

State of Florida

EMPLOYMENT

Equal Opportunity Employer/Affirmative Action Employer The State of Florida does not tolerate violence in the workplace.

Where to Find Vacancy Information:

- On the Internet: https://peoplefirst.myflorida.com
- One Stop Career Centers Consult your local telephone directory or visit http://www.employflorida.com

 State Agency Human Resources Offices

FOR OFFICIAL USE ONLY			
	, ,		
	/ /		
Agency Authorized Signature	Date	Broadband/Class Code	Status
BOOKER ARRIVED FOR			

POSITION APPLIED FOR		
Agency:		
Title:	 	
Position Number:		
Counties of Interest:		
Minimum Acceptable Salary:		

State Agency Human Resources Offices		Willimum Acceptable Salary				
ENERAL INSTRUCTIONS FOR COMPLETION OF APPLICATION:	HOW DO WE CO	NTACT YOU?				
Complete all information within this application in its entirety. Type or print in ink. All information provided will be a public record and will be released upon	Name People First Employee	e ID Number (if any)				<u> </u>
request, unless exempt or confidential. Specify the position for which you are applying. (Note: A separate application must be submitted for each vacancy. Photocopies are acceptable.)	Mailing Address					
Submit application to the People First Service Center, fax: (888) 403-2110, no later than 11:59 PM (EST) on the announced deadline date.	City	Altern	County ate Phone	State	Zip Code	
Sign your name in the Certification Section (page 4). All information you submit is subject to verification.	E-mail Address					
DUCATION		_				

EDUCATION

HIGH SCHOOL:								
NAME / LOCATION OF SCHOOL	RECEIVED: Diploma Other (specify)			None				
YOUR NAME, IF DIFFERENT WHILE ATTENDING SCHOOL:								
COLLEGE, UNIVERSITY OR PROFES	SSIONAL SCHOOL: (TRANSCRI	IPTS MAY BE REQUIR	ED)					
NAME OF SCHOOL	LOCATION		ATTEN	ES OF NDANCE H / YEAR) TO	НО	EDIT URS RNED SEM	MAJOR / MINOR COURSE OF STUDY	TYPE OF DEGREE EARNED

YOUR NAME, IF DIFFERENT WHILE ATTENDING SCHOOL: _

JOB-RELATED TRAINING OR COURSE WORK: (VOCATIONAL, TRADE, GOVERNMENTAL, BUSINESS, ARMED FORCES, ETC.)							ı			
NAME OF SCHOOL	LOCATION		DATES OF ATTENDANCE NAME OF SCHOOL LOCATION MONTH / YEAR)		IDANCE	CREDIT HOURS EARNED		COURSE OF STUDY	TRAI	NING LETED
		FROM	TO	CLASS	CLOCK		YES	NO		

YOUR NAME, IF DIFFERENT WHILE ATTENDING SCHOOL: _

LICENSURE, REGISTRATION, CERTIFICATION (EXAMPLES: Teacher Certification, RN, LPN, PE, CPA, etc.)

LICENSE, REGISTRATION OR CERTIFICATION:	Number	Date Received	Expiration Date	State Licensing Agency

PERIODS OF EMPLOYMENT

Describe all work experience in detail, beginning with your current or most recent job. Include military service (indicate rank), internships and job-related volunteer work, if applicable. Indicate number of employees supervised. Use a separate block to describe each position or gap in employment. If needed, attach additional sheets, using the same format as on the application. All information in this section must be completed. Resumes may be attached to provide additional information.

1 Name of Present or Last Employer:			
			:
Supervisor's Name:		Phone No.: ()	
FROM:/ TO:	:/	HOURS PER WEEK: (YOUR NAME IF DIFFERENT DURING EMPLOYMENT
MONTH DAY YEAR Duties and Responsibilities:	MONTH DAY YEAR		YOUR NAME IF DIFFERENT DURING EMPLOYMENT
Reason For Leaving:			
reason for Loaving.			
2 Name of Next Previous Employer:			
			:
FROM:/	:/	HOURS PER WEEK: (YOUR NAME IF DIFFERENT DURING EMPLOYMENT
Duties and Responsibilities:			
			
Reason For Leaving:			
3 Name of Next Previous Employer:			
			:
)
FROM:/			YOUR NAME IF DIFFERENT DURING EMPLOYMENT
Duties and Responsibilities:			
Reason For Leaving:			

Name of Next Previous Employer:			
Supervisor's Name:		Phone No.: ()	
	TO:	HOURS PER WEEK: (YOUR NAME IF DIFFERENT DURING EMPLOYMENT
Reason For Leaving:			
Name of Next Previous Employer:			
Supervisor's Name:		Phone No.: ()	
	TO://	HOURS PER WEEK: (YOUR NAME IF DIFFERENT DURING EMPLOYMENT
Reason For Leaving:			
Name of Next Previous Employer:			
Supervisor's Name:		Phone No.: ()	
		HOURS PER WEEK: (YOUR NAME IF DIFFERENT DURING EMPLOYMENT
Duties and Responsibilities:			
Reason For Leaving:			

If needed, attach additional sheets, using the same format as on the application. Resumes may be attached to provide additional information.

KNOWLEDGE / SKILLS / ABILITIES (KSAs)			
List KSAs you possess and believe relevant to the position you seek, such as operating heavy equipment of the position of the	nent, computer skills, fluenc	y in language(s),	etc.
EXEMPTION FROM PUBLIC RECORDS DISCLOSURE ARE YOU A CURRENT OR FORMER LAW ENFORCEMENT OFFICER, OTHER COVERED EMPLOY OR THE SPOUSE OR CHILD OF ONE, WHOSE INFORMATION IS EXEMPT FROM PUBLIC RECORDISCLOSURE UNDER SECTION 119.071(4)(d), FLORIDA STATUTES (F.S.)? **Other covered jobs include but are not limited to: correctional and correctional probation officers, fire	RDS	☐ YES	□ NO neys, state attorneys, as-
sistant and statewide prosecutors, personnel of the Department of Revenue or local governments who support enforcement, and certain investigators in the Department of Children and Families [see§ 119.0]		evenue collection	and enforcement or child
BACKGROUND INFORMATION			
HAVE YOU EVER BEEN CONVICTED OF A FELONY OR A FIRST DEGREE MISDEMEANOR?		YES	□NO
If "YES", what charges?	Data of Consideration		
Where convicted?	Date of Conviction:		
HAVE YOU EVER PLED NOLO CONTENDERE OR PLED GUILTY TO A CRIME WHICH IS A FELONY OR A FIRST DEGREE MISDEMEANOR?		YES	□NO
If "YES", what charges?			
Where?	Date:		
HAVE YOU EVER HAD THE ADJUDICATION OF GUILT WITHHELD FOR A CRIME WHICH IS A FELONY OR A FIRST DEGREE MISDEMEANOR? If "YES", what charges?		YES	NO
Where?			
NOTE: A "YES" answer to these questions will not automatically bar you from employment. The nature the position for which you are applying are considered [see §112.011, F.S.]	, job-relatedness, severity a	and date of the of	fense in relation to
CITIZENSHIP			
The state of Florida hires only U.S. citizens and lawfully authorized alien workers. You will be required authorization to work in the U.S.	to provide identification and	d either proof of c	itizenship or proof of
1. ARE YOU A U.S. CITIZEN?		YES	NO
2. IF NO, ARE YOU LEGALLY AUTHORIZED TO ACCEPT EMPLOYMENT WITH THE SPECIFIC HIR AUTHORITY TO WHICH YOU ARE APPLYING?	ING	□YES	□NO
RELATIVES			
TO YOUR KNOWLEDGE, DO YOU HAVE ANY RELATIVES WORKING IN THIS AGENCY?		YES	□NO
SELECTIVE SERVICE SYSTEM REGISTRATION			
Section 110.1128, Florida Statutes, prohibits employment by the State (including re-hire after a break in with the Selective Service System, under the provisions of the U.S. Military Selective Service Act, during currently employed by the State, this law prohibits the promotion of such person.			
IF YOU ARE A MALE BORN AFTER OCTOBER 1, 1962, HAVE YOU REGISTERED WITH THE SELE FROM THIS REQUIREMENT (DOCUMENTATION MAY BE REQUIRED)?	CTIVE SERVICE OR DO Y	OU HAVE PROC	F OF AN EXEMPTION Not Applicable
CERTIFICATION			
I am aware that any omissions, falsifications, misstatements, or misrepresentations above may disqua grounds for termination at a later date. I understand that any information I give may be investigated as my ability, employment history, and fitness for employment by employers, schools, law enforcement aghuman resources staff, and other authorized employees of Florida state government for employment p employment if I am hired. I understand that applications submitted for state employment are public rec the statements contained herein and on any attachments are true, correct, complete, and made in goo	allowed by law. I consent to encies, and other individua urposes. This consent shall ords. I certify that to the bes	o the release of in Is and organization I continue to be e	formation about ons to investigators, ffective during my
SIGNATURE:	DATE:		

