

**CLERK OF COURTS  
HIGHLANDS COUNTY**

590 South Commerce Avenue  
Sebring, Florida 33870-3867  
(863) 402-6564

**APPLICATION FOR EMPLOYMENT**

**WE ARE AN EQUAL OPPORTUNITY EMPLOYER:** We consider applicants for all positions without regard to race, color, religion, creed, gender, national origin, age, disability, marital or veteran status, sexual orientation, or any other legally protected status.

**DRUG-FREE WORKPLACE:** The Clerk of the Courts, Highlands County, has declared the Clerk's offices a drug-free workplace in accordance with Florida Statutes Drug-Free Workplace Act. To be employed, applicants must first successfully pass a drug screening test.

**VETERANS PREFERENCE POLICY:** In compliance with Florida State Statute 295, the Clerk of Courts affords veterans of military service preference in employment. If you are requesting veterans preference in applying for a position with the Clerk of Courts, a copy of your most recent DD 214 must be attached to this application.

**FILING YOUR APPLICATION:** Submit your application directly to the Personnel department. It will remain active for six months from the date on your application.

<b>Last Name</b>	<b>First Name</b>	<b>Middle Name</b>
<b>Address</b>		
<b>City</b>	<b>State</b>	<b>Zip</b>
<b>Telephone Number(s)</b>		

If you are under 18 years of age, can you provide required proof of your eligibility to work?  Yes  No

Have you filed an application with us before?  Yes  No  
If yes, give date \_\_\_\_\_

Have you ever been employed with us before?  Yes  No  
If yes, give date \_\_\_\_\_

Are you currently employed?  Yes  No

May we contact your present employer?  Yes  No

Are you prevented from lawfully becoming employed in this country because of Visa or Immigration Status?  Yes  No  
Proof of citizenship or immigration status will be required upon employment.

On what date would you be available to work? \_\_\_\_\_

Are you available to work:  Full Time  Part Time  Shift Work  Temporary

Are you currently on "lay-off" status and subject to recall?  Yes  No

Can you travel if a job requires it?  Yes  No

Have you ever been convicted of a crime, had adjudication of a crime withheld, or pled nolo contendere to a crime? \_\_\_\_\_ Yes\* \_\_\_\_\_ No. If yes, please state the circumstances with regard to each. (Please use additional paper if necessary.)

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Have you been arrested for any crime which has not yet been adjudicated? \_\_\_\_\_ Yes\* \_\_\_\_\_ No. If yes, please state the circumstances and current status of each arrest. (Please use additional paper if necessary.)

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Have you ever committed a crime for which you were not arrested or convicted? \_\_\_\_\_ Yes\* \_\_\_\_\_ No. If yes, please state the circumstances. (Please use additional paper if necessary.)

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**\*NOTE:** Answering "Yes" to any of these questions may not necessarily disqualify you from the position desired. Each action and explanation will be weighted/considered in relationship to the position for which you are applying.

# EDUCATION

	NAME AND ADDRESS OF SCHOOL	COURSE OF STUDY	YEARS COMPLETED	DIPLOMA/DEGREE
ELEMENTARY SCHOOL				
HIGH SCHOOL				
UNDERGRADUATE COLLEGE				
GRADUATE / PROFESSIONAL				
OTHER (Specify)				

Indicate any foreign languages you can speak, read and / or write

	FLUENT	GOOD	FAIR
SPEAK			
READ			
WRITE			

Describe any specialized training, apprenticeship, skills and extra-curricular activities.

## EMPLOYMENT EXPERIENCE

Start with your present or last job. Include any job-related military service, assignments and volunteer activities. You may exclude organizations which indicate race, color, religion, gender, national origin, disabilities or other protected status.

<b>1. Employer</b>	<b>Beginning / Ending Dates</b>	<b>Work Performed</b>
<b>Address</b>	<b>Beginning / Ending Salaries</b>	
<b>Telephone Number(s)</b>	<b>Supervisor</b>	
<b>Job Title</b>	<b>Reason for Leaving</b>	
<b>2. Employer</b>	<b>Beginning / Ending Dates</b>	<b>Work Performed</b>
<b>Address</b>	<b>Beginning / Ending Salaries</b>	
<b>Telephone Number(s)</b>	<b>Supervisor</b>	
<b>Job Title</b>	<b>Reason for Leaving</b>	
<b>3. Employer</b>	<b>Beginning / Ending Dates</b>	<b>Work Performed</b>
<b>Address</b>	<b>Beginning / Ending Salaries</b>	
<b>Telephone Number(s)</b>	<b>Supervisor</b>	
<b>Job Title</b>	<b>Reason for Leaving</b>	
<b>4. Employer</b>	<b>Beginning / Ending Dates</b>	<b>Work Performed</b>
<b>Address</b>	<b>Beginning / Ending Salaries</b>	
<b>Telephone Number(s)</b>	<b>Supervisor</b>	
<b>Job Title</b>	<b>Reason for Leaving</b>	

If you need additional space, please continue on a separate sheet of paper.

## ADDITIONAL INFORMATION

<p><b>Other Qualifications</b></p> <p>Summarize special job-related skills and qualifications acquired from employment or other experience.</p>

<p><b>List professional, trade, business or civic activities and offices held.</b></p> <p>You may exclude membership which would reveal gender, race, religion, national origin, age, ancestry, disability or other protected status:</p>

<b>SPECIALIZED SKILLS</b>		
Typewriter	FAX	OTHER (LIST):
PC	PBX System	
Word Processing	Windows 3.1	
Calculator	Spread Sheets	

<p><b>State any additional information you feel may be helpful to us in considering your application.</b></p>

## REFERENCES

1.	(NAME)	(PHONE NUMBER)
(ADDRESS)		
2.	(NAME)	(PHONE NUMBER)
(ADDRESS)		
3.	(NAME)	(PHONE NUMBER)
(ADDRESS)		

## APPLICANT'S STATEMENT

I certify that answers given herein are true, complete and correct to the best of my knowledge.

I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision.

I understand that in the event of employment, I will serve at the pleasure of the Clerk of Courts and that my employment may be terminated at any time, with or without cause or notice, at the discretion of the Clerk of Courts.

I further understand that false or misleading information given in my application or interview(s) may result in discharge. I understand that in the event of employment I will be required to abide by all rules and regulations of the Clerk of Courts.

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

\_\_\_\_\_  
Date