



APPLICATION FOR EMPLOYMENT

COLLIER COUNTY TAX COLLECTOR
COLLIER COUNTY GOVERNMENT COMPLEX - BUILDING C-1
3301 East Tamiami Trail
Naples, Florida 34112

*An Equal Opportunity Employer
Drug Free Workplace*

(PLEASE PRINT CLEARLY IN INK AND COMPLETE ENTIRE APPLICATION)

PERSONAL			DATE: _____
NAME (LAST)	(FIRST)	(MIDDLE)	SOCIAL SECURITY NUMBER
MAILING ADDRESS			CITY, STATE and ZIP CODE
TELEPHONE NUMBER			DAYS: _____
EVENINGS: _____			Do You Possess a valid Driver's License? <input type="checkbox"/> Yes <input type="checkbox"/> No
Issued by (State): _____			Type: _____

Are you eligible to work in the United States? Yes No
(Employees are required to provide proof of identity and employment authorization.)

Do you have or have you had any physical, mental or medical impairment or disability that would limit you for the position(s) for which you have applied? Yes No
If yes, please explain: _____
Condition: _____ Dates: From _____ to _____

Have you ever been convicted of any offense against the law including traffic violations such as speeding? Yes No
If yes, please explain: _____

NOTE: An affirmative answer to any of the above questions does not automatically mean you cannot be employed. Give all of the facts so that a decision can be made. Any intentional omission or falsification of answers either verbally or in writing may result in termination of employment.

Have you ever worked for the Collier County Tax Collector? Yes No
Do you have a relative employed by the Collier County Tax Collector? Yes No
If yes: _____
Name Relationship Department

JOB INTEREST

Position Desired: _____ Date you can begin: _____

Will you accept: Temporary Work Yes No Minimum Salary Requirement \$ _____
Part-time Work Yes No
Shift Work Yes No

EDUCATION

CIRCLE HIGHEST GRADE COMPLETED

GRADE SCHOOL 1 2 3 4 5 6 7 8 HIGH SCHOOL 1 2 3 4 COLLEGE 1 2 3 4 GRADUATE 1 2 3 4

Or Have you passed the GED test? Yes No

HIGH SCHOOL OR GED	Name	City & State			Year Graduated
COLLEGE	Name	Location	Major	Degree	Dates Att'd. From: To:
GRADUATE SCHOOL	Name	Location	Major	Degree	Dates Att'd. From: To:
VOCATIONAL SCHOOL	Name	Location	Major	Degree	Dates Att'd. From: To:
OTHER TRAINING					

MILITARY SERVICES RECORD

Were you in U.S. Armed Forces? Yes ___ No ___ If yes, what Branch? _____

Dates of Duty: From (M/D/Y): _____ To(M/D/Y): _____ Rank at discharge: _____

Reason for discharge: _____

List duties in the service including special training: _____

Have you taken any training? Yes ___ No ___ If yes, what training did you take? _____

SPECIAL SKILLS, APTITUDES AND OTHER QUALIFICATIONS

List details of all skills, aptitudes and other qualifications which you feel are relevant to employment:

Typing Speed (WPM) _____ Date Entry Speed (CPM) _____ Calculator Yes _____ No _____

Office machines you operate: _____

List scholarships, fellowships, honors, etc., received _____

FOREIGN LANGUAGES	Read				Write				Speak			
	Excel.	Good	Fair	Slight	Excel.	Good	Fair	Slight	Excel.	Good	Fair	Slight

Special qualifications and skills including licenses or certificates, memberships in professional organizations or societies, etc. (Omit any organizations or activities that would divulge race, age, ethnic origin or religious persuasion.)

PRESENT AND PRIOR EMPLOYMENT

List below all present and past employment, beginning with your most recent. All spaces **MUST** be completed. A resume may be used to supplement, but **NOT** substitute employment information.

I	Name and Address of Company and Type of Business	From	Job Title:	Starting Salary	Last Salary
		Mo. / Yr.	Describe the work you did:		
				Supervisor	
		To			
		Mo. / Yr.			
	Telephone				
Reason for Leaving:					

II	Name and Address of Company and Type of Business	From	Job Title:	Starting Salary	Last Salary
		Mo. / Yr.	Describe the work you did:		
				Supervisor	
		To			
		Mo. / Yr.			
	Telephone				
Reason for Leaving:					

III	Name and Address of Company and Type of Business	From	Job Title:	Starting Salary	Last Salary
		Mo. / Yr.	Describe the work you did:		
				Supervisor	
		To			
		Mo. / Yr.			
	Telephone				
Reason for Leaving:					

IV	Name and Address of Company and Type of Business	From	Job Title:	Starting Salary	Last Salary
		Mo. / Yr.	Describe the work you did:		
				Supervisor	
		To			
		Mo. / Yr.			
	Telephone				
Reason for Leaving:					

IMPORTANT: PLEASE EXPLAIN ANY GAPS OF SIX MONTHS OR MORE DURING YOUR EDUCATION AND EMPLOYMENT HISTORY.

May we contact your present employer? Yes No

REFERENCES (EXCLUDING Former Employers or Relatives)

Name and Occupation	Address	Day Time Phone Numbers
1. _____ _____		
2. _____ _____		
3. _____ _____		

Occasionally the form of an application blank makes it difficult for an individual to adequately summarize his/her complete background. To assist us in finding the proper position for you, use the space below to summarize any additional information necessary to describe your full qualifications.

Thank you for completing this application form and for your interest in employment with us. We would like to assure you that your opportunity for employment with the Collier County Tax Collector will be based only on your merit and on no other consideration.

Your application for employment will be maintained in the Collier County Tax Collector's active file for a total of three (3) months and remain on file for 12 months from the date of completion

PLEASE READ CAREFULLY

APPLICANTS CERTIFICATION AND AGREEMENT

AGREEMENTS :

I UNDERSTAND that a pre-employment drug screening is required.

_____ Initial

I UNDERSTAND and agree that, except as specifically prohibited by state law or County ordinance or regulation, all Collier County Tax Collector policies and procedures may be modified, amended, or deleted by the Collier County Tax Collector at its option; that the policies and procedures do not create any property rights in employment may be terminated by either me or the Collier County Tax Collector at any time with or without cause.

_____ Initial

I CERTIFY that all information given on this employment application, related employment papers and all interviews is true and correct. I understand that the Collier County Tax Collector may make a thorough investigation of my character reputation, past employment and medical history. I authorize the giving and receiving of any such information requested by the Collier County Tax Collector (including Financial and credit records)* and hereby relieve and release all former employers and their agents of any liability for any information they may give to the Collier County Tax Collector. I hereby waive any rights or claims I may have whether presently fully developed or not, against Collier County Tax Collector or its agents or employees, arising out of, or resulting from the release, authorized or unauthorized, of the information received pursuant to or in connection with the Collier County Tax Collector's handling, processing, investigation, etc. of my application for employment with the Collier County Tax Collector.

_____ Initial

I AGREE that if I am employed by Collier County Tax Collector, that in the future some potential employer may contact the Collier County Tax Collector or its representatives concerning my work record and my work performance at the Collier County Tax Collector. I hereby consent to and authorize persons employed by the Collier County Tax Collector to divulge any and all information they consider relevant to any person representing themselves to be an employer or potential employer of mine with respect to my work record and/or performance of my job at Collier County Tax Collector. I understand that all information provided herein is public record and is subject to review upon request.

_____ Initial

I AGREE to a physical examination if requested, including samples for use of illegal drugs or substances, and understand that failure to meet any job-related medical and/or health requirements for the position could prevent my employment or continued employment by the Collier County Tax Collector.

_____ Initial

I UNDERSTAND that all employees who do not have a written employment contract are employed at the will of the Collier County Tax Collector for an indefinite period and are subject to termination at any time.

_____ Initial

*NOTE: The Provisions of the Fair Credit Reporting Act may be applicable if a credit report on the applicant is obtained and considered.

Should I become an employee of the Collier County Tax Collector, upon termination of employment, I authorize the Collier County Tax Collector to hold my final paycheck until all Collier County Tax Collector's property is returned.

Signature: _____ Date: _____

EQUAL EMPLOYMENT OPPORTUNITY SURVEY

(Collier County Tax Collector)

Qualified applicants are considered for all positions, and employees are treated during employment without regard to race, color, religion, sex, national origin, age, marital status, medical condition, or handicap.

As an employer, we comply with government regulations and equal opportunity reporting responsibilities regarding applicants. This data is for analysis and periodic government reporting only and will be kept separate from the Application for Employment.

The following information is requested on a voluntary basis:

1. Date of Birth: _____

2. Name (last, middle, first): _____

3. Ethnic Category: (please check one)

_____ White, not of Hispanic origin _____ Hispanic _____ American Indian/Alaskan Native

_____ Black, not of Hispanic origin _____ Asian or Pacific Islander

4. Sex: Male _____ Female _____

5. Handicapped: _____ Yes _____ No

6. Referred By: Newspaper _____ Radio _____ Professional Journal _____ Walk In _____

Other (Specify Source): _____

7. Veteran Status:

_____ Disabled Veteran (separated under honorable conditions with service-related disability)

_____ Spouse of permanently disabled veteran as indicated above

_____ Veteran who has served on active duty 181 days or more (separated under honorable conditions not including training periods) during a wartime era.

_____ Veteran who has served 180 consecutive days since January 31, 1955 (separated under honorable conditions; not including training periods) during a wartime era.

_____ Other (please explain): _____

NOTICE AND ACKNOWLEDGMENT

[IMPORTANT -- PLEASE READ CAREFULLY BEFORE SIGNING ACKNOWLEDGMENT]

NOTICE REGARDING BACKGROUND INVESTIGATION

Employer ("the Company") may obtain information about you from a consumer reporting agency for employment purposes. Thus, you may be the subject of a "consumer report" and/or an "investigative consumer report" which may include information about your character, general reputation, personal characteristics, and/or mode of living, and which can involve personal interviews with sources such as your neighbors, friends, or associates. These reports may be obtained at any time after receipt of your authorization and, if you are hired, throughout your employment. You have the right, upon written request made within a reasonable time after receipt of this notice, to request disclosure of the nature and scope of any investigative consumer report. Please be advised that the nature and scope of the most common form of investigative consumer report obtained with regard to applicants for employment is an investigation into your education and/or employment history conducted by Global HR Research, 27499 Riverview Center Blvd., Suite 218 Bonita Springs, FL 34134, Office: (239) 274-0048, Toll Free: 1-800-790-1205 or another outside organization. The scope of this notice and authorization is all-encompassing, however, allowing Employer to obtain from any outside organization all manner of consumer reports and investigative consumer reports now and, if you are hired, throughout the course of your employment to the extent permitted by law. As a result, you should carefully consider whether to exercise your right to request disclosure of the nature and scope of any investigative consumer report.

New York applicants or employees only: You have the right to inspect and receive a copy of any investigative consumer report requested by Employer by contacting Global HR Research directly.

ACKNOWLEDGMENT AND AUTHORIZATION

I acknowledge receipt of the NOTICE REGARDING BACKGROUND INVESTIGATION and A SUMMARY OF YOUR RIGHTS UNDER THE FAIR CREDIT REPORTING ACT and certify that I have read and understand both of those documents. I hereby authorize the obtaining of "consumer reports" and/or "investigative consumer reports" at any time after receipt of this authorization and, if I am hired, throughout my employment. To this end, I hereby authorize, without reservation, any law enforcement agency, administrator, state or federal agency, institution, school or university (public or private), information service bureau, employer, or insurance company to furnish any and all background information requested by Global HR Research, another outside organization acting on behalf of Employer, and/or Employer itself. I agree that a facsimile ("fax"), electronic or photographic copy of this Authorization shall be as valid as the original.

Minnesota and Oklahoma applicants or employees only: Please check this box if you would like to receive a copy of a consumer report if one is obtained by the Company.

California applicants or employees only: By signing below, you also acknowledge receipt of the NOTICE REGARDING BACKGROUND INVESTIGATION PURSUANT TO CALIFORNIA LAW. Please check this box if you would like to receive a copy of an investigative consumer report or consumer credit report if one is obtained by the Company at no charge whenever you have a right to receive such a copy under California law.

DATE

PRINT NAME

SIGNATURE OF EMPLOYEE OR PROSPECTIVE EMPLOYEE

SOCIAL SECURITY NUMBER

Date of Birth (For Background Purposes Only)

Drivers License Number

State

Current Address:

Previous Addresses (Last 7 years):

Any other names I have been known by (including maiden name):

Para información en español, visite www.ftc.gov/credit o escribe a la FTC Consumer Response Center, Room 130-A 600 Pennsylvania Ave. N. W., Washington, D. C. 20580.

A Summary of Your Rights Under the Fair Credit Reporting Act

The federal Fair Credit Reporting Act (FCRA) promotes the accuracy, fairness, and privacy of information in the files of consumer reporting agencies. There are many types of consumer reporting agencies, including credit bureaus and specialty agencies (such as agencies that sell information about check writing histories, medical records, and rental history records). Here is a summary of your major rights under the FCRA. **For more information, including information about additional rights, go to www.ftc.gov/credit or write to: Consumer Response Center, Room 130-A, Federal Trade Commission, 600 Pennsylvania Ave. N.W., Washington, D.C. 20580.**

- **You must be told if information in your file has been used against you.** Anyone who uses a credit report or another type of consumer report to deny your application for credit, insurance, or employment - or to take another adverse action against you - must tell you, and must give you the name, address, and phone number of the agency that provided the information.
- **You have the right to know what is in your file.** You may request and obtain all the information about you in the files of a consumer reporting agency (your "file disclosure"). You will be required to provide proper identification, which may include your Social Security number. In many cases, the disclosure will be free. You are entitled to a free file disclosure if:
 - a person has taken adverse action against you because of information in your credit report;
 - you are the victim of identify theft and place a fraud alert in your file;
 - your file contains inaccurate information as a result of fraud;
 - you are on public assistance;
 - you are unemployed but expect to apply for employment within 60 days.

In addition, by September 2005 all consumers will be entitled to one free disclosure every 12 months upon request from each nationwide credit bureau and from nationwide specialty consumer reporting agencies. See www.ftc.gov/credit for additional information.

- **You have the right to ask for a credit score.** Credit scores are numerical summaries of your credit-worthiness based on information from credit bureaus. You may request a credit score from consumer reporting agencies that create scores or distribute scores used in residential real property loans, but you will have to pay for it. In some mortgage transactions, you will receive credit score information for free from the mortgage lender.
- **You have the right to dispute incomplete or inaccurate information.** If you identify information in your file that is incomplete or inaccurate, and report it to the consumer reporting agency, the agency must investigate unless your dispute is frivolous. See www.ftc.gov/credit for an explanation of dispute procedures.
- **Consumer reporting agencies must correct or delete inaccurate, incomplete, or unverifiable information.** Inaccurate, incomplete or unverifiable information must be removed or corrected, usually within 30 days. However, a consumer reporting agency may continue to report information it has verified as accurate.
- **Consumer reporting agencies may not report outdated negative information.** In most cases, a consumer reporting agency may not report negative information that is more than seven years old, or bankruptcies that are more than 10 years old.
- **Access to your file is limited.** A consumer reporting agency may provide information about you only to people with a valid need -- usually to consider an application with a creditor, insurer, employer, landlord, or other business. The FCRA specifies those with a valid need for access.
- **You must give your consent for reports to be provided to employers.** A consumer reporting agency may not give out information about you to your employer, or a potential employer, without your written consent given to the employer. Written consent generally is not required in the trucking industry. For more information, go to www.ftc.gov/credit.

- **You may limit “prescreened” offers of credit and insurance you get based on information in your credit report.** Unsolicited “prescreened” offers for credit and insurance must include a toll-free phone number you can call if you choose to remove your name and address from the lists these offers are based on. You may opt-out with the nationwide credit bureaus at 888-5-OPT-OUT (888-567-8688) or www.optoutprescreen.com.
- **You may seek damages from violators.** If a consumer reporting agency, or, in some cases, a user of consumer reports or a furnisher of information to a consumer reporting agency violates the FCRA, you may be able to sue in state or federal court.
- **Identity theft victims and active duty military personnel have additional rights.** For more information, visit www.ftc.gov/credit.

States may enforce the FCRA, and many states have their own consumer reporting laws. In some cases, you may have more rights under state law. For more information, contact your state or local consumer protection agency or your state Attorney General Federal enforcers are:

TYPE OF BUSINESS:	CONTACT:
Consumer reporting agencies, creditors and others not listed below	Federal Trade Commission: Consumer Response Center – FCRA Washington, DC 20580 1-877-382-4357
National banks, federal branches/agencies of foreign banks (word “National” or initials “N.A.” appear in or after bank’s name)	Office of the Comptroller of the Currency Washington, DC 20219 800-613-6743
Federal Reserve System member banks (except national banks, and federal branches/agencies of foreign banks)	Federal Reserve Board Division of Consumer & Community Affairs Washington, DC 20551 202-452-3693
Savings associations and federally chartered savings banks (word “Federal” or initials “F.S.B.” appear in federal institution’s name)	Office of Thrift Supervision Consumer Complaints Washington, DC 20552 800-842-6929
Federal credit unions (words “Federal Credit Union” appear in institution’s name)	National Credit Union Administration 1775 Duke Street Alexandria, VA 22314 703-519-4600
State-chartered banks that are not members of the Federal Reserve System	Federal Deposit Insurance Corporation Consumer Response Center, 2345 Grand Avenue, Suite 100 Kansas City, Missouri 64108-2638 1-877-275-3342
Air, surface, or rail common carriers regulated by former Civil Aeronautics Board or Interstate Commerce Commission	Department of Transportation, Office of Financial Management Washington, DC 20590 202-366-1306
Activities subject to the Packers and Stockyards Act, 1921	Department of Agriculture Office of Deputy Administrator – GIPSA Washington, DC 20250 202-720-7051