

GLADES COUNTY EMPLOYMENT APPLICATION

HUMAN RESOURCES DIRECTOR

500 Avenue J

P.O. Box 1018

Moore Haven, FL 33471

Phone (863) 946-6000 Fax (863) 946-2860

INSTRUCTIONS:

You must complete an application to be considered for employment with Glades County. All applications should be filed directly with the Human Resources Office by mail or in person. To enable the Human Resources Office to process your application quickly and accurately please follow these instructions.

A. Print in ink or type all information. Avoid abbreviations, if possible.

B. Complete all items that apply to you, use "N/A" to show which items do not pertain to you. Incomplete applications cannot be processed and you will not be considered for employment.

C. Keep copies of your completed application for later use. Applications and/or copies of documents will not be returned.

D. Notify the Human Resources Director if you change your name, address or telephone number.

E. In the Section on the previous employment, list complete information for each previous position. Start with present or most recent employer. List in order previous employment and any periods of unemployment. Resumes may be attached.

F. APPLICATIONS MUST BE SIGNED AND DATED. Unsigned applications cannot be processed, and you will not be considered for employment.

G. We will accept applications only for those positions which have been advertised.

INFORMATION FOR EQUAL EMPLOYMENT

TO ALL APPLICANTS: The following information is requested to aid Glades County in its commitment to Equal Employment Opportunity. Your application will not be rejected because of your race, color, sex, religion, creeds, disability, national origin, political beliefs, or age except as provided by law.

This page will be removed in the Human Resources Office prior to evaluation of application.

NAME: _____

Date of Birth: _____

SEX Male Female

RACIAL/ETHNIC DATA:

Please identify yourself in terms of racial/ethnic groups below. (Check only one.)

HISPANIC: All persons of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish cultural origin, regardless of race.

ASIAN OR PACIFIC ISLANDER: All persons having origins in any of the original people of the Far East, Southeast Asia, the Indian Subcontinent or Pacific Islands. This area includes , for example: China, Japan, Korea, the Phillipine Islands, Samoa.

AMERICAN INDIAN OR ALSAKAN NATIVE: All persons having origins in any of the original people of North America, and who maintain cultural identification through tribal affiliation or community recognition.

BLACK (not of Hispanic Origin): All persons having origin in any of the Black racial groups of Africa.

WHITE (not of Hispanic Origin): All persons having origins in any of the original people of Europe, North Africa or Middle East.

OTHER: (specify) _____

PERSONAL INQUIRY WAIVER
Authority for Release of Information

TO: Concerned Person or
Authorized Representative of
Any Organization, Institution
Or Repository of Records

APPLICANT'S NAME: _____
DATE OF BIRTH: _____

I respectfully request and authorize you to furnish the Glades County Board of County Commissioners any and all information that you may have concerning my work record, school record, military record, reputation, and financial and credit status. Please include any and all reports including all information of a confidential or privileged nature, and photocopies of each, if requested. This information is to be used to assist in determining my qualifications and fitness for the position I am seeking with the Glades County Board of County Commissioners.

Applicant's Signature *(MUST BE SIGNED IN NOTARY'S PRESENCE)*

DATE

Address

City State Zip Code

AFFIDAVIT

STATE OF FLORIDA

COUNTY OF _____

Subscribed and sworn to (or affirmed) before me on _____
(date)

by _____
(name of affiant).

He/She is personally known to me or has presented _____ (type of identification) as identification.

(SEAL)

Signature _____
(Notary)

Name: _____

Title: _____

Commission No. _____