



Bill Furst
SARASOTA COUNTY
PROPERTY APPRAISER

APPLICATION FOR
EMPLOYMENT

It is important that you answer all questions on this application fully, as failure to do so may delay consideration for employment or result in loss of employment opportunities. If an item does not apply to you, write NA (not applicable).

Position applying for:		Date:	
Last Name		First and Middle Name	
Address		City	State
		Zip Code	
Telephone Number		Email	
Have you ever been employed by the Sarasota County Property Appraiser's Office? <input type="checkbox"/> Yes <input type="checkbox"/> No			
If Yes, please list the department(s) and dates:			
Please list any relative(s) or household member(s) currently employed by the Sarasota County Property Appraiser's Office:			
Are you a United States Citizen? <input type="checkbox"/> Yes <input type="checkbox"/> No			
If No, do you have the necessary resident alien work permits for employment? <input type="checkbox"/> Yes <input type="checkbox"/> No			
Have you ever been convicted of or pled no contest to a crime; ever been a defendant in any civil action for intentional tort; had an adjudication withheld for a criminal offense; entered a pretrial intervention program; or been placed on court ordered probation?			
<input type="checkbox"/> Yes <input type="checkbox"/> No If Yes, state the nature of the offense(s), date(s), city and state and disposition. A nature, date, disposition of an Offense, and other factors deemed relevant by the employer will be considered.			
Are you currently employed? <input type="checkbox"/> Yes <input type="checkbox"/> No		If Yes, may we contact your current employer? <input type="checkbox"/> Yes <input type="checkbox"/> No	
On what date would you be available for work?		What is your availability to work? <input type="checkbox"/> Full-time <input type="checkbox"/> Part-time <input type="checkbox"/> Temporary	
How did you hear about us? <input type="checkbox"/> SCPA website <input type="checkbox"/> Other website: <input type="checkbox"/> Other (please indicate):			
Do you have a valid Florida driver's license? <input type="checkbox"/> Yes <input type="checkbox"/> No		Has your driver's license ever been suspended or revoked? <input type="checkbox"/> Yes <input type="checkbox"/> No If Yes, please explain:	
Can you travel if a job requires it? <input type="checkbox"/> Yes <input type="checkbox"/> No		Are you physically or otherwise able to perform the duties of the job for which you are applying without needing reasonable accommodations for any known disabilities? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Can you work the regular hours, overtime, and occasional weekend work to meet the operational needs of the Property Appraiser's Office? <input type="checkbox"/> Yes <input type="checkbox"/> No			
Do you understand that attendance and dependability are essential requirements of the job? <input type="checkbox"/> Yes <input type="checkbox"/> No			
Do you understand that the Property Appraiser's buildings are smoke-free environments and there are no separate break times for smokers? <input type="checkbox"/> Yes <input type="checkbox"/> No			

EMPLOYMENT EXPERIENCE

Starting with your current or most recent employer, list your last three places of employment (minimum 10 years employment experience), including summer employment and U.S. Military experience. For any unemployment or self-employed periods, show dates (month and year) and locations. If additional space is required, attach a second sheet.

Present or Last Employer:		
Address (include City and State):		Phone Number:
Job Title:	Supervisor's Name, Title, and Contact information:	
Dates Employed:		Hours Per Week:
Duties and Responsibilities:		
Major Accomplishments:		
Reason for Leaving:	Starting Pay:	Ending Pay:

Previous Employer:		
Address (include City and State):		Phone Number:
Job Title:	Supervisor's Name, Title, and Contact information:	
Dates Employed:		Hours Per Week:
Duties and Responsibilities:		
Major Accomplishments:		
Reason for Leaving:	Starting Pay:	Ending Pay:

Previous Employer:		
Address (include City and State):		Phone Number:
Job Title:	Supervisor's Name, Title, and Contact information:	
Dates Employed:		Hours Per Week:
Duties and Responsibilities:		
Major Accomplishments:		
Reason for Leaving:	Starting Pay:	Ending Pay:

EDUCATION/PROFESSIONAL TRAINING

High School and Location (City and State):	High School diploma received? <input type="checkbox"/> Yes <input type="checkbox"/> No
	GED certificate received? <input type="checkbox"/> Yes <input type="checkbox"/> No
	Other:

Your name, if different, while attending:

College, University, or Professional School

Name of School	Location (City and State)	Credit Hours Earned	Major / Minor Course of Study	Degree Earned

Your name(s), if different, while attending:

Job-Related Training or Course Work (Vocational, Trade, Governmental, Business, Armed Forces, etc).

Name of School	Location (City and State)	Credit Hours Earned	Course of Study	Training Completed?	
				Yes	No

Your name, if different, while attending?

Licensure, Registrations, Certifications (examples: CFE, RN, LPN, PE, CPA, teaching certification, etc.)

License, Registration, or Certification	Number	Date Received	Expiration Date	State and Licensing Agency

OTHER APPLICANT INFORMATION

References: Please list three **professional** references (*do not include family members*)

Name	Company Name and Occupation	Phone Number	Years Known

List job-related skills (include skills with computers, software applications, machines and equipment, and any special training):

In your own words, please explain how you qualify for the position, and why you feel you would be an asset to the Sarasota County Property Appraiser's Office (be *specific*).

IMPORTANT INFORMATION

The Sarasota County Property Appraiser's Office does not discriminate on the basis of age, sex, marital status, race, color, creed, religion, ancestry, sexual orientation, genetic information, gender identity, national origin, physical or mental disability, being a disabled veteran, veteran of the Vietnam era, or other eligible veteran.

The employment relationship between the Property Appraiser and the employee is "*at will*." Both the Property Appraiser and the employee are free to end the employment relationship without notice or reason.

Employment offers to successful candidates are contingent upon successful completion of a pre-employment background check, including a criminal background investigation, a pre-employment physical, a pre-employment substance screening and for certain positions, possession of a valid Florida driver's license.

All applicants accepted for employment must be in possession of an official Social Security card and must have demonstrated their eligibility to work according to Federal Law. Applicants under the age of 18 must provide required proof of their eligibility to work.

The Property Appraiser's office makes every effort to accommodate individual preferences. However, work needs and changes may make the following conditions mandatory: overtime, rotating work schedule, a work schedule other than Monday through Friday; and job reassignments.

STATEMENT OF UNDERSTANDING AND RELEASE OF INFORMATION

It is understood that I shall be considered as on a temporary basis during the orientation period and may be discharged before the expiration of that period without recourse.

It is my understanding that this application, by law, will become public record when submitted to the Sarasota County Property Appraiser's Office. I further understand that if employed, other potential employers may contact the Property Appraiser's Office for job-related information. I hereby authorize the Property Appraiser's Office to provide factual job-related information to potential employers upon request.

I have read and understand all the information and agree to the terms provided herein. I hereby authorize the Property Appraiser to conduct a background investigation and to check my driver's license record. I release the Property Appraiser's Office from any liability which may result from furnishing the requested information.

I, the applicant, have completed all information fully and accurately. I understand that any false answer, misrepresentation or pertinent omission of fact in my application may be grounds for not employing me or for dismissing me after I begin work, which may negate any benefits for which I may otherwise be eligible.

Signature of Applicant

Date

For office use only

Interviewed by:

Date: