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# INSTRUCTIONS

## to complete the City of Chipley Application for Employment

1. Complete Application.
2. Sign and Date Application.
3. Complete all blanks and provide all information; please **do not** use "*see resume.*"

### COMMON ERRORS:

- a) Not entering "salary expected."
  - b) Not entering complete address, zip and telephone numbers of references.
  - c) Not entering the city and state of schools attended, date of attendance, graduation, degree and major subject taken.
  - d) Not entering complete employment record, name, address, zip, telephone, position held, dates of employment and reason for leaving.
  - e) Not signing and dating application.
4. Mail application to:  
***City of Chipley***  
***Attn: City Clerk***  
***Post Office Box 1007***  
***Chipley, FL 32428***
  5. Or Fax application to:  
(850) 638-6353
  6. Or Email application to [ptanner@cityofchipley.com](mailto:ptanner@cityofchipley.com).
  7. Those who wish to submit a resume may do so; however an application must be completed and given to the City Clerk's Office.



# Application for Employment

**Mail to:**  
1442 Jackson Avenue  
Post Office Box 1007  
Chipley, FL 32428

Phone: (850) 638-6350  
Fax: (850) 638-6353  
Web Site: [www.cityofchipley.com](http://www.cityofchipley.com)  
Email: [ptanner@cityofchipley.com](mailto:ptanner@cityofchipley.com)

Please complete the application in **legible** handwriting, printing, or type. Please list only one position per application.

## PERSONAL INFORMATION

Name: (Last, First, MI)

Street Address:  City, State, Zip

Home Telephone Number:  Day-Time Telephone Number:

Email Address:

Do you hold a Valid Florida Driver's License?  Yes  No other:

If under age 18, proof of age and a work permit will be required.

Can you furnish proof/permit if necessary?  Yes  No  Not Applicable

Proof of eligibility to work in the United States will be required, are you legally eligible to work in the United States?  Yes  No

## EMPLOYMENT INFORMATION

Position title for which you are applying:

Date of application:  Salary Expected:

Type of Employment Desired:  Full-Time  Part-Time  Temporary

Will you work hours other than 8 to 5?  Yes  No

Will you work schedules other than Monday thru Friday?  Yes  No

Have you ever been employed by the City of Chipley before?  Yes  No

If "yes", please give dates and explain:

Have you ever been convicted of a felony in the last seven (7) years?  Yes  No

\*\*Note: conviction does not necessarily bar you from employment



**EMPLOYMENT RECORD**

Employer's Name Address & Phone	Supervisor's Name & Title	Position Held/Title & Duties	Date Employed From	Date Employed To	Reason For Leaving

**Please list any special knowledge/skills/abilities that you possess pertinent to the position:**

Applicant's Statement: I certify that all information and statements given on this application are true and correct to the best of my knowledge and agree to be bound thereby. I hereby give consent to duly authorized representatives of the City of Chipley to contact any former employers, educational institutions indicated, and any other persons or organizations that it determines might have information relevant to this application. I further give consent to said organizations to divulge relevant information to the City of Chipley, notwithstanding that it might otherwise be confidential, such as records of disciplinary proceedings. I understand that any information obtained by the City of Chipley in the course of those contacts will be treated confidences. I understand that by accepting this application, the City incurs no liability for my future employment and that acceptance of an offer of employment does not create a contractual obligation upon the City to continue employment in the future. In the event of employment, I understand that false or misleading information given on the application or in an interview may result in discharge. If employed, I agree to abide by the work rules and regulations of the City of Chipley, Laws of the State of Florida, and applicable Federal Laws and Regulations.

Signature of Applicant  Date/ Time

How did you hear about this position?  Walk-in  Newspaper  Web site  Employee/Friend  Other, Specify:

The City of Chipley is a Drug-Free Workplace Employer and requires applicants and employees to submit to Drug Testing. The City is an Equal Employment Opportunity Employer and will consider all applicants for all positions without regard to race, color, religion, creed, gender, national origin, age, disability, marital or veteran status, or any other legally protected status. Individuals who require accommodations in order to complete the employment application process should contact the City Clerk's Office at the phone number, or mailing address listed above.

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## **FOR PERSONNEL OFFICE USE ONLY**

Department Head / Supervisor must complete reference checks. See HR for assistance.

Reference Checks: Company Name, Address, Phone Number	Contact's Name & Title	Results / Notes
Decision to Interview	Interview Results	Comments / Notes