



Alachua County Clerk of Circuit Court

201 East University Avenue
Gainesville, Florida 32601
(352) 491-4423 or (352) 338-3201 fax
hr@alachuaclerk.org

J. K. "Jess" Irby, Esq.
Clerk of Courts

SUBMITTING YOUR APPLICATION

This employment application must be filled out accurately and completely. All questions must be answered. If space provided is insufficient for complete answers or you wish to furnish additional information, you may attach separate sheets of paper. Applications for employment with the Clerk of the Courts office are accepted during regular business hours. If you need assistance completing this application, please contact our HR department at 352-491-4423.

Applications may be submitted by one of the following means:

- In person: 201 E. University Avenue, Room 110, Gainesville, Florida 32601
- By mail: Clerk of Court, Attn: Human Resources, 201 E. University Ave, Room 110, Gainesville, Florida 32601
- By email: hr@alachuaclerk.org
- Via the webpage: www.alachuaclerk.org
- By fax: (352) 338-3201

If you are applying for a position requiring a specific license, certification or typing speed verification, a copy (not the original) of the required 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 otherwise qualify.

PROCESSING YOUR APPLICATION

All applications are kept on file for six (6) months and are reviewed for all vacant positions for which an applicant is qualified. All information provided on the application is subject to verification. Applications are retained for two years. 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.

VETERANS' PREFERENCE

In accordance with Chapter 295 of the Florida Statutes, the Clerk'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's office. If claiming Veterans' Preference, complete the Veterans' Preference Section.

PROOF OF CITIZENSHIP AND EMPLOYMENT ELIGIBILITY

The Immigration Reform and Control Act requires that all employees submit proof of citizenship and employment eligibility upon hire. If you are chosen for employment with the Clerk's office, you will need to submit the required documentation on your first day of employment. No one will be allowed to begin working unless the original documents are submitted to the Personnel Office for verification. Only U. S. citizens and lawfully authorized aliens are considered for employment.

EQUAL OPPORTUNITY EMPLOYER

The Clerk of the Circuit Court and Comptroller (the "Clerk") does not discriminate on the basis of race, color, sex, age, disability, religion, national origin, marriage, genetic information, or any other protected characteristic as established by federal, state, or local law. Employment decisions will be based solely on job-related criteria. Personnel hired and promoted will be selected from all applicants on the bases of qualifications believed to be essential for an employee to perform well. These include such factors as ability, attitude, availability, capability, aptitude, experience, education, and a willingness to work. In accordance with the Americans with Disabilities Act, we provide reasonable accommodation upon request.

APPLICATION FOR EMPLOYMENT

INSTRUCTIONS

NOTICE: Application must be printed legibly. All questions must be answered; if a question is not applicable, indicate with 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 at this application, and label answers to correspond with questions. Please be specific when completing 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.

POSITION

Position Applied For: _____

PERSONAL INFORMATION

Name: (Last, First, MI, Suffix): _____

Please list all other names by which you are or have been known and the period of time you used them, for example: maiden name, names(s) by a former marriage, former name(s), alias(es), or nickname(s):

Best Contact Method (Please check one): Phone _____ Email _____

Email Address	Home Phone Number	Alternate Phone Number
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Mailing Address	City	State, Zip
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Typing Speed: _____ Computer Experience: _____

How long have you resided in Alachua County? _____ How long have you lived in Florida? _____

Do you have a valid driver's license? YES _____ NO _____

Have you ever been employed by the Clerk of Court of Alachua County? YES _____ NO _____

If yes, please list dates: _____

Are you related to any County or Clerk officials or employees? YES _____ NO _____

If yes, please list name, department and relationship: _____

Are you a U.S. citizen? YES _____ NO _____

If not, do you have the necessary resident alien work permits for employment? YES _____ NO _____

Do you claim Veterans Preference? YES _____ NO _____

If yes, you must complete the Veterans' Preference portion of this application and submit the required documentation.

