



City of Stuart Application for Employment Checklist

Carefully review your submission using this checklist. Please acknowledge each item below by initialing in the space provided:

- ___ Completed and signed City of Stuart application for employment
- ___ Military DD214 or other acceptable documents (as applicable)
- ___ Copy of High School Diploma or Equivalent ~ or ~ College Degree(s), as applicable
(only if a conditional offer of employment is extended)
- ___ **Drug Free Workplace Policy.** The City of Stuart is committed to a Drug-Free Workplace Program, and all applicants selected for safety-sensitive positions will be required to submit to screening for illegal drug use prior to appointment. No person found to have a confirmed positive test will be extended an offer of employment.
- ___ **The City of Stuart is a tobacco-free/vaping-free workplace.** All applicants must attest that they have not used tobacco or nicotine products for the preceding 3-month period from the date of application. Candidates chosen for positions with the City of Stuart must undergo pre-employment screening to include verification of their non-use of tobacco and nicotine products in order to be considered for employment.
- ___ **Nepotism Policy.** The “relatives” or “partners” of a City employee shall not be appointed, promoted, or transferred to a regular full-time or part-time position where a direct or indirect reporting relationship exists, as it may present a conflict of interest. Such relationships must be disclosed at the time of application and throughout employment with the City if selected. All employees of the City are under the supervision of the City Manager.

This checklist must be attached to your application submission.

Candidate’s Name _____
Please Print
Initial
Date

Incomplete application packets or resumes only will not be accepted.

Please Note: Only applicants selected for interviews will be contacted. Due to volume, the City of Stuart is regrettably unable to respond to inquiries regarding the status of applications submitted.



The City of Stuart is An Equal Opportunity Employer ADA/VP/DFWP/TFWP



City of Stuart

APPLICATION FOR EMPLOYMENT

The City of Stuart is a tobacco-free workplace.

Human Resources Department

City Hall, 121 SW Flagler Avenue, Stuart, FL 34994-2139

For electronic submittal: Email: HR@ci.stuart.fl.us or Fax: 772-600-1289

Website: www.cityofstuart.us

PLEASE READ THIS APPLICATION THOROUGHLY AND COMPLETE IT HONESTLY. THE CITY OF STUART PERFORMS A DETAILED BACKGROUND INVESTIGATION ON ALL FINAL CANDIDATES. NO ONE WILL BE CONSIDERED WHO FAILS TO ANSWER ALL QUESTIONS ON THIS FORM.

IMPORTANT NOTICE: Applicants should be extremely careful as they complete this application. The City of Stuart utilizes a sophisticated and detailed background and pre-employment investigation process. This process frequently discloses inaccurate, false, and/or incomplete or omitted information. Should this process determine any inaccurate or incomplete information, it will result in you either being disqualified from employment with the City of Stuart as an applicant, or it will result in termination if the inaccuracies are discovered subsequent to your employment with the City of Stuart. Accordingly, the City of Stuart strongly suggests that you **DO NOT** complete this application until you have the requisite time and accurate information to do so. The City of Stuart is an equal opportunity employer and will not discriminate against any employee or applicant for employment in any manner prohibited by law. If you feel you have been discriminated against for any reason, please call this to the attention of Human Resources so that we may address your concerns.

Employment is conditioned on the successful completion of the screening process. By signing this application, the applicant represents that the information provided in this form is given voluntarily and may be used in filing reports required by state and federal governments. The City of Stuart may require individuals who successfully complete the initial employment screening process to submit to a drug screening and cotinine testing program, which may include the taking of blood and/or urine samples, and requires that all employees submit to drug and alcohol testing during the course of their employment in accordance with policy. The result of such screening will be initially disclosed to decision makers for the City of Stuart and may be the basis for disqualifying any candidate for employment. By signing this application, you agree to hold the City of Stuart harmless for any claims resulting from such screening for drug, alcohol and/or tobacco use.

NOTE: All applicants will be required to furnish proof of identity and legal work authorization to be considered for employment.

P L E A S E P R I N T

EMPLOYMENT INFORMATION

1. Position applied for: _____ **Today's Date:** _____

Type of employment desired: Full-time _____ Part-time _____ Temporary _____

PERSONAL

2. Applicant's Name: _____
Last Name First Name Middle Initial

3. Residence Address: _____

City/State/Zip Code: _____

4. Home Telephone No.: _____ Cell Phone No.: _____

May we contact you at work? Yes No EMAIL: _____

If yes, please provide your work telephone number: _____

When is the best time to contact you at work? _____ At home? _____

RELATIVES

5. To your knowledge, do you have any relatives, including elected officials, by blood or marriage working for the City of Stuart? If yes, please provide: Yes No

Name of Person(s) Relationship

Do you have a relationship with any employees that could serve in violation of the City’s Nepotism policy outlined on Page 7 of this employment application? Yes No _____

EDUCATION

6.	Name and Location of School	Course of Study	# Years Completed	Did you Graduate	Degree
College #1				[] YES [] NO	
College #2				[] YES [] NO	
High School				[] YES [] NO	
Other					

PROFESSIONAL LICENSES, CERTIFICATIONS AND ORGANIZATION MEMBERSHIPS

7. Agency or Organization Name	Type	Field	License/Number	Expiration

DRIVER’S LICENSE

8. Do you have a valid Florida Driver’s License? Yes No

(As required by position): Class E CDL CDL Class: _

Can you perform the Essential Duties of the position for which you are applying, with or without a reasonable accommodation? Yes No

Are you legally authorized to work in the United States? Yes No

EMPLOYMENT HISTORY

9. Please list, beginning with your most recent employment, starting with your current employer, any and all prior work experience which you have had during the past 10 years or more. ***Please account for periods of unemployment.***

Company Name:	Telephone: ()
	Cell: ()
Address:	Employed (Month and Year)
	From: To:
Name of Immediate Supervisor:	Salary:
	Start End
Your Job Title:	Reason for Leaving:
Describe Your Work:	

May we contact them? Yes No

Company Name:	Telephone: ()
	Cell: ()
Address:	Employed (Month and Year)
	From: To:
Name of Immediate Supervisor:	Salary:
	Start End
Your Job Title:	Reason for Leaving:
Describe Your Work:	

May we contact them? Yes No

Company Name:	Telephone: ()
	Cell: ()
Address:	Employed (Month and Year)
	From: To:
Name of Immediate Supervisor:	Salary:
	Start End
Your Job Title:	Reason for Leaving:
Describe Your Work:	

May we contact them? Yes No

Company Name:	Telephone: ()
	Cell: ()
Address:	Employed (Month and Year)
	From: To:
Name of Immediate Supervisor:	Salary:
	Start End
Your Job Title:	Reason for Leaving:
Describe Your Work:	

May we contact them? Yes No

**** Please attach additional pages if necessary and include a resume if you have one.**

OTHER QUALIFICATIONS, SKILLS

10. **Only as applicable to the position for which you are currently applying**, please indicate whether you have been trained or are experienced in any of the following:

OFFICE RELATED SKILLS:

Please tell us about your office skills, which may include typing speed, software packages with which you have working knowledge, accounting skills, customer or citizen interactions, etc.

CONSTRUCTION VEHICLES AND OTHER EQUIPMENT:

Please tell us about your experience with heavy equipment and other machinery, which may include dozers, front end loaders, dump trucks, pressure washers, concrete mixers, chainsaws, mowers, hedge trimmers, etc.

CRAFTS, TRADES, AND TECHNICAL SKILLS:

Please tell us about your experience in this category, which may include plumbing, electrical, diesel engines, gas engines, welding, landscaping, painting, etc.

11. Please describe any other experience, skills or credentials which you feel qualify you for the position applied for with the City of Stuart:

AUTHORIZATION

If EMPLOYED, I agree to conform to the rules and regulations of the City of Stuart, and I understand that as a condition of my employment and continued employment, I may be required to submit to, and voluntarily agree to submit to any testing for the presence of drugs, tobacco (cotinine), and alcohol. I also agree that, just as I have, if hired, the right to terminate my employment at any time, with or without cause, and with or without notice, the City of Stuart may terminate my employment at any time with or without cause or notice. I understand that no manager or representative of the City of Stuart, other than the City Manager of the City of Stuart, has any authority to enter into any agreement for employment for any specified period of time or make any agreement contrary to the foregoing either now, in the past or in the future. I further understand that even an agreement by the City Manager must be in writing and signed by (him/her) for it to be binding on either myself or the City of Stuart. I further understand that this supersedes any prior oral or written understanding and bars any future oral understanding to the contrary.

I ACKNOWLEDGE and AGREE that if at any time I am subjected to any type of discrimination and/or harassment, I will contact the City of Stuart Human Resources Director or the City Manager immediately to obtain assistance in the resolution of such matters.

I FURTHER ACKNOWLEDGE and AGREE that any dispute between the City of Stuart and me relating to my employment and/or the separation thereof, which cannot be resolved informally, shall be resolved in Martin County, Florida, by the process described in the City Personnel Manual. It is agreed that failure to timely submit any claim to arbitration shall result in a waiver of the alleged claims. I further agree to waive any and all claims not raised through this procedure.

I HEREBY REPRESENT AND WARRANT that I have read and fully understand the foregoing and seek employment under these conditions of my own free will and in accordance with my own judgment.

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Applicant’s Signature

Date Signed



At the City of Stuart, we are
“Working On Wellness.”

Signature or electronic equivalent required for submittal.

Only applicants selected for interviews will be contacted. Due to volume, the City of Stuart is regrettably unable to respond to inquiries regarding the status of applications submitted.

