



WALTON COUNTY PROPERTY APPRAISER'S OFFICE
APPLICATION FOR AT-WILL EMPLOYMENT

P.O. BOX 691, DEFUNIAK SPRINGS, FL 32435 (850) 892-8123 FAX (850) 892-8374

We are proud to be an Equal Employment Opportunity, Drug-free Workplace employer.

We consider applicants for all positions without regard to race, color, gender, marital status, religion, creed, national origin, political opinions or affiliations, the presence of a non-job-related medical condition or disability, veteran status, or any other legally protected status. The information requested on this application is required by law and/or by the Walton County Property Appraiser personnel rules and regulations and is necessary to be evaluated for employment with the Property Appraiser's Office. In accordance with the Americans with Disabilities Act (ADA) we provide reasonable accommodation upon request. Drug-Free Workplace Policy: In accordance with F.S. Section 112, the Walton County Property Appraiser's Office is a drug-free workplace. Applicants and employees may be required to submit to testing for the use of illegal substances at any time for: (1) pre-employment; (2) reasonable suspicion; (3) post-accident; (4) return to duty; and (5) follow up on routine fitness for duty. All information provided is verified. If employed, this document becomes part of your permanent personnel file. Falsification of any information precludes you from or is grounds for immediate termination of employment.

Position(s) applying for: (Type or print legibly in black or blue ink only.)

Check ONLY one: Full time / Part time

Position title

Date you can begin work: Do you intend to provide notice to your current employer? Yes / No

APPLICANT INFORMATION:

This application must be completed in its entirety and signed. Please indicate N/A (not applicable) in any section that does not apply. A résumé may be attached, but does not substitute for a fully completed application. Unsigned or incomplete applications will not be considered. Include with your application all documentation supporting that you meet the minimum requirements of the position.

Last Name First Name MI

Home address (number and street) Mailing address (if different than home address)

City County State Zip Code

Home Phone Business Cell

Email address Are you legally eligible for employment in the U.S.? Yes / No

Do you have a valid driver license? Yes / No; Check Class A / B / C / E

- Have you ever been convicted of a crime other than a minor traffic violation?
Are you currently under arrest pending trial or adjudication?
Have you ever committed a crime for which you were not arrested or convicted?
Have you ever pled nolo contendere (no contest) to a crime?
Has a court ever withheld adjudication after you were charged with a crime?
Are you currently using illegal drugs?

If you answered "yes" to any of the questions in the section above, attach an additional page(s) to this application explaining the circumstances. Note: Answering "Yes" to any of the questions above may not necessarily disqualify you from consideration for employment with the Walton County Property Appraiser. Each explanation is evaluated in relation to the position for which you are applying.

**EDUCATION:**

High School	Highest grade completed	Diploma? (yes/no)	GED or Equivalency (circle one)
Name of High School:			
Location (City & State):			
Your name, if different than on application:			

Name of college / university / professional school	Location (City & State)	Dates attended		Hours earned	Course of study or major (ex: Bus. Mgmt.)	Degree (AA, AS, BS, MS, PhD...)	Date awarded (Month/year)
		To	From				
Your name, if different than on application:							

Name of technical / vocational / military school	Location (City & State)	Dates attended		Hours earned	Course of study or major (ex: Bus. Mgmt.)	Degree (AA, AS, BS, MS, PhD...)	Date awarded (Month/year)
		To	From				
Your name, if different than on application:							

List any current licenses, registrations or certifications	License, registration or certification number	Date received	Date expires

**SKILLS / QUALIFICATIONS:** Please list your typing skill level and any skills (technical, clerical, trade, etc.) relevant to this position. Include relevant computer systems and software packages of which you have a working knowledge, and note your level of proficiency (basic/intermediate/expert). Also, please include any foreign languages and level of ability.


**PROFESSIONAL REFERENCES:** List three professional references (do not include friends or relatives).

Name	Occupation	Complete address Number, street, city, state, zip	Phone #	Years Acquainted
1.				
2.				
3.				