BACKGROUND INFORMATION

Have you ever been convicted of anything other than a minor traffic violation? YES _____ NO _____

If yes, list charge and disposition, date, and place: _____

Have you ever been placed on probation, had adjudication withheld, or entered a PTI program?

YES _____ NO _____

If yes, list details: _____

Are any criminal charges currently pending against you? YES _____ NO _____

Have you ever been a defendant in a civil action suit for intentional tort such as battery or assault?

YES _____ NO _____

Have you ever been discharged or resigned from a position for fraud; dishonesty; money discrepancies; workplace violence; unauthorized disclosure of confidential, privileged, or protected information, or a similar offense?

YES _____ NO _____

Have you received any disciplinary actions from any employer within the past 12 months?

YES _____ NO _____

If yes, please explain circumstances. _____

(Note: Answering "yes" to these aforementioned questions may not disqualify applicant for employment as each item is evaluated in relation to the open position)

EMPLOYMENT RECORD

Starting with your current or last job, discuss all periods of employment, including self-employment, military service and volunteer work. Be specific and give as much information as possible in describing your duties. Please account for all periods of unemployment. Use additional sheets, if necessary. **NOTE: A resume of your employment record will not be accepted in lieu of the requested information, although you may include a resume as a supplement to the application.**

May we contact your current employer? YES ___ NO ___ Past employers may be contacted to verify your work history.

Employer: _____	Business Phone (____) _____
Address: _____	
Job Title: _____	Dates Employed: _____
Supervisor's Name/Title: _____	
Hours of work/week: _____	Salary Beginning: _____ Ending: _____
Did you supervise employees: YES _____ NO _____	
Description of Job Duties: _____	

Reason for leaving: _____	

Employer: _____ Business Phone (____) _____
Address: _____
Job Title: _____ Dates Employed: _____
Supervisor's Name/Title: _____
Hours of work/week: _____ Salary Beginning: _____ Ending: _____
Did you supervise employees: YES _____ NO _____
Description of Job Duties: _____

Reason for leaving: _____

Employer: _____ Business Phone (____) _____
Address: _____
Job Title: _____ Dates Employed: _____
Supervisor's Name/Title: _____
Hours of work/week: _____ Salary Beginning: _____ Ending: _____
Did you supervise employees: YES _____ NO _____
Description of Job Duties: _____

Reason for leaving: _____

Did you work for any of these employers under a different name? If so, please state name and employer:

If you have additional employer information that you would like to provide, you may attach a separate sheet of paper with this information.

EDUCATION AND TRAINING

Do you have a high school diploma or equivalent? Yes _____ NO _____

Name of High School or name of GED issuing authority: _____

Location (City & State) of High School or GED issuing authority: _____

Type of School	Name of School	Location (City and State)	Course of Study	Graduated (Y/N) Degree Earned (Ex. A.A., A.S., B.A., B.S., M.S., etc.)
College				Yes _____ No _____ Degree Earned : _____
Postgraduate				Yes _____ No _____ Degree Earned: _____
Technical/ Vocational/ Military School				Yes _____ No _____ Degree Earned: _____

REFERENCES

(List three (3) professional references)

Name	Occupation	Email	Phone	Years Known

PROFESSIONAL REGISTRATION, LICENSES, OR CERTIFICATION

Type _____ Number _____ Authorizing Board _____

License # _____ Class _____ Endorsements _____ Expiration Date _____

Commercial Driver's License: Yes _____ No _____. Special Skills (include skills with office equipment/ customer service/ bookkeeping/ computer skills, etc.): _____

IN YOUR OWN WORDS, EXPLAIN HOW YOU QUALIFY FOR THE POSITION. BE SPECIFIC

Date Available for Employment: _____ Minimum Salary Required: _____

How did you hear about our office and/or this job opportunity?