Thank you for your interest in the City of Stuart.

VETERANS' PREFERENCE FORM

Claim for Preference as a Veteran will be allowed in accordance with Florida Administration Code 55A-7 and Florida State Statute § 295.07. Original DD214 or comparable document must be presented at time of application. A Veteran is defined in Section 1.01 (14) of Florida State Statute § 295.07.

Dates of Active Duty: From: ____/____/____ To: ____/____/____

Please indicate type of discharge:

Honorable Dishonorable Other Explain _____

Are you a disabled Veteran? Yes No

If yes, what is your VA disability rating? _____%

Are you a US Citizen or lawfully authorized alien? Yes No

Note: In support of your claim for additional preference as a disabled Veteran, it is your responsibility to furnish adequate proof of your disability, a disability letter from the U.S. Department of Veterans' Affairs (DVA) dated within the last twelve months, at the time of application.

Completion of the Veterans' Preference section below is made on a voluntary basis and kept confidential in accordance with the ADA, HIPAA and any other applicable laws. To claim Veterans' Preference, circle the appropriate numbered item below; please circle only one.

1. A Veteran with an existing compensable service-connected disability who is eligible for or receiving compensation, disability retirement or pension under public laws administered by the DVA and the Department of Defense.
2. The spouse of a Veteran who cannot qualify for employment because of a total and permanent service-connected disability, or the spouse of a Veteran missing in action, captured in line of duty by a hostile force, or detained or interned in line of duty by a foreign government or power.
3. A Veteran of any war who has served at least one day on active duty during a wartime period as defined in FSS 295.07, Section 1.01 (14), excluding active duty for training, and who was discharged under honorable conditions from the Armed Forces of the United States of America or who has been awarded a campaign or expeditionary medal.
4. The unremarried widow or widower of a Veteran who died of a service-connected disability.
5. The mother, father, legal guardian, or un-remarried widow or widower of a service member who died as a result of military service under combat-related conditions as verified by the United States Department of Defense.
6. A current member of any reserve component of the United States Armed Forces or The Florida National Guard.

Applicants claiming exemption must furnish a DD214 or comparable document which serves as a certificate of release must be furnished at the time of application, as outlined in Rule 55A-7.013, F.A.C. Wartime periods are defined in FSS 295.07. Under Florida law, preference in appointment, employment and retention shall be given first to those persons included in categories 1 and 2 above, and second to those persons included in categories 3, 4, 5, and 6, provided such persons possess the minimum qualifications necessary to perform the essential functions of the position for which they are applying.

If eligible, which Veterans' Preference category are you claiming?

CERTIFICATION BY APPLICANT: I understand that according to applicable Florida law, I must submit the required documentation in support of my claim for the veteran's preference **AT TIME OF APPLICATION**.

I certify that there are no misrepresentations, omissions or falsifications in the foregoing statements and answers, and that the entries made by me are true, complete and correct to the best of my knowledge and belief and are made in good faith.

Signature of Applicant _____ Date _____

EQUAL EMPLOYMENT OPPORTUNITY QUESTIONNAIRE

Name: _____

Date Completed: _____

The City of Stuart is an equal opportunity employer with a voluntary Affirmative Action Program. This program and other governmental regulations require us to comply with certain regulations. **You are not obligated to complete this form** and any information you do provide voluntarily will be maintained in a file separate from your application. This information will be retained only for the purpose of monitoring the success of the City's affirmative action and equal opportunity employment programs and will not be used for, or have any effect on, any hiring decision.

1. Sex Male Female

2. Ethnic Group: Please check one of the following:

- American Indian or Alaskan Native (not Hispanic or Latino): All persons having origins in any of the original peoples of North and South America (including Central America), and who maintain tribal affiliation or community attachment.
- Asian (not Hispanic or Latino): All persons having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian Subcontinent, including for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.
- Native Hawaiian or Other Pacific Islander (not Hispanic or Latino): All persons having origins in any of the peoples of Hawaii, Guam, Samoa, or other Pacific Islands.
- Black or African American (not Hispanic or Latino): All persons having origins in any of the black racial groups of Africa.
- Hispanic or Latino: All persons of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origins, regardless of race.
- White (not Hispanic or Latino): All persons having origins in any of original peoples of Europe, North Africa, or the Middle East.
- Two or More Races (not Hispanic or Latino): All persons who identify with more than one of the above five races.



City of Stuart Recruitment Survey

Thank you for taking the time to complete the following survey. This information will only be used to assist with our recruitment efforts:

What position are you applying for? _____

How did you hear about this vacancy?

- From a Friend
- From a City Employee (name) _____
- City Website
- Visit to Downtown/City Hall
- Facebook Page
- School / College / University
- Search Engine
- Newspaper Ad or Insert
- Business Associate / Networking
- Internet Ad
- Other _____

Thank you for sharing this information with us.

Human Resources