selection process.

VETERAN'S PREFERENCE

In accordance with Chapter 295 of the Florida Statutes, the Clerk & Comptroller's office gives preference in employment to veterans and spouses of veterans who meet certain eligibility criteria. Such preference will be granted, provided that you have demonstrated eligibility and have met any other employment criteria required by the Clerk & Comptroller's office. Any applicant claiming veterans' preference for a vacant position, who is not selected, may file a complaint with the Florida Department of Veterans' Affairs: 11351 Ulmerton Road, Suite 311-K Largo, FL 33778-1630. This complaint must be filed within twenty-one (21) days of notice of the hiring decision.

DOCUMENTATION ESTABLISHING IDENTITY AND EMPLOYMENT AUTHORIZATION

The Immigration Reform and Control Act requires all employees to submit documentation that establishes identity and employment authorization within three business days of the date employment begins. If you are chosen for employment with the Clerk & Comptroller's office, you will need to submit the required documentation within this time frame.



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Clerk of the Circuit Court & Comptroller
Human Resources Division
190 Governmental Center
Post Office Box 333
Pensacola, FL 32591-0333

Telephone: 850-595-4067 Fax: 850-595-4316 www.escambiaclerk.com
*A separate application (original or copy) is required for each vacancy

Position Number _____

For Office Use Only

POSITION

Position Applied For _____

_____/_____/_____
Date of Application

PERSONAL INFORMATION

Last Name _____

First Name _____

Middle Name _____

Address - Street _____

City _____

St _____

Zip _____

Social Security Number _____

Home Telephone _____

Business Telephone _____

Driver License Number / State _____

Do you have any relatives working for the Clerk of Courts? Yes No If so, Name: _____ Relationship: _____

Have you ever been convicted of any violation other than a non-criminal traffic violation? Yes No
If yes, explain. (Conviction will not necessarily disqualify an applicant) _____

Have you ever been bonded? Yes No If "Yes", on what job(s)? _____

Are you a United States Citizen? Yes No
If you are not a United States Citizen, do you possess official documentation which authorizes you to work in the United States? Yes No

EDUCATION

Circle Highest Grade Completed: *Grade/High School* 1 2 3 4 5 6 7 8 9 10 11 12 *College* 1 2 3 4 *Grad School* 1 2 3 4

School	Name and Address	Major / Minor	Graduated (Yes or No)	Degree
High School				
Junior College				
College/ University				
Other Schools				

VETERANS PREFERENCE

Check appropriate block if you are claiming veteran's preference.

Documentation substantiating your claim must be furnished at time of application.

- 1. As a veteran with a service-connected disability who is eligible for or receiving compensation, disability retirement or pension.
- 2. As a spouse of a veteran who cannot qualify for employment because of a total and permanent disability, or the spouse of a veteran missing in action, captured, or forcibly detained by a foreign power.
- 3. As a veteran of any war who has served on active duty during a war time era.
- 4. As the unremarried widow or widower of a veteran who died of a service-connected disability.

Branch of Service _____

Date of Entry _____

Date of Honorable Discharge _____

Have you claimed veterans' preferences and entered into covered employment by a covered employer since October 1, 1987? Yes No

If "Yes", Name of Employer: _____

ATTENTION - THIS STATEMENT MUST BE SIGNED

READ THE FOLLOWING PARAGRAPHS CAREFULLY BEFORE SIGNING

Be advised that the Florida State Supreme Court has ruled that all information supplied while making application for employment with all state, county and municipal entities and agencies, becomes a part of Public Record under provisions of Chapter 119, Florida Statutes, and as such must be made available to interested parties upon specific request.

All information you provide will be considered in reviewing your application, and a false answer to any question may be grounds for not employing you, or for dismissing you after you begin work. All statements are subject to verification, including a check of your fingerprints, police records, and former employers. Persons selected for employment must furnish a paper social security card and complete a form W-4 (federal withholding) before receiving payment of wages or salaries. Documentation is required to complete form I-9, employment eligibility verification.

Applicants accepted for employment should clearly understand that the Clerk & Comptroller makes every effort to provide steady, continuous work, and cannot guarantee the permanence of any position. Job tenure can be affected by many factors including business/economic conditions, changes in laws or employee policies, conformity to work rules, job performance, etc., and, of course, employees may elect to leave on their own accord to seek other jobs.

This application will remain active for six (6) months. Any applicant wishing to be considered for employment beyond that time should submit a new application prior to the six (6) month time limit.

I UNDERSTAND that my employment with the Clerk & Comptroller's office is for no specific term and may be terminated by me or the Clerk & Comptroller with or without notice or cause at any time. Termination for cause, e.g., misconduct or disciplinary action, will be handled in accordance with personnel policies adopted by the Clerk & Comptroller. I further understand that no oral promise, policy, customary business practice or other procedure (including the Clerk & Comptroller's Personnel Manual or any personnel manuals) constitutes an employment contract or modifications of the at-will employment relationship between me and the Clerk & Comptroller's office.

I FURTHER UNDERSTAND that the Clerk & Comptroller's office requires the successful completion of a urinalysis for drug/nicotine testing purposes and/or alcohol test as a condition of employment. By submitting this Application for Employment, I hereby consent to either or both of said tests, at the Clerk & Comptroller's discretion.

By my signature, I hereby authorize a representative of the Clerk & Comptroller's office to communicate with persons listed as references, former employers, and any others with whom you desire to check in an effort to investigate my work, education and/or personal history that is job-related. I agree to hold such persons harmless with respect to any information they may give you about me in this investigation.

CERTIFICATION - I certify that all statements made in this application are true, complete and correct to the best of my knowledge and belief, and are made in good faith.

Signature

Date

**Clerk of the Circuit Court & Comptroller
Escambia County, Florida
190 Governmental Center
P.O. Box 333
Pensacola, FL 32591-0333
(850) 595-4067**



Ernie Lee Magaha
Clerk of the Circuit Court & Comptroller
Escambia County, Florida

Beginning October 1, 2008, applicants for positions within the Clerk of the Circuit Court & Comptroller's office of Escambia County must verify their non-use of tobacco products in order to be considered for employment. With the exception of those currently employed by Escambia County Government, all applicants must state whether or not he or she has used tobacco products during the preceding 12-month period .

Have you used tobacco products in the past 12 months?

Yes

No

I understand that if I accept an offer of employment, I will be screened for tobacco use, and that if I have a positive confirmed test or refuse to be screened, I will be ineligible for hire with the Escambia County Clerk & Comptroller's office for twelve (12) months.

Name

Date