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DP-E-16 Rev. 06/13

VOUR NAME: POSITION INTILE FOR WINCH YOU ARE APPLYING VETERANS' PREFERENCE INFORMATION: (Canser Service positions only) For the purposes of appointments, retention, reinstataments and releption profit, Veterans' Preference and service that veterans and eligible secures of veterans are given consideration at each also of the selection process. However, preference does not guarantee that a veterans and eligible secures of veterans are given consideration at each also of the selection process. However, preference does not guarantee that a veteran or the digible secures of a veteran service position. Completion of the Veterans' Preference ascidion below in made on a voluntary basis and kept confidential in accordance with the Americans with Disabilities Act. Listed below at the five Veterans' Preference callegiones. 1. A veteran with a service connected disability or the significant for the Preference and the Veterans' Preference in the light of they because of a voluntary basis and kept confidential in accordance with the Americans with Disability of the sequence of a veteran with a service connected disability or the sequence of a veteran missing in action, capitured, or foreign defined in the limit of they by a foreign power, or capitured or foreign defined in the limit of they by a foreign power, or capitured or foreign of the preference of the United States of America, or the Veteran of Preference is even of the United States of America, or the Veteran or American or the Veteran or American or the Veteran or American or the Veteran Preference is only available to Florida residents. 1. The unremarded scoor or double or veteran with a service connected disability, or the sequence of the Veteran or States and the Veteran Preference is only available to Florida residents. 1. Eligibility is available to how with the Veteran Preference is only available to Florida residents. 1. Capital and the Veteran Preference is only available to Florida residents. 1. Capital and the Veteran Preference is only available to	Employer, remove this section upon completion of the selection produced in the selection produce	cess.
VETERANS' PREFERENCE INFORMATION: (Career Service positions only) For the purposes of appointments, retention, reinstatement and seemployment, Veterans' Preference ensures that veterans and eligible spouses of veterans are given consideration at each stee of the selection Completion of the Veterans' Preference ensures that veterans and eligible spouses of veterans are given consideration at each stee of the selection Completion of the Veterans' Preference categories. 1. A veteran with exercise-connected datability who is seligible for mecking compensation, disability retirement, or pension under public laws administrated by the U.S. Department of Veterans' Affairs and the Department of Defense, or 2. The souse of a veteran missing in action, capture, or foreiby defended or interest in the flusty by a foreign power, or 3. A veteran of any are and hote service duality for employment because of a lotted and permanent service connected disability, or 3. A veteran of any are and hote service and active duty for and active duty for any and the lotted or interest in the United States of America, or 4. The unrenamed wideor or wideor or vetover or the United States of America, or 4. The unrenamed wideor or wideor or vetover or present in a gualifying campaging or expectation. Eligibility is available to those who had active duty service during a verifine period, excluding active duty for training, and who has served in a gualifying campaging or expectation. Eligibility is available to those who had active duty service during a verifine period, excluding active duty for training, and who had active duty service during a verifine period as defined in § 1.01 (14), FS, or received an authorized qualifying campagin beage or expectations, medic to those who had served to service any available to Troids residents. Eligibility is available to those who had active duty service during a verifine period. Veteral properties and active duty and the period period of the foreign and period of the period of the period of the period	YOUR NAME:	
and reemployment, Veterans Preference ensures that veterans and eligible spouse of a veteran size given consideration at each step of the selection process. However, preference does not quarantee that a veteran of the eligible spouse of a veteran will be the cardiotide selected to fill the position. Dasabilities Act. Listed below are the five Veterans Preference categories. 1. Assume that a survive-concreded disability was a slightle for a receiving compensation, disability returnent, or parasito under public laws administened by the U.S. Department of Veterans Affairs and the Department of Defense, or parasitory of the position	POSITION TITLE FOR WHICH YOU ARE APPLYING:	POSITION NUMBER:
