

ALVIN R. MAZOUREK, CFA



"To Serve & Assess With Fairness"

HERNANDO COUNTY PROPERTY APPRAISER

APPLICATION FOR APPOINTMENT

We are an equal opportunity employer, dedicated to nondiscrimination in employment on the basis of race, color, age, religion sex, national origin, handicap, disability or marital status.

DATE: _____	SOCIAL SECURITY NUMBER: _____
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NAME: _____			Are you 18 Years or Older?	
Last	First	Middle	<input type="checkbox"/> Yes	<input type="checkbox"/> No

PRESENT ADDRESS: _____				
Street	City	State	Zip	

PERMANENT ADDRESS: _____				
Street	City	State	Zip	

PHONE NUMBER: () _____	REFERRED BY: _____
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If related to anyone who works for the Hernando County Property Appraiser, state Name Department and Location:

In Case of Emergency, Please Notify: _____		
Name	Address	Phone Number

◆ **EMPLOYMENT DESIRED** ◆

POSITION: _____	DATE YOU CAN START: _____	SALARY DESIRED: _____
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Are you employed now? Yes No **May we inquire of your present employer?** Yes No

Have you ever applied to the Hernando County Property Appraiser's Office? Yes No

Where? When? _____

Are there any days, shifts or hours you will not work?

If yes, please explain: _____

◆ **EDUCATION** ◆

	NAME AND LOCATION OF SCHOOL	DEGREE/ CERTIFICATE	SUBJECTS STUDIED	GRADE AVERAGE
Grammar School				
High School				
College				
Other (including Graduate School)				

Have you ever been convicted of, or pled guilty, no contest or *nolo contendere* to a crime?

Yes No

If yes, give details (Date, Place, Offense(s), Disposition, etc.)

Have you ever been charged with a crime and either been placed on a court-ordered probation, had adjudication withheld, or entered a pre-trial intervention program?

Yes No

If yes, give details (Date, Place, Offense(s), Disposition, etc.)

◆ **PREVIOUS EMPLOYMENT** ◆

List below sequentially all of your employers in the last ten (10) years beginning with your current or most recent employer (use additional pages, if necessary)

DATE, MONTH, YEAR	NAME, ADDRESS AND PHONE NUMBER OF EMPLOYER	POSITION AND JOB DUTIES	SALARY	REASON FOR LEAVING
From: To:				
From: To:				
From: To:				
From: To:				

Did you work for any of these employers under a different name?

Yes No

If yes, which employer(s) and under what name(s)?

Please explain any gaps in your employment history:

Have you received any written reprimand or disciplinary suspension during any previous employment?

Yes No

If yes, please explain:

Have you ever been discharged or asked to resign? Yes No

If yes, please explain:

◆ **DRIVER LICENSE** ◆

Number:

State:

Expiration Date:

If no, state reason:

Check the appropriate box to indicate which Driver License you possess?

- Commercial Driver License Class A
- Commercial Driver License Class B
- Commercial Driver License Class C
- Commercial Driver License Class D
- Certified Driver License E (Regular License)

Do you have any of the following restrictions on your Driver License? Check the appropriate box(es):

- C Business Purposes
- D Employment Purposes
- E Daylight Driving
- Air Brakes
-

Indicate which Driver License endorsements you possess by checking the appropriate box(es):

- T (Combination trailers with double or triple trailers)
- N (Tank vehicles designed to transport any liquid or gaseous)
- P (Any vehicle designed to transport 16 or more passengers, including the driver)
- H (Any vehicle used to transport hazardous materials in placardable amounts)
- X (Any tank vehicle used to transport placardable amounts of hazardous materials)

Have points been assessed against your Driver License in the past three years? Yes No
If yes, how many points? _____ How many violations? _____

Has your Driver License been suspended or revoked in the past three years? Yes No
If yes, for what violations? _____ For what period of time? _____

Note: If you hired by the Hernando County Property Appraiser and the position for which you are hired requires the operation of Property Appraiser vehicles or equipment, you must possess the appropriate Florida Driver License at the time of hire. Your driving record will be checked with the Department of Motor Vehicles.

◆ **OFFICE SKILLS** ◆

Please check areas in which you are competent

- Calculator
- Switchboard
- Word Processing
- Software/Computer Applications

- Filing
- Transcription of Minutes
- Spreadsheets/Database

- Typing _____ Words Per Minute
- Office Equipment (Copier, Fax)

◆ REFERENCES ◆

*List below the names of three (3) persons not related to you
whom you have known at least one (1) year.*

NAME	ADDRESS	PHONE NUMBER	BUSINESS	YEARS ACQUAINTED

APPOINTMENT APPLICATION CERTIFICATION

I hereby certify that all of the facts and information listed on this Appointment Application are true and complete. I understand that any false, incomplete or misleading information given by me on this application is sufficient cause for rejection of this application. I also understand and agree that any such false, incomplete or misleading information discovered on this application at any time after I am employed may result in my dismissal.

I hereby authorize the Hernando County Property Appraiser to investigate all statements contained in this application, to interview the references and previous employers listed in this application, and to obtain a report from a consumer reporting agency to be used for employment purposes in accordance with the Fair Credit Reporting Act. I authorize the references and previous employers listed to give the Hernando County Property Appraiser all facts, opinions and evaluations concerning my previous employment and any other information they may have, personal or otherwise, and release all such parties from any liability which may allegedly arise from furnishing such information to the Hernando County Property Appraiser, including, but not limited to, any liability for defamation or invasion of privacy.

If I am offered appointment, I understand that such an offer will be conditioned upon satisfactory results of a background investigation and/or the Hernando County Property Appraiser medical examination or inquiry, including a drug screen test. If then employed, I understand that I will be required to serve a six month introductory period. I further understand that my appointment and compensation can be terminated, with or without cause or notice, at any time, regardless of the successful completion of my introductory period, at the option of either the Hernando County Property Appraiser or myself. I understand that no supervisor or other representative of the Hernando County Property Appraiser other than the Hernando County Property Appraiser has any authority to enter into any agreement for appointment for any specified period of time, or to make any agreement contrary to the foregoing.

I further understand and voluntarily agree as a condition of appointment or my continued appointment, that I may be requested by the Hernando County Property Appraiser to submit to a urinalysis or other drug screen test and that my failure to take such test(s) when requested to do so or unsatisfactory test results will disqualify me from consideration for appointment, or if I am then appointed, may result in my immediate dismissal.

I understand that I may be asked to work overtime and agree to do so if requested. If I do work overtime, I agree to accept compensatory time off in lieu of overtime pay, at the discretion of the Hernando County Property Appraiser.

I certify that I have read, understand and agree with the above.

Signature of Applicant

Date

REVISED: 2-15-07

EEO INFORMATION

The Uniform Guidelines on Employee Selection Procedures require records to be kept by sex and the five race/ethnic categories defined by the Equal Employment Opportunity commissioners (EEOC). The uniform Guidelines on Employee Selection Procedures have been adopted as final rules by the EEOC, the Office of Personnel Management, and the Justice Department and the Department of Labor. Your assistance in voluntarily completing this form will provide the information needed for us to comply with federal record keeping and reporting requirements. If you choose to volunteer the requested information, please note that all EEOC information sections are kept in a separate file and are not a part of your application for employment or personnel file.

DATE: _____		
NAME: _____		
Last	First	Middle
ADDRESS: _____		

SOCIAL SECURITY NUMBER: _____		
SEX:	<input type="checkbox"/> Male	<input type="checkbox"/> Female
		DATE OF BIRTH: _____

RACE/ETHNIC CATEGORY
<input type="checkbox"/> White (not Hispanic origin) - includes Whites, Anglo-Saxons, Europeans and persons of Indo- European descent including Pakistani and East Indian.
<input type="checkbox"/> American Indian or Alaskan Native - includes persons who identify themselves, or are known as such, by virtue of tribal association.
<input type="checkbox"/> Black (not of Hispanic origin) - includes person of African descent as well as person identified as Jamaican, Trinidadian and West Indian.
<input type="checkbox"/> Hispanic (regardless of race) - includes Mexican-American Chicanos, Latinos, all persons of Puerto Rican, Cuban, Latin-American or Spanish descent.
<input type="checkbox"/> Asian or Pacific Islander - includes Asian - American and person of Japanese, Chinese, Korean or Filipino descent.