

SUPERVISOR OF ELECTIONS

Manatee County

Michael Bennett

600 301 Bld. W., Suite 108

Bradenton FL 34205

741-3823

EMPLOYMENT APPLICATION

NAME: _____
Last First Middle Initial

ADDRESS: _____
Street City State Zip

Mailing Address, if different from above: _____

DAYTIME PHONE #: _____ HOME PHONE #: _____

Are you presently a resident of Manatee County? YES _____ NO _____ If yes, for how long? _____

Are you over 18 yrs. of age? YES _____ NO _____ SOCIAL SECURITY #: _____

Are you a citizen of the U.S.? YES _____ NO _____ If not, do you possess an Alien Registration Card? YES _____ NO _____

Have you ever been convicted of a felony? YES _____ NO _____

If YES, please explain: _____

Have you ever been bonded? YES _____ NO _____ If YES, for what position? _____

Have you ever been employed by Manatee County? YES _____ NO _____ If YES, when? _____

List any relatives or friends working for Manatee County (Name & Relationship): _____

Position(s) Applied For: _____

Rate of Pay Expected (per hour): _____

Are you available to work: Full Time _____ Part Time _____ Temporary _____

List any office/business/computer equipment & programs that you are familiar with: _____

How many WPM do you type? _____

Summarize special skills and qualifications acquired from previous employment or experience:

EDUCATION / TRAINING

Table with 5 columns: School, Name & Address, Yrs. Attended, Graduated, Major. Rows include High School, College / University, Graduate / Professional, Specialized Training, and Other.

Employment Experience

Please list employment, starting with present (last) position; include Military, Summer, Temporary, and Volunteer experience. If you have a resume, you may attach it for detailed information.

Employer	Telephone	Dates FROM	Employed TO	<u>Worked Performed</u>
Address				
Job Title		Hourly Starting	Rate Final	
Supervisor				
Reason for Leaving				
Employer	Telephone	Dates FROM	Employed TO	<u>Worked Performed</u>
Address				
Job Title		Hourly Starting	Rate Final	
Supervisor				
Reason for Leaving				
Employer	Telephone	Dates FROM	Employed TO	<u>Worked Performed</u>
Address				
Job Title		Hourly Starting	Rate Final	
Supervisor				
Reason for Leaving				
Employer	Telephone	Dates FROM	Employed TO	<u>Worked Performed</u>
Address				
Job Title		Hourly Starting	Rate Final	
Supervisor				
Reason for Leaving				

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

Employment is considered probationary for a period of **SIX (6) MONTHS**. If, at the end of that time (or sooner), it is found that an employee has not adapted to his/her work, employment may be terminated without further reason.

Falsification of this application may be grounds for dismissal.

Schedule and hours of the Office of the Supervisor of Elections may vary as administration and elections mandate.

THIS APPLICATION MUST BE SIGNED TO BE CONSIDERED FOR EMPLOYMENT

To assist the Office of the Supervisor of Elections in assessing my qualifications, I hereby authorize, by my signature below, the Office of the Supervisor of Elections to contact my present and previous employers and/or schools.

I hereby release this agency from any liability or damage which may result from furnishing the above requested information.

Applicant Signature

Date

An Equal Opportunity / Affirmative Action Employer