VETERANS' PREFERENCE CERTIFICATION

Section 295.07(1), Florida Statutes, provides for Veterans' Preference in employment appointment and retention, if qualified under one of the following categories, and not exempt under Section 295.07(4), F.S. Section 295.09, F.S., also provides Veterans' Preference for reinstatement, reemployment, and promotion. Such preferences will be granted, provided the applicant has demonstrated eligibility and has met any other employment criteria as required by the Clerk's Office. Any applicant claiming veterans' preference for a vacant position, who is not selected for the position, may file a complaint with the Division of Veterans Affairs: P.O. Box 1437, St. Petersburg, Florida 33731. Complaints must be filed within twenty-one (21) days of receiving the hiring decision.

DO YOU WISH TO CLAIM VETERANS' PREFERENCE? Yes _____ No _____. If yes, you must attach required proof (i.e. **DD214**) - All required documentation must be received prior to the closing date of the vacant position. Upon request, applicant may be required to show original documentation.

I certify that I am qualified to claim Veteran's Preference under the category checked below:

- (A) A disabled veteran:
 - Who has served on active duty in any branch of the United States Armed Forces, has received an honorable discharge, and has established the present existence of a service-connected disability that is compensable under public laws administered by the United States Department of Veterans Affairs; or
 - Who is receiving compensation, disability retirement benefits, or pension by reason of public laws administered by the United States Department of Veterans Affairs and the United States Department of Defense.
- (B) The spouse of a person who has a total disability, permanent in nature, resulting from a service-connected disability and who, because of this disability, cannot qualify for employment, or the spouse of a person missing in action, captured in line of duty by a hostile force, or forcibly detained or interned in line of duty by a foreign government or power.
- (C) A wartime veteran as defined in s. 1.01(14), who has served at least 1 day during a wartime period. I acknowledge that active duty for training may not be allowed for eligibility under this paragraph.
- (D) The unremarried widow or widower of a veteran who died of a service-connected disability.
- (E) The mother, father, legal guardian, or unremarried widow or widower of a member of the United States Armed Forces who died in the line of duty under combat-related conditions, as verified by the United States Department of Defense.
- (F) A veteran as defined in s. 1.01(14), F.S. I acknowledge that active duty for training may not be allowed for eligibility under this paragraph.
- (G) A current member of any reserve component of the United States Armed Forces or the Florida National Guard. If so, please attach FDVA form VPS, signed by your immediate military supervisor to document current status.

This statement is true to the best of my knowledge and belief.

Signature of Applicant
(Your typed signature is considered a legal signature)

Printed Name of Applicant Date

Please submit this certification with employment application, or as soon as possible, prior to the closing date of the position. In order to receive Veterans' Preference and to complete your application, this form and documentation to prove your status must be returned to the Personnel Office in accordance with Rule 55A-7.013, Florida Administrative Code. Please contact HR at hr@alachuaclerk.org attention or call 352-491-4423, if you have any questions.

**Certification of Current Member of
Reserve Component of the United States Armed Forces
or The Florida National Guard**

To be completed by your IMMEDIATE MILITARY SUPERVISOR:

I certify that _____ is a current member of _____

(branch) **Reserve Component of the United State Armed Forces** or **The Florida National Guard** (*circle one*) and is

in "Honorable" standing as of this date.

*Signature of Immediate Military Supervisor

Date

Supervisor's Printed Name and Rank

Supervisor's Telephone Number

To be complete by APPLICANT:

Section 295.07(1)(g), F. S., provides for Veterans' Preference in appointment and retention for a Current member of any Reserve Component of the United States Armed Forces or The Florida National Guard, serving honorably.

In order to receive Veterans' Preference in employment and retention, this form documenting my current service must be returned to the HR office along with Veterans' Preference Certification, FDVA form VP-1, in order to complete the application packet.