**WORK HISTORY:** Begin with your current or most recent employer and provide your **complete** work history. If you held multiple positions with the same organization, detail each position separately. Attach additional pages as necessary. **Applications indicating “See attached résumé” will not be considered.**

<b>From:</b>	<b>To:</b>	<b>Employer Name:</b>
<b>Title:</b>		<b>Employer Phone #:</b>
<b>Supervisor’s Name &amp; Title:</b>		<b>Employer Address:</b>
<b>Last salary:</b>		<b>Primary Responsibilities:</b>
<b>Reason for Leaving:</b>		
May we contact your present /last employer? <span style="float: right;">                     At any time <input type="checkbox"/>                     Only if I am a finalist candidate <input type="checkbox"/> </span>		
<b>From:</b>	<b>To:</b>	<b>Employer Name:</b>
<b>Title:</b>		<b>Employer Phone #:</b>
<b>Supervisor’s Name &amp; Title:</b>		<b>Employer Address:</b>
<b>Last salary:</b>		<b>Primary Responsibilities:</b>
<b>Reason for Leaving:</b>		
<b>From:</b>	<b>To:</b>	<b>Employer Name:</b>
<b>Title:</b>		<b>Employer Phone #:</b>
<b>Supervisor’s Name &amp; Title:</b>		<b>Employer Address:</b>
<b>Last salary:</b>		<b>Primary Responsibilities:</b>
<b>Reason for Leaving:</b>		

**WORK HISTORY**, *cont. ...*

<b>From:</b>	<b>To:</b>	<b>Employer Name:</b>
<b>Title:</b>		<b>Employer Phone #:</b>
<b>Supervisor's Name &amp; Title:</b>		<b>Employer Address:</b>
<b>Last salary:</b>		<b>Primary Responsibilities:</b>
<b>Reason for Leaving:</b>		
<b>From:</b>	<b>To:</b>	<b>Employer Name:</b>
<b>Title:</b>		<b>Employer Phone #:</b>
<b>Supervisor's Name &amp; Title:</b>		<b>Employer Address:</b>
<b>Last salary:</b>		<b>Primary Responsibilities:</b>
<b>Reason for Leaving:</b>		

**CERTIFICATION AND AUTHORIZATION FOR RELEASE OF PERSONAL INFORMATION**

I certify that all statements made in this application are true. I further acknowledge that if the Walton County Property Appraiser employs me, any misstatements of fact contained in this application or supporting documents may be cause for termination. [*Under Florida's Government-in-the-Sunshine Law, applications for employment with a public agency (such as the Walton County Property Appraiser) are subject to public disclosure.*]

I authorize the Walton County Property Appraiser to make lawful inquiries regarding my past and present employment and to release from liability all of those supplying information.

**Applicant signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

### EQUAL EMPLOYMENT OPPORTUNITY SURVEY

Providing the following information is voluntary. We request the information solely for the purpose of Equal Employment Opportunity record-keeping, reporting and compliance as specified by *Title VII of the Civil Rights Act of 1964* as amended.

**If you are voluntarily providing this information, please indicate the following:**

Gender: Male  Female

Date of Birth: \_\_\_\_/\_\_\_\_/\_\_\_\_

**Please review these definitions of the race and ethnicity categories:**

*Hispanic or Latino* A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin regardless of race.

*White (Not Hispanic or Latino)* A person having origins in any of the original peoples of Europe, the Middle East, or North Africa.

*Black or African American (Not Hispanic or Latino)* A person having origins in any of the black racial groups of Africa.

*Native Hawaiian or Other Pacific Islander (Not Hispanic or Latino)* A person having origins in any of the peoples of Hawaii, Guam, Samoa, or other Pacific Islands.

*Asian (Not Hispanic or Latino)* A person 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.

*American Indian or Alaska Native (Not Hispanic or Latino)* A person having origins in any of the original peoples of North and South America (including Central America), and who maintain tribal affiliation or community attachment.

*Two or More Races (Not Hispanic or Latino)* All persons who identify with more than one of the above five races.

**If you are voluntarily providing this information, please indicate the following:**

Race/Ethnicity: (Please check only one)

- Hispanic or Latino*
- White (Non-Hispanic or Latino)*
- Black or African American (Not Hispanic or Latino)*
- Native Hawaiian or Other Pacific Islander (Not Hispanic or Latino)*
- Asian (Not Hispanic or Latino)*
- American Indian or Alaska Native (Not Hispanic or Latino)*
- Two or More Races (Not Hispanic or Latino)*