



Sarasota/Manatee Metropolitan Planning Organization

EMPLOYMENT APPLICATION

An equal opportunity employer and drug free workplace

Instructions: Please answer all questions by typing or printing in ink. If an item does not apply, write N/A.

Position(s) Applying for: _____ Date: _____

(Note the same application can be used for multiple positions)

PERSONAL INFORMATION

Full Name: _____ Home Phone: _____

Street Address: _____ Cell Phone: _____

City/State/Zip: _____ E-mail: _____

Name and Title of any relatives working at the MPO: _____

If hired, can you provide the necessary documents to verify authorization to work in the US? Yes No

EDUCATION

Table with 3 columns: Name & Location (City/State) of High School, College/University, and/or Vocation/Business/Trade Schools Attended; Major/Focus Area; Degree/Certificate Received

Languages spoken other than English and proficiency level (novice, intermediate, advanced): _____

Valid Driver's License No: _____ If N/A, are you able to obtain a FL Driver's License? _____

AICP Certification No., FL Engineering License, other licenses/certificates: _____

EXPERIENCE (Paid and Volunteer)

Starting with your current or most recent position, list all relevant experience and note how your experience qualifies you for employment. Use additional sheets if necessary.

May we contact current employer? _____ Starting and ending salary: _____

Employer Name: _____ Position Held: _____

Street Address: _____ From (Mo/Yr): _____

City/State/Zip: _____ To (Mo/Yr): _____

Supervisor Name: _____ Phone No: _____

Responsibilities: _____

Reason for Leaving: _____



Starting and ending salary: _____

Employer Name: _____

Position Held: _____

Street Address: _____

From (Mo/Yr): _____

City/State/Zip: _____

To (Mo/Yr): _____

Supervisor Name: _____

Phone No: _____

Responsibilities: _____

Reason for Leaving: _____

Starting and ending salary: _____

Employer Name: _____

Position Held: _____

Street Address: _____

From (Mo/Yr): _____

City/State/Zip: _____

To (Mo/Yr): _____

Supervisor Name: _____

Phone No: _____

Responsibilities: _____

Reason for Leaving: _____

Use this section to add any job-related information to aid in considering your qualifications.

VETERAN'S PREFERENCE

Veteran's preference pursuant to Chapter 295, Florida Statutes, Yes No

ADDITIONAL BACKGROUND INFORMATION

Have you been convicted of or pled nolo contendere (no contest) to a criminal offense; had adjudication withheld for a criminal offense within the last ten (10) years; entered a pretrial diversion or intervention program; or been placed on probation? Yes No If Yes, please provide the date, offense, location, and disposition below*.

*Note that a "yes" answer will not necessarily bar you from employment but will be considered in your evaluation. Are you 18 years of age or older? Yes No

Have you ever worked under a different name? Yes No if yes, list name(s):

Have you had a traffic violation in the last three years? Yes No If yes, please explain:

Have your driver's license ever been suspended or revoked? Yes No If yes, for what reason(s)?

If you are not a citizen, do you have the legal right to work in the United States? Yes No

Alien Registration#:

Do you now or in the future require visa sponsorship to continue working in the United States? Yes No

All applicants will be subject to Electronic Verification of their citizen status pursuant Florida Governor Executive Order #11-02 issued in 2011



How did you learn about this job opportunity? _____

*Please list the MPO employee's full name.

APPLICANT CERTIFICATION (Please read before signing)

I certify that there are no misrepresentations, omissions, or falsifications in the statements and answers on this application and that all the foregoing entries made by me are true, complete and correct to the best of my knowledge and belief. If any information I have provided is untrue or if I have omitted material information, I understand that this will constitute cause for the denial of employment or immediate dismissal.

I hereby authorize the Sarasota/Manatee MPO to verify all information contained herein and I release all past employers from any and all liability for the release of information to the Sarasota/Manatee MPO pursuant to Section 768.095, Florida Statutes. I understand and acknowledge that such information will be used confidentially for the purpose of employment decisions only. It will not become part of my personnel records if I am employed by the Sarasota/Manatee MPO and will not be available for review by me.

I understand that all job offers from the Sarasota/Manatee MPO are conditioned on successful completion of an alcohol/drug screen for which I give consent and agree to give a specimen of my blood and/or urine to any medical facility designated by the Sarasota/Manatee MPO for this purpose. I further consent to a criminal background check and driving record check if I am considered for employment.

I also understand that in accordance with Florida Statutes, employment with the Sarasota/Manatee MPO is "at-will" and as such, may be terminated without cause and without notice by either party at any time.

I understand that the Sarasota/Manatee MPO will not tolerate unlawful discrimination or unlawful harassment and that employees have an affirmative duty to report such incidents.

I understand that all candidates accepted for employment must be in possession of an official Social Security Card.

I understand the employment with the Sarasota/Manatee MPO is considered probationary for TWELVE (12) MONTHS. During this time, the employee may be terminated with or without cause.

Signature: _____

Date: _____

Sarasota/Manatee MPO Employment Policies

All employees will receive a copy of the Sarasota/Manatee MPO's Policy Handbook with acknowledgment of receipt. It is the policy of the MPO to operate in compliance with all applicable federal and state laws and regulations, including but not limited to the following:

- The Americans with Disabilities Act of 1990 (ADA), as amended, including provision of reasonable accommodations for individuals responding to a job solicitation.
- Title VII of the Civil Rights Act of 1964, as amended, including evaluation of all prospective employees without regard to race, color, religion, sex (including pregnancy), national origin, or any characteristic protected by law.
- Sections of Florida Statutes mandating a drug free and tobacco smoke free workplace.
- Section 760.01-.11, Florida Statutes, referred to as the Florida Civil Rights Act.
- Section 784.048, Florida Statutes, related to harassment in the workplace.