Department of Veterans Affairs and the Department of Defense, or 2. The spause of a veteran who cannot qualify for employment because of a total and permanent service-connected disability, or the spouse of a veteran missing in action, 2. The control of the process of the United States of America, or 3. A veteran of any was with base service on active dufty for one day or more during a warding period, excluding active duty for training, and who was discharged under 4. The unremanited vidow or vidower of a veteran who died of a service-connected disability, or 5. Veteran who has served in a qualifying campaign or expedition. Eligibility is available to those who had active dufty service during a wardine period as defined in § 1.01 (14), FS, or received an authorized qualifying campaign bedge or 2. Veteran who has served in a qualifying campaign or expedition. Eligibility is available to those who had active dufty service during a wardine period as defined in § 1.01 (14), FS, or received an authorized qualifying campaign bedge or 2. Veteran who make a veteran who died of a service-connected disability. 2. Veteran who will veterans Preference is only available to Florida residents. 3. Veteran who campaign bedge or 2. Veteran who will veterans Preference must submit a DF off 2.07 or comparable discharge or separation document that also indicates character of service as 2. Note that the provisions of floridation of all applicants claiming Categories 1.2, or 4 above must also furnish supporting documentation in accordance with the provisions of flue though the position, and applicants claiming Categories 1.2, or 4 above must also furnish supporting documentation in accordance with the provisions of flue the broad of the position number for which you are applying, All required demands of the position number for which you are applying, All required documents must be submitted no later than the closing date of the pic ammunocement. Be such to include the position number for which you are applying, All required applican	and reemployment, Veterans' Preference ensures that veterans and eligible spouses of veterans are given process. However, preference does not guarantee that a veteran or the eligible spouse of a veteran will be Completion of the Veterans' Preference section below is made on a voluntary basis and kept confidential in	consideration at each step of the selection the candidate selected to fill the position.
as A vetera of any war who has served on active duly for one day or more during a wattime period, excluding active duly for training, and who was discharged under honorable conditions from the Armed Focuse of the United States of America, or 4. The unremarried widow or vidower of a veteran who long on a veteran wido as environemental widow or vidower of a veteran who large service connected disability, or 5. Veteran who has served in a qualifying campaign or expedition. Eligibility is available to those who had active duly service during a wartime period as defined in § 1.01 (14). FS, or received an authorized qualifying campaign or expedition. Eligibility is available to those who had active duly service during a wartime period as defined in § 1.01 (14). FS, or received an authorized qualifying campaign bedge or expeditionary medical University of the province of the position number for which you are applying. All required documents must be submitted no later than the closing date of the position number for which you are applying. All required documents must be submitted no later than the closing date of the position number for which you are applying. All required documents must be submitted no later than the closing date of the position number for which you are applying. All required documents must be submitted to later than the closing date of the position number for which you are applying. All required documents must be submitted to later than the closing date of the position number for which you are applying. All required documents must be submitted to later than the closing date of the position number for which you are applying. All required documents must be submitted to later than the closing date of	 A veteran with a service-connected disability who is eligible for or receiving compensation, disability retirement, or Department of Veterans' Affairs and the Department of Defense, or 	pension under public laws administered by the U.S.