I certify that I am a Current member of _____, honorably serving, that I intend to continue my military service, and that the following information is accurate:

Address: _____

Home/cell phone number(s): _____

*Signature of Current Member

Date

Printed Name

*Your typed signature is considered a legal signature

Certification of Unremarried Widow or Widower

Section 295.07(1)(d), F. S., provides Veterans' Preference in appointment and retention for an unremarried widow or widower of a Veteran who died of a service connected disability and

Section 295.07(1)(e), F. S., provides Veterans' Preference in appointment and retention for an unremarried widow or widower of a member of the United States Armed Forces who died in the line of duty under combat-related conditions.

In order to receive Veterans' Preference in employment appointment and retention, this form documenting the fact that I have not remarried, must be returned to the HR office along with Veterans' Preference Certification, FDVA form VP-1, in order to complete this application packet.

To be completed by Unremarried Widow or Widower:

I certify that I, _____, was married to _____,
a member of _____ (branch) of the United States Armed Forces.

I further certify that I have not remarried since the date of his/her death.

*Signature of Widow/Widower

Date

Printed Name

Home/cell phone number(s)

Address:
*Your typed signature is considered a legal signature

Witness

Date

Printed Name and Address of Witness

READ THE FOLLOWING CAREFULLY BEFORE SIGNING:

Be advised that all information supplied while making application for employment with all state, county, and municipal agencies is a Public Record under provisions of Chapter 119, Florida Statutes, and as such must be made available upon request. This employer participates in E-Verify and will provide the federal government with your Form I-9 information to confirm that you are authorized to work in the U.S.

RELEASE OF BACKGROUND INFORMATION

In accordance with state and federal laws, applicants are hereby notified a criminal background check will be prepared for the purpose of evaluating the application for employment, and possibly during employment as needed for promotion, reassignment or retention.

Applicants authorize the Clerk's Office to investigate their background, references, past employment, education, and criminal records, including those maintained by both public and private organizations and all public records for the purpose of confirming information contained on the application. Results received from background checks may bar an applicant from certain positions with the Clerk's Office.

DRUG-FREE WORKPLACE

In accordance with 440.102, Florida Statutes, the Clerk's Office is a drug-free workplace. The Clerk may require a drug test of the employee at any time during their employment.

TATTOOS, BODY ORNAMENTATION, AND JEWELRY

Any tattoo, body ornamentation, or jewelry that, in the opinion of the Clerk, detracts from the professional image of the Clerk's Office, should be covered or removed. Tattoos must contain no nudity, profanity, obscenity, or discriminatory/offensive message. Tattoos such as these are deemed inappropriate and must be covered at all times.

Applicant's Certification and Agreement:

I understand that any appointment tendered me will be contingent upon the results of a complete background investigation, and I am aware that withholding information or making false statements on this application will be the basis for non-employment or dismissal from the Clerk of the Courts Office. I agree to these conditions and I hereby certify that all statements made by me on this application are true and complete.

I authorize any of the persons or organizations referenced in this application to provide any and all information concerning my previous or current employment, education, or any other information they might have, personal or otherwise, and release all such parties from all liability for any damage that may result from furnishing such information to you.

I agree to submit to pre-employment testing to determine the presence or absence of alcohol or unlawful drugs in my system under any policies the Clerk's Office has in effect on the subject at the time testing is required.

I understand that if I accept an offer of employment, I will be required to abide by the Tattoos, Body Ornamentation, and Jewelry policy.

I understand that my employment with the Clerk's Office is for no specific term. Unless otherwise defined by applicable law, any employment relationship with the Clerk is of an "at will" nature, which means that I may resign at any time and the Clerk may discharge me at any time with or without cause. Upon such termination, I shall return all Clerk of Court property to the HR department. It is further understood that this "at will" employment relationship may not be changed by any written document or by conduct unless such a change is specifically acknowledged by the Clerk.

I understand that the Clerk's Office will not tolerate any form of unlawful harassment or discrimination. I understand that I have the affirmative obligation to report such activity, and understand that unlawful harassment or discrimination is grounds for disciplinary action up to and including immediate dismissal.

/s/ _____ Date _____
Signature (Your typed signature is considered a legal signature)

