



# Pam Childers

Clerk of the Circuit Court and Comptroller, Escambia County

Clerk of Courts • County Comptroller • Clerk of the Board of County Commissioners • Recorder • Auditor  
Telephone: 850-595-4310 • Fax: 850-595-4316 • [www.escambiaclerk.com](http://www.escambiaclerk.com)

## APPLICATION FOR EMPLOYMENT

### INSTRUCTIONS

This employment application must be filled out accurately and completely. All questions must be answered. If space provided is insufficient for complete answers or you wish to furnish additional information, you may attach separate sheets of paper. If you are applying for more than one vacant position, a separate application must be submitted for each position.

If you are applying for a position that requires a specific license or certification, a copy of the license or certification is required and must be submitted no later than at the time of any scheduled interview. Failure to provide required documentation may result in disqualification. Omission of facts, exaggeration, or misleading statements will be perceived as falsification and are grounds for non-employment or dismissal.

### APPLICATION PROCESS

Complete applications are kept on file for six months from the date received. Any applicant wishing to be considered for employment beyond that time should submit a new application. All applications on file are reviewed for the minimum qualifications of each vacancy. The Clerk's Office will select a number of qualified applicants to interview for each vacancy. Only those applicants who are interviewed will be notified of the results of the selection process.

### EQUAL OPPORTUNITY EMPLOYER

The Clerk of the Circuit Court and Comptroller (the "Clerk") does not discriminate on the basis of race, color, sex, age, disability, religion, national origin, marriage, genetic information, or any other protected characteristic as established by federal, state, or local law. Employment decisions will be based solely on job-related criteria. Personnel hired and promoted will be selected from all applicants on the basis of qualifications believed to be essential for an employee to perform well. These include such factors as ability, attitude, availability, capability, aptitude, experience, education, and a willingness to work.

### DRUG-FREE WORKPLACE

In accordance with §440.102, Florida Statutes, the Clerk's Office is a drug-free workplace. Job applicants in mandatory-testing positions will be required to submit to pre-employment testing for the use of illegal substances. All employees are subject to testing post-employment in accordance with Florida law.

### VETERANS PREFERENCE

In accordance with Chapter 295 of the Florida Statutes, the Clerk gives preference in employment to veterans and spouses of veterans who meet certain eligibility criteria.

### PROOF OF CITIZENSHIP AND EMPLOYMENT ELIGIBILITY

The Immigration Reform and Control Act requires that all employees submit proof of citizenship and employment eligibility upon hire. If you are chosen for employment with the Clerk's office, you will be required to submit the required documentation no later than your third day of employment.

### SUBMITTING YOUR APPLICATION

Applications may be submitted by one of the following means:

- In person: 190 W. Government Street, Pensacola, Florida, 32502 – Administration, 2<sup>nd</sup> floor
- By mail: Clerk of Court, Attn: Human Resources, P. O. Box 333, Pensacola, Florida 32592
- By email: [HR@escambiaclerk.com](mailto:HR@escambiaclerk.com)
- By fax: (850) 595-4316



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## APPLICATION FOR EMPLOYMENT

POSITION				
Position Applied For:				
PERSONAL INFORMATION				
Name (first, middle, last):				
Address:		Preferred Name:		
City, State, Zip:				
Primary Telephone:		Alternate Telephone:		
Email address:				
Do you have any relatives working for the Clerk of Courts? <input type="radio"/> Yes <input type="radio"/> No				
If so, name:		Department and Position:		
Have you ever been convicted of any violation other than a non-criminal traffic violation? ( <i>Conviction will not necessarily disqualify an applicant.</i> ) <input type="radio"/> Yes <input type="radio"/> No				
If yes, explain:				
Are you a United States Citizen? <input type="radio"/> Yes <input type="radio"/> No				
If you are not a United States Citizen, do you possess official documentation that authorizes you to work in the United States? <input type="radio"/> Yes <input type="radio"/> No				
EDUCATION				
	School Name & City/State	Major/Minor	Graduated	Degree
High School			<input type="radio"/> Yes <input type="radio"/> No	
Junior College			<input type="radio"/> Yes <input type="radio"/> No	
College or University			<input type="radio"/> Yes <input type="radio"/> No	
Other Schools			<input type="radio"/> Yes <input type="radio"/> No	
Professional or occupational licenses, certificates, or registrations which you currently hold:				
Special skills, foreign languages, and computer knowledge (please be specific):				
PROFESSIONAL REFERNCES				
List three <b>professional</b> references.				
Name	Email	Phone	Years Known	

Human Resources Use Only

Received: \_\_\_\_\_

**EMPLOYMENT HISTORY**

List all previous employment. Begin with your present or most recent employer in the first box. You may include volunteer work or hobbies in which the experience you gained is relevant to the position for which you are applying. Please be specific and give as much information as possible in describing your duties. The Clerk's Office may contact previous employers to verify information provided. *You may attach a resume to supplement but not in place of this information.*

Employer:	Specific duties you performed:
City/State:	
Job Title:	
Supervisor's name/title:	
Dates Employed: From                      To	
Hours worked per week:	
Salary: \$                      per	
Reason(s) for leaving:	

May we contact your current employer?	Yes    No
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Employer:	Specific duties you performed:
City/State:	
Job Title:	
Supervisor's name/title:	
Dates Employed: From                      To	
Hours worked per week:	
Salary: \$                      per	
Reason(s) for leaving:	

Employer:	Specific duties you performed:
City/State:	
Job Title:	
Supervisor's name/title:	
Dates Employed: From                      To	
Hours worked per week:	
Salary: \$                      per	
Reason(s) for leaving:	

Employer:	Specific duties you performed:
City/State:	
Job Title:	
Supervisor's name/title:	
Dates Employed: From                      To	
Hours worked per week:	
Salary: \$                      per	
Reason(s) for leaving:	

**READ THE FOLLOWING CAREFULLY BEFORE SIGNING**

Be advised that all information supplied while making application for employment with all state, county, and municipal agencies becomes a Public Record under provisions of Chapter 119, Florida Statutes, and as such must be made available upon request.

All information you provide will be considered in reviewing your application, and a false answer to any question may be grounds for not employing you or for dismissing you after you begin work. All statements are subject to verification, including a check of your fingerprints, police records, education, and former employers. Persons selected for employment must furnish appropriate documentation and complete a Form W-4 (federal withholding) before receiving payment of wages or salaries. Identification is required to complete Form I-9, employment eligibility verification, within three days of employment. The Escambia County Clerk of the Circuit Court and Comptroller’s Office participates in E-Verify and will provide the federal government with your Form I-9 information to confirm that you are authorized to work in the U.S. If E-Verify cannot confirm that you are authorized to work, this employer is required to give you written instructions and an opportunity to contact Department of Homeland Security (DHS) or Social Security Administration (SSA) so you have the opportunity to resolve the issue. If you choose not to resolve or appeal the issue, we may have the right to terminate your employment.

The Clerk makes every effort to provide steady, continuous work, and cannot guarantee the performance of any position. Job tenure can be affected by many factors including business/economic conditions, changes in laws or employee policies, conformity to work rules, job performance, etc. Employees may elect to leave on their own accord at any time.

**BODY PIERCING, HAIR COLOR, AND TATTOO POLICY**

With the exception of the ears, all visible body piercing and all visible tattoos must be concealed with clothing or bandages during office hours. Facial piercing and/or tongue piercing are prohibited. A maximum of two earrings is allowed per ear. Extreme hair styles or colors are not allowed. Hair must be a natural color (i.e., no bright reds, blue, green, purple etc.).

**I UNDERSTAND** that if I accept an offer of employment, I will be required to abide by the body piercing, hair color, and tattoo policy.

**I FURTHER UNDERSTAND** that my employment with the Escambia County Clerk of the Circuit Court and Comptroller (the “Clerk”) is for no specific term. Unless otherwise defined by applicable law, any employment relationship with the Clerk is of an “at will” nature, which means that I may resign at any time and the Clerk may discharge me at any time with or without cause. It is further understood that this “at will” employment relationship may not be changed by any written document or by conduct unless such change is specifically acknowledged in writing by the Clerk.

**I FURTHER UNDERSTAND** that the Clerk requires job applicants for mandatory-testing positions to successfully complete drug testing as a condition of employment. By submitting this Application for Employment, I hereby consent to such pre-employment drug testing.

**By my signature, I hereby authorize a representative of the Clerk to communicate with persons listed as references, former employers, and any others with whom you desire to check in an effort to investigate my work, education, and/or personal history that is job related. I agree to hold such persons harmless with respect to any information they may give you about me in this investigation.**

I certify that all statements made in this application are true, complete, and correct to the best of my knowledge and belief, and are made in good faith. Any digital signature I affix shall have the full force and effect as an original.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date



### VETERANS' PREFERENCE CERTIFICATION

Date: \_\_\_\_\_ Name: \_\_\_\_\_

Section 295.07(1), Florida Statutes, provides for Veterans' Preference in employment appointment and retention, if qualified under one of the following categories, and not exempt under Section 295.07(4), Florida Statutes. Section 295.09, Florida Statutes, also provides Veterans' Preference for reinstatement, reemployment, and promotion. If you seek Veterans' Preference, please "check" the appropriate box, and provide this form and documentation of your status with your employment application, no later than the position advertisement closing date.

I certify that I am qualified to claim Veterans' Preference under the category checked below:

- (a) A disabled veteran:
  1. Who has served on active duty in any branch of the United States Armed Forces, has received an honorable discharge, and has established the present existence of a service-connected disability that is compensable under public laws administered by the United States Department of Veterans Affairs; or
  2. Who is receiving compensation, disability retirement benefits, or pension by reason of public laws administered by the United States Department of Veterans Affairs and the United States Department of Defense.
- (b) The spouse of a person who has a total disability, permanent in nature, resulting from a service-connected disability and who, because of this disability, cannot qualify for employment, and the spouse of a person missing in action, captured in line of duty by a hostile force, or forcibly detained or interned in line of duty by a foreign government or power.
- (c) A wartime veteran as defined in s. 1.01(14), who has served at least 1 day during a wartime period. I acknowledge that active duty for training may not be allowed for eligibility under this paragraph.
- (d) The unremarried widow or widower of a veteran who died of a service-connected disability.
- (e) The mother, father, legal guardian, or unremarried widow or widower of a member of the United States Armed Forces who died in the line of duty under combat-related conditions, as verified by the United States Department of Defense.
- (f) A veteran as defined in s. 1.01(14), F.S. I acknowledge that active duty for training may not be allowed for eligibility under this paragraph.
- (g) A current member of any reserve component of the United States Armed Forces or the Florida National Guard. If so, please attach FDVA form VP2, signed by your immediate military supervisor, to document your status.

Please submit this certification with your application, or as soon as possible, prior to the date that the position advertisement closes. **In order to receive Veterans' Preference and to complete your application, this form and documentation to prove your status must be returned to the Human Resources ("HR") office in accordance with Rule 55A-7.013, Florida Administrative Code.** Please contact HR at 595-4310 if you have any questions.

This statement is true to the best of my knowledge and belief.

By \_\_\_\_\_

\_\_\_\_\_  
Printed Name