A. The unremamied widow or wildower of a veteran who died of a service-connected disability, or 5. Veteran who has served in a qualifying campaign or expedition. Eligibility is available to those who that active duly service during a warritime period as defined in § 1.01 (14), FS, or received an authorized qualifying campaign badge or expeditionary made. Veterans Proference may only be given to non-state employees or current state employees applying to positions outside their current agency or political subdivision. Veterans: Proference is only available to Florida residents. All applicants disning Veterans Proference must submit a DP form 214 or comparable discharge or separation document that also indicates character of service as horizotable. In addition, all applicants claiming Categories 1, 2, or 4 above must also furnish supporting documentation in accordance with the provisions of full-65A-7.013(c) through (c) F. A.C. Please fax you supporting documentation to the Poople First Service Center at 1888) 493-210 by the closing date of boa noncurrement. Under Firotia busy preference in appointment shall be given first to those persons in Categories a 1 and 2 and then to those in Categories 3, 4 and 5. If a qualified applicant claiming Veterans Preference believes healths was not altroired employment preference for a vacant position, health may like the propriate with the Fiorida Department of Veterans Affairs, veterans Preference policy on Poopling agency or within 3 months of the date the application is filed with the employer if no notice is given. VETERANS' PREFERENCE CLAIM: IF ELIGIBLE, WHICH VETERANS PREFERENCE CATEGORY ARE YOU CLAIMING? (Please indicate number from Veterans' Preference information section above.) This section SHOULD be removed prior to the selection process. EEO SURVEY Although the following information is not mandatory, it is requested to aid the State of Florida in its commitment to Equal Employment Opportunity, Affirmative Action and to meet federal reporting requirements. Refu	2. The spouse of a veteran who cannot qualify for employment because of a total and permanent service-connected captured, or forcibly detained or interned in the line of duty by a foreign power, or	disability, or the spouse of a veteran missing in action,
5. Veteran who has served in a qualifying campaign or expedition. Eligibility is available to those who had active duty service during a wartime period as defined in § 1.01 (14), FS, or received an authorized qualifying campaign badge or oxpeditionary model. Veterans' Preference in any only be given to non-state employees or current state employees applying to positions outside their current agency or political subdivision. Veterans' Preference is only available to Florida residents. All applicants claiming Veterans' Preference must submit a DF form 214 or comparable discharge or separation document that also indicates character of service as honorable. In addition, all applicants claiming Categories 1, 2, or 4 above must also furnish supporting documentation in accordance with the provisions of Ftue 55A-7013(c) through (c), FA, C. Please fax you supporting documentation to the People's Firs Service Center 4 (88) 403-210 by the closing date of the job announcement. Include the position number for which you are applying. All required documents must be submitted no later than the closing date of the job announcement. Include the position number for which you are applying. All required documents must be submitted no later than the closing date of the job announcement. Include the position number for which you are applying. All required documents must be submitted no later than the closing date of the job announcement. Include the position number for which you are applying and provide the providence of the position of the date that application is filled with the employer if no notice is given. VETERANS' PREFERENCE CLAIM: If EUGIBLE, WHICH VETERANS' PREFERENCE CATEGORY ARE YOU CLAIMING? (Please indicate number from Veterans' Preference Information is section above.) This sect	 A veteran of any war who has served on active duty for one day or more during a wartime period, excluding active honorable conditions from the Armed Forces of the United States of America, or 	duty for training, and who was discharged under
Eligibility is available to those who had active duty service during a wartime period as defined in § 1.01 (14). FS, or received an authorized qualifying campaign badge or expeditionary media. Veterians Preference may only be given to non-state employees or current state employees applying to positions outside their current agency or political subdivision. Veterians Preference may submit at DD Form 214 or comparable disardage or separation document that also indicates character of service as All applicants claiming Veterians Preference must submit at DD Form 214 or comparable disardage or separation document that also indicates character of service as Nonrollab, in addition, all applicants claiming Veterians Preference behavior to the people First Service Center at (88) 403-2110 by the closing date of the job announcement. Be sure to include the position number for which you are applying, all required documents must be submitted no later than the closing date of the job announcement. Under Profida law, preference in appointment shall be given first to those persons in Categories 1 and 2 and then to those in Categories 3, 4 and 5. If a qualified applicant claiming Veterians Preference behives behave was not afforded employment preference for behives here's Preference, P.O. Box 31003, St. Petersburg, Ft. 33731. A complaint must be field within 21 days of the applicant receiving notice of the hiring decision made by the employing agency or within 3 months of the date the application is filled with the employer if no notice is given. VETERANS' PREFERENCE CLAIM: If ELIGIBLE, WHICH VETERANS' PREFERENCE CATEGORY ARE YOU ARE SUPPLY SERVICE, WHICH YETERANS' PREFERENCE CATEGORY ARE YOU ARE CURRENTLY APPLYING? This section SHOULD be removed prior to the selection process. EEO SURVEY Although the following information is not mandatory, it is requested to aid the State of Florida in its commitment to Equal Employment Opportunity. Affirmative Action and to meet federal reporting requirements. Refusal to answer will not re	4. The unremarried widow or widower of a veteran who died of a service-connected disability, or	
expeditionary metal. Veterans Preference may only be given for non-state employees or current state employees applying to positions outside their current agency or political solutivistors. Veterans Preference is only available to Florida residents. All applicants claiming Veterans' Preference must submit a DD Form 214 or comparable discharge or separation document that also indicates character of service as nonzero and provide the provisions of Rule 56A-7013(c) through (e.) F.A.C. Please fax your supporting documentation in a post content on the people in the provisions of Rule 56A-7013(c) through (e.) F.A.C. Please fax your supporting documentation in the People First Service Center at (88) 403-2110 by the closing date of the job announcement. Be sure to include the position number for which you are applying, all required documents must be submitted not later than the closing date of the job announcement. Be sure to include the position number for which you are applying, all required documents must be submitted not later than the closing date of the job announcement. Be sure to include the position number for which you are applying all required documents must be submitted not be the him of the provision of Rule 15 and 1	5. Veteran who has served in a qualifying campaign or expedition.	
honorable. In addition, all applicants claiming Categories 1, 2 or 4 above must also furnish supporting documentation in accordance with the provisions of Rule 55A-7013(c) through (e), F. A.C. Please fax you supporting documentation to the People First Service center at (884) 405-2110 by the close of the job announcement. Be sure to include the position number for which you are applying. All required documents must be submitted no later than the closing date of the job announcement. Be sure to include the position number for which you are applying. All required documents must be submitted no later than the closing date of the job announcement. Be sure to include the position number for which you are applying. All required documents must be submitted no later than the closing date of the job announcement. Be sure to which you have prefered to a proportion of the provisions of the provision of the provisions of the pro	expeditionary medal. Veterans' Preference may only be given to non-state employees or current state employees apply	eived an authorized qualifying campaign badge or ring to positions outside their current agency or political
claiming Veterans' Preference believes helshe was not afforded employment preference for a vacant position, helshe may file a complaint with the Florida Department of Veterans' Affairs, Veterans' Preference, P.O. Box 31003, St. Petersburg, F.E. 33731. A complaint must be filed within 21 days position, helshe may file a complaint with the applicant receiving notice of the hiring decision made by the employing agency or within 3 months of the date the application is filed with the employer if no notice is given. VETERANS' PREFERENCE CLAIM: IF ELIGIBLE, WHICH VETERANS' PREFERENCE CATEGORY ARE YOU CLAIMING? (Please indicate number from Veterans' Preference Information section above.) ARE YOU CURRENTLY EMPLOYED WITH THE AGENCY TO WHICH YOU ARE CURRENTLY APPLYING?	honorable. In addition, all applicants claiming Categories 1, 2, or 4 above must also furnish supporting documentation in through (e), F. A.C. Please fax your supporting documentation to the People First Service Center at (888) 403-2110 by	n accordance with the provisions of Rule 55A-7.013(c) the closing date of the job announcement. Be sure to
ARE YOU CLAMING? (Please indicate number from Veterans Preference Information section above.) ARE YOU CURRENTLY EMPLOYED WITH THE AGENCY TO WHICH YOU ARE CURRENTLY APPLYING? YES NO ARE YOU A RESIDENT OF THE STATE OF FLORIDA? HAVE YOU RECEIVED A PROMOTIONAL APPOINTMENT IN A CAREER SERVICE POSITION, SUBSEQUENT TO ACTIVE MILITARY SERVICE, WITH THE AGENCY TO WHICH YOU ARE CURRENTLY APPLYING? This section SHOULD be removed prior to the selection process. EEO SURVEY Although the following information is not mandatory, it is requested to aid the State of Florida in its commitment to Equal Employment Opportunity, Affirmative Action and to meet federal reporting requirements. Refusal to answer will not result in adverse treatment of any applicant. Applicants who believe they have been discriminated against may file a complaint with the Florida Commission on Human Relations, 2009 Apalachee Parkway, Tallahassee, Florida 32301. RACE/ ETHNICITY (Please identify both Race and Ethnicity) Race (CHECK ONLY ONE): White Hispanic or Latino Hispanic or Latino Asian Native Hawaiian/Other Pacific Islander American Indian/Alaska Native 2 or more races SEX: MALE FEMALE DATE OF BIRTH: POSITION NUMBER:	claiming Veterans' Preference believes he/she was not afforded employment preference for a vacant position, he/she movement Veterans' Affairs, Veterans' Preference, P.O. Box 31003, St. Petersburg, FL 33731. A complaint must be filed within 21	nay file a complaint with the Florida Department of days of the applicant receiving notice of the hiring
EEO SURVEY Although the following information is not mandatory, it is requested to aid the State of Florida in its commitment to Equal Employment Opportunity, Affirmative Action and to meet federal reporting requirements. Refusal to answer will not result in adverse treatment of any applicant. Applicants who believe they have been discriminated against may file a complaint with the Florida Commission on Human Relations, 2009 Apalachee Parkway, Tallahassee, Florida 32301. RACE/ETHNICITY (Please identify both Race and Ethnicity) Race (CHECK ONLY ONE): White	ARE YOU CLAIMING? (Please indicate number from Veterans' Preference Information section above.) ARE YOU CURRENTLY EMPLOYED WITH THE AGENCY TO WHICH YOU ARE CURRENTLY APPLYING? ARE YOU A RESIDENT OF THE STATE OF FLORIDA? HAVE YOU RECEIVED A PROMOTIONAL APPOINTMENT IN A CAREER SERVICE POSITION,	☐YES ☐NO☐YES ☐NO
Affirmative Action and to meet federal reporting requirements. Refusal to answer will not result in adverse treatment of any applicant. Applicants who believe they have been discriminated against may file a complaint with the Florida Commission on Human Relations, 2009 Apalachee Parkway, Tallahassee, Florida 32301. RACE/ ETHNICITY (Please identify both Race and Ethnicity) Race (CHECK ONLY ONE): White Hispanic or Latino Not Hispanic or Latino Not Hispanic or Latino Asian Native Hawaiian/Other Pacific Islander American Indian/Alaska Native 2 or more races SEX: MALE FEMALE DATE OF BIRTH: POSITION NUMBER:	This section SHOULD be removed prior to the selection process	ss.
Race (CHECK ONLY ONE): White	Affirmative Action and to meet federal reporting requirements. Refusal to answer will not result in adverse treatment of	any applicant. Applicants who believe they have been
White	RACE/ ETHNICITY (Please identify both Race and Ethnicity)	
POSITION NUMBER:	White Hispanic or Latino Black/African American Not Hispanic or Latino Asian Native Hawaiian/Other Pacific Islander American Indian/Alaska Native 2 or more races SEX: MALE FEMALE	
POSITION TITLE FOR WHICH YOU ARE APPLYING:	POSITION NUMBER:	
	POSITION TITLE FOR WHICH YOU ARE APPLYING:	

Employment with the State of Florida

Note: This hard copy of the State of Florida employment application is to be used only if you are unable to use the online application process at https://jobs.myflorida.com/index.html

State Government Personnel Structure

State government is a major employer in Florida, offering a diverse range of challenging and rewarding jobs, with a comprehensive compensation package and opportunities for career mobility.

Employees with the State of Florida fall into a variety of different and autonomous personnel systems each with their own set of rules and regulations, collective bargaining agreements, and wage and benefit packages. The State Personnel System, comprised of employees in the Career Service, Selected Exempt Service and Senior Management Service pay plans, is the largest of these systems and is the focus of this narrative. The State of Florida employment application is used to apply for vacancies within the State Personnel System.

Most state jobs are in the Career Service pay plan. The Career Service provides uniform pay, job classification, benefits and recruitment for the majority of non-managerial jobs within state agencies. The Senior Management Service (SMS) includes upper management and policy-making jobs. Middle management, such as bureau chiefs, professional jobs, such as physicians and attorneys, and supervisory jobs are included in the Selected Exempt Service. Employees can move between agencies without any loss of state benefits.

Temporary jobs are funded by Other Personal Services (OPS) appropriations. OPS employees receive an hourly wage and limited benefits. Non-State Personnel System agencies are agencies in which jobs do not fall under the Career Service,

Selected Exempt Service
or Senior Management
Service pay plans and their
employment procedures
may differ. These
employers may or may not
accept the State of Florida
employment application.
Additionally, their job titles and
salaries may not be comparable
to those in the State Personnel System.

How to Search for Vacancies

Individual state agencies are responsible for announcing their job vacancies and making hiring decisions. Generally, agencies accept job applications for advertised vacancies only. However, agencies may accept applications for certain positions on a continuous basis. A completed State of Florida employment application is required for each job vacancy to which you apply.

There are several ways for you to obtain state job vacancy information:

- Access the People First job information web site on the Internet at: https://jobs.myflorida.com
- Contact individual State Personnel System agencies directly for information regarding their employment opportunities.
- Contact a Florida One Stop Career Center for job information on and other employment opportunities. To locate the office nearest you, check your telephone directory under "Workforce One Stop Career Center" or visit: http://www.employflorida.com

Completed applications should be submitted by **fax** to the People First Service Center at (888) 403-2110.

How to Market Yourself

Prior to completing an application for any job, gather specific information about the duties of the job and relevant knowledge, skills and abilities required by carefully reviewing the job vacancy announcement or by contacting the employing agency, if necessary.

Use this information to ensure your application, cover letter, resume and other supporting materials address how your experience and education fulfill these requirements.

How Candidates are Selected

The first step an employing agency takes in the selection process is to review the applications which have been received to determine who is eligible to compete further in the selection process. Job-related criteria are used to determine those applicants who will be asked to participate in additional assessment steps such as an oral interview, a work sample exercise, or a proficiency test. The job-related information gained during the selection process will assist the hiring official in making the final selection decision. Veterans' preference and Affirmative Action goals are also considered by the agency in the decision-making process.

If, because of a disability, you require a special accommodation to participate in the application and selection process, please notify the hiring authority in advance.