



CareerSource Broward
2890 West Cypress Creek Road
Fort Lauderdale, FL 33309
(954) 202-3830

APPLICATION FOR EMPLOYMENT

Position Applying For	Job Number (If Applicable)
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Instructions: Please print or type all information. The application must be filled out accurately and completely. Answer all questions. Do not leave an item blank. If an item does not apply, write N/A (not applicable). If you need additional space to answer a question fully, you may use full sheets of paper that are the same size as this page. On each additional page, be sure to include your name and the position title. You may also attach copies of documents or certificates which support your application. All materials submitted become the property of CareerSource Broward (CSBD) and will not be returned. Nothing can be added to your application after the announcement period has closed. All statements made on the application are subject to verification. Exaggerated, false, or misleading statements may be cause for rejection of the application and/or termination of employment. **THIS APPLICATION MUST BE SIGNED ON THE LAST PAGE OR IT WILL BE VOIDED.**

Present Legal Name		
Last Name	First Name	M.I.

Social Security Number (List last four (4) digits)	When Available	If you require assistance with testing due to a disability, please notify our staff.
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Applying for (Check all responses that apply)		
_____ Full Time	_____ Part Time	_____ Temporary

Home Telephone Number <input style="width: 90%;" type="text"/> Other Number (Indicate which) Cell, Pager, Other <input style="width: 90%;" type="text"/>	Driver's License If driving/travel is required for this position, do you have a valid driver's license and/or reliable transportation? Yes: _____ No: _____ NA: _____ <hr style="border: 1px solid gray;"/> Employ Florida Are you registered in the Employ Florida? YES <input type="checkbox"/> NO <input type="checkbox"/> Registration in Employ Florida at www.employflorida.com
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Present Address		
Street Address	Apt. #	
City	State	Zip Code
How long have you lived at present address? Years _____ Months _____		

Previous Address (Complete this portion if living at current address less than 7 years or indicate N/A if at current address for more than 7 years.)		
Street Address	Apt. #	
City	State	Zip Code
How long did you live at this address? Years _____ Months _____		

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Education and Special Training		
Highest grade completed (1-12):		
High School Diploma	Check: _____	Yes _____ No _____
Equivalency – GED	Check: _____	Yes _____ No _____
Name and location of last HIGH SCHOOL ATTENDED: _____		
Name		City State

List Colleges and Universities Attended Below:

Name and Location	No. of Years Attended	Did You Graduate?		If Not, # of Years Attended or Credit Hours Earned	Degree/Certificate Received	Major Field of Study
		Yes	No			

List Special Training (Business, Trade, Vocational, Armed Forces School, etc.) Below:

Name and Location	Years Attended	Total Time Completed	Courses or Subjects Taken	Certificates Given or Other Pertinent Data

Employment Record: List all jobs held in the last TEN years and any other jobs relevant to the position for which you are applying. Major changes in duties or job titles with the same employer should be listed as separate jobs. Start with your PRESENT or MOST RECENT position and work back. BE SPECIFIC as your rating may depend on the information you provide. Please attach a resume in addition to completing this section. Periods of unemployment should be listed separately in the following section. NOTE: We may contact previous employers to verify your descriptions of past duties.

May we contact your present employer regarding your record of employment? Yes No Upon Job Offer

<p align="center">(Job 1) Present or Most Recent Job</p> <table border="1" style="width:100%; border-collapse: collapse;"> <thead> <tr> <th colspan="2">From</th> <th colspan="2">To</th> </tr> <tr> <th>Mo.</th> <th>Yr.</th> <th>Mo.</th> <th>Yr.</th> </tr> </thead> <tbody> <tr><td> </td><td> </td><td> </td><td> </td></tr> </tbody> </table> <p>Hours per week: _____</p> <p>Starting Salary \$ _____ per _____</p> <p>Last/Current Salary \$ _____ per _____</p> <p>Specific Duties:</p> <p>Number of employees supervised (if applicable): _____</p>	From		To		Mo.	Yr.	Mo.	Yr.					<p>Employer _____</p> <p>Address _____</p> <p>Telephone Number _____</p> <p>Your Job Title _____</p> <p>Supervisor's Name and Title _____</p> <p>Reason for Leaving Position _____</p>
From		To											
Mo.	Yr.	Mo.	Yr.										

