



City of Leesburg

The Lakefront City

Internal Employment Application

Position Title _____ Department _____

Name (First, MI, Last) _____ Social Security Number _____

Home Address _____

City _____ Zip Code _____ Home # () _____ Work # () _____

Mailing Address _____

Do you have relatives employed by the City of Leesburg? Yes ____ No ____

If yes, give name, relationship and department where employed _____

Are you able to work shifts? Yes ____ No ____ Weekends? Yes ____ No ____

Valid Florida Driver's License? Yes ____ No ____ DL # _____ Class ____ Endorsement _____

EDUCATION

SCHOOL	NAME & LOCATION	COURSE OF STUDY	LAST YEAR COMPLETED				DