

## **APPLICANT FACT SHEET**

### **SUBMITTING YOUR APPLICATION**

Applications for employment with the Clerk of the Courts office are accepted during regular business hours, Monday through Friday. All applications are kept on file for six (6) months and are reviewed for all vacant positions for which an applicant is qualified.

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. If you need assistance in scheduling a required typing test, please ask our personnel department. Failure to include copies of required documents will remove your application from consideration for any vacant position for which you may qualify.

### **PROCESSING YOUR APPLICATION**

All applications on file are reviewed for the posted minimum qualifications. If your application reflects that you meet minimum qualifications, 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. Any applicant claiming veterans' preference for a vacant position, who is not selected, may file a complaint with the Department of Veteran's Affairs: P.O. Box 1437, St. Petersburg, Florida 33731. This complaint must be filled within twenty-one (21) days of notice of the hiring decision.

### **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.

Personnel Office: 491-4423  
Application online at Website: [www.alachuaclerk.org](http://www.alachuaclerk.org)  
An Equal Opportunity Employer M F V H  
TDD (904) 491-4497

## INSTRUCTIONS

NOTICE: Application must be printed legibly. All questions must be answered; if a question is not applicable, so state by indicating 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 number 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.

### APPLICATION FOR EMPLOYMENT PLEASE PRINT

<b>FULL NAME</b> * If you have only initials in your name, use them. * If you have no middle name, enter "NMN" * If you are a "Jr.", "Sr.", "II", etc., enter the abbreviation after your middle name.				
Last	First	Middle	Abbv.	
<b>OTHER</b> *Give other names you used 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)				
Name	Month/Year From	Month/Year To		
_____ _____ _____				
<b>STREET ADDRESS</b>				
Apt#		City	State	Zip
<b>MAILING ADDRESS (IF DIFFERENT)</b>				
<b>SOCIAL SECURITY #</b>		<b>PHONE</b>		(Home)
				(Work)
<b>DRIVERS LICENSE #</b>		<b>VOTER ID #</b>		<b>DATE AVAILABLE</b>
<b>POSITION APPLIED FOR:</b>				
Typing Speed		Computer Experience		
How long have you resided in Alachua County?			How long have you lived in Florida?	
Have you ever been employed by the Clerk's Office?		If yes, please list dates:		
Are you related to any County officials or employees?		If yes, please list name, department and relationship:		
Are you a U.S. citizen?		If not, do you have the necessary resident alien work permits for employment?		
Do you claim Veterans' Preference? If yes, you must complete the Veteran's Preference portion of this application and submit the required documentation.				
Have you ever been convicted of anything other than a minor traffic violation? (Note: Conviction of a crime will not necessarily be a bar to employment). If yes, type of offense, how long ago, and related factors are important. Please indicate the date, charge and disposition.				
Do you know of any reason why you could not be bonded? If yes, explain:				

## EMPLOYMENT RECORD

Starting with your current or last job, discuss all periods of employment, including self employment, military service and volunteer work. 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 (Note: Past employers may be contacted to verify your work history.)

<p><b>Name of Employer:</b> _____ Business Phone ( ) _____</p> <p>Address: _____</p> <p style="text-align: center;"><small>(Street Address)                      (City)                      (County)                      (State)                      (Zip)</small></p> <p>Job Title: _____ Dates of Employment _____</p> <p>Supervisor's Name and Title _____ From: (M/Y) _____ To: (M/Y) _____</p> <p>Hours of work/week: _____ Salary Beginning: _____ Ending: _____</p> <p>Description of Job Duties:</p> <p>_____</p> <p>_____</p> <p>Reason for leaving: _____</p>
<p><b>Name of Employer:</b> _____ Business Phone ( ) _____</p> <p>Address: _____</p> <p style="text-align: center;"><small>(Street Address)                      (City)                      (County)                      (State)                      (Zip)</small></p> <p>Job Title: _____ Dates of Employment _____</p> <p>Supervisor's Name and Title _____ From: (M/Y) _____ To: (M/Y) _____</p> <p>Hours of work/week: _____ Salary Beginning: _____ Ending: _____</p> <p>Description of Job Duties:</p> <p>_____</p> <p>_____</p> <p>Reason for leaving: _____</p>
<p><b>Name of Employer:</b> _____ Business Phone ( ) _____</p> <p>Address: _____</p> <p style="text-align: center;"><small>(Street Address)                      (City)                      (County)                      (State)                      (Zip)</small></p> <p>Job Title: _____ Dates of Employment _____</p> <p>Supervisor's Name and Title _____ From: (M/Y) _____ To: (M/Y) _____</p> <p>Hours of work/week: _____ Salary Beginning: _____ Ending: _____</p> <p>Description of Job Duties:</p> <p>_____</p> <p>_____</p> <p>Reason for leaving: _____</p>
<p><b>Name of Employer:</b> _____ Business Phone ( ) _____</p> <p>Address: _____</p> <p style="text-align: center;"><small>(Street Address)                      (City)                      (County)                      (State)                      (Zip)</small></p> <p>Job Title: _____ Dates of Employment _____</p> <p>Supervisor's Name and Title _____ From: (M/Y) _____ To: (M/Y) _____</p> <p>Hours of work/week: _____ Salary Beginning: _____ Ending: _____</p> <p>Description of Job Duties:</p> <p>_____</p> <p>_____</p> <p>Reason for leaving: _____</p>

**EDUCATION AND TRAINING**

Type of School	Name of School	Location (City and State)	Circle Last Year Completed	Major Course of Study	Graduated? Degrees?
Grade			1 2 3 4 5 6 7 8		Yes__ No__
High School			9 10 11 12		Yes__ No__
College			1 2 3 4 5 6		Yes__ No__ Degree____
Graduate			1 2 3 4		Yes__ No__ Degree____
Business, Trade or Apprentice					Yes__ No__ Degree____

**REFERENCES**

(List three (3) professional references)

Name	Occupation	Address	Phone	Yrs 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 computers, machines, etc.)

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## VETERANS' PREFERENCE

If you have indicated a claim of veterans' preference on your official application, you must indicate the preference eligibility category that applies to you. **Please check only one box below and provide the necessary documentation as indicated.** All required documentation must be received prior to the closing date of the vacant position. Upon request, you may be required to show original documentation.

- A veteran with a compensable service connected disability who is eligible for or receiving compensation, disability retirement or pension under public laws administered by the U.S. Veterans Administration and the U.S. Department of Defense.

**DOCUMENTATION:** DD214 showing character of service and certification of service connected disability.

- The spouse of a veteran who cannot qualify for employment because of a total and permanent disability, or the spouse of a veteran missing in action, captured or forcibly detained by a foreign power.

**DOCUMENTATION:** DD214 showing character of service and certification of veterans spouse's permanent disability and certification of marriage to the disabled veteran and statement that spouses are still married.

- A veteran of any war who has served on active duty for one hundred eighty-one (181) consecutive days or more, or who has served one hundred seventy (170) consecutive days or more since January 31, 1955 and who was discharged or separated therefrom with an honorable discharge from the armed forces of the United States of America if any part of such active duty was performed during a wartime era. Active duty for training is not allowable.

**DOCUMENTATION:** DD214 showing character of service.

- The unremarried widow or widower of a veteran who died of a service connected disability.

**DOCUMENTATION:** DD214 showing character of service and certification of spouse's service connected death, marriage license and statement that surviving spouse has not remarried.

Have you claimed veterans' preference eligibility and been employed using veterans' preference since October 1, 1987?  
\_\_\_\_\_ Yes      \_\_\_\_\_ No

If yes, give name of employer: \_\_\_\_\_

**NOTE:** Under Florida law, preference in appointment and employment shall be given, first to those persons included in 1 and 2 above and second to those persons included in 3 and 4 above.

If any applicant claiming veterans' preference for a vacant position is not selected for the position, they 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.

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date

**Will you require any special accommodations for employment with the Clerk's Office?**

**If so, please specify:**

---

---

---

---

**PRE-EMPLOYMENT STATEMENT**

*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 give you 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.*

---

Signature

---

Date

**EMPLOYMENT OPPORTUNITY  
ENTRY LEVEL APPLICANT POOL**

**STAFF ASSISTANT I**

**QUALIFICATIONS:**

**Knowledge of Business English and Arithmetic. Ability to learn the clerical and court operations of the office of the Clerk of Courts. High school graduate or possession of an acceptable equivalency diploma.**

<b>Typing requirements:</b>	<b>Staff Assistant I</b>	<b>35 cwpm</b>
	<b>Data Input I</b>	<b>50 cwpm</b>

**Written documentation of typing speed is required. Typing test can be taken at the Clerk's Office.**

**APPLY AT:**

**Clerk of the Circuit Court  
Room 110, Civil and Family Courthouse  
201 E. University Avenue  
Gainesville, Florida 32601**

**Monday-Friday 8:30 a.m. – 5:00 p.m.**

**Please call 352-491-4423 if accommodations are needed**

**TDD Number 352-491-4497**

**Or**

**MAIL APPLICATION TO:**

**Clerk of the Circuit Court  
Attn: Personnel Department  
P. O. Box 600  
Gainesville, Florida 32602-0600**

**Equal Opportunity Employer M/F/V/H - Smoke Free Environment**