<p align="center">(Job 2) Previous Job</p> <table border="1" style="width:100%; border-collapse: collapse;"> <thead> <tr> <th colspan="2">From</th> <th colspan="2">To</th> </tr> <tr> <th>Mo.</th> <th>Yr.</th> <th>Mo.</th> <th>Yr.</th> </tr> </thead> <tbody> <tr><td> </td><td> </td><td> </td><td> </td></tr> </tbody> </table> <p>Hours per week: _____</p> <p>Starting Salary: \$ _____ per _____</p> <p>Last Salary: \$ _____ per _____</p> <p>Specific Duties:</p> <p>Number of employees supervised (if applicable): _____</p>	From		To		Mo.	Yr.	Mo.	Yr.					<p>Employer _____</p> <p>Address _____</p> <p>Telephone Number _____</p> <p>Your Job Title _____</p> <p>Supervisor's Name and Title _____</p> <p>Reason for Leaving Position _____</p>
From		To											
Mo.	Yr.	Mo.	Yr.										

(Job 3) Previous Job			
From		To	
Mo.	Yr.	Mo.	Yr.

Hours per week: _____

Starting Salary: \$ _____ per _____

Last Salary: \$ _____ per _____

Specific Duties: _____

Number of employees supervised (if applicable): _____

Employer _____

Address _____

Telephone Number _____

Your Job Title _____

Supervisor's Name and Title _____

Reason for Leaving Position _____

(Job 4) Previous Job			
From		To	
Mo.	Yr.	Mo.	Yr.

Hours per week: _____

Starting Salary: \$ _____ per _____

Last Salary: \$ _____ per _____

Specific Duties: _____

Number of employees supervised (if applicable): _____

Employer _____

Address _____

Telephone Number _____

Your Job Title _____

Supervisor's Name and Title _____

Reason for Leaving Position _____

List All Periods of Unemployment During the Past 10 Years

From		To		
Mo.	Yr.	Mo.	Yr.	

Specific Skills: List below relevant skills and competencies that you have acquired. Indicate personal computer software and hardware proficiencies, and any language skills other than English.

PC software/hardware proficiency levels

Languages Spoken other than English

Languages Written other than English

Other

List membership (s) in professional, job related organizations:

List any *active* professional, technical, occupational licenses or certificates and registrations you now hold:

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List award, commendations, or other recognition received for outstanding achievement in school, military service, your work, or civic duties:

Have you ever used a legal name other than the one indicated on Page 1 Check: Yes No

If yes, indicated name(s) and dates used _____

Did you serve in the Armed Forces? Check: Yes No

Type of Discharge Check: Honorable Dishonorable Other

Are you or have you ever been employed by the State of Florida or one of its counties, cities, or other governmental agencies?

Check: Yes No

If yes, you must submit a Veteran's Preference Questionnaire (Document DD214) or documentation supporting your claim. This documentation must be submitted at the time of application in order to receive preference points.

Have you ever worked for CareerSource Broward (CSBD) (formerly WorkForce One Employment Solutions)? Check: Yes No

If yes, please give dates of employment _____

Optional Question: Are you a CSBD program participant or have you been? Check: Yes No N/A

Are you related to a CSBD employee or is any member of your household employed by CSBD or one of its providers?

Check: Yes No If yes, please give the person's Name and Relationship to you.

Since your 18th birthday, have you been CONVICTED of ANY violation of the law, other than minor traffic offenses, or pleaded NOLO CONTENDERE to criminal charges, even if adjudication was withheld? Check: Yes No

Name of offense _____

Name of and location of court _____

Deposition of case _____ Date _____

NOTE: A conviction does not automatically mean you cannot be employed by CSBD. The nature of the offense, how long ago it occurred, relationship to this job, etc., are given consideration.

How did you hear about the position for which you are applying?

Newspaper Ad CSBD Center CSBD Employee Other

Job Information System

References: List three (3) personal references who are **not** relatives or former employers.

Name and Organization	Address	Telephone Number	Years Known

APPLICATION MUST BE SIGNED

APPLICANT: PLEASE READ THIS STATEMENT CAREFULLY BEFORE SIGNING BELOW. UNSIGNED APPLICATIONS WILL BE VOIDED. I hereby certify that each response on this application and all other information I have furnished in applying for employment with CareerSource Broward (CSBD) is true and correct. I authorize the investigation by CSBD or its authorized representative of all statements contained in this application. I acknowledge that employment is subject to verification of an applicant's background, driving history, and/or conviction record. I understand that if I am hired, my employment is for no definite period of time and may be terminated at any time without prior notice. Subsequent to an offer of employment, I give my voluntary consent to provide a sample of my blood or urine, which may be tested for recent use of drugs and/or controlled substances. If I am hired, I understand that any false answer to a question on this application, whenever such falsehood is discovered, will subject me to immediate termination.

Signature of Applicant _____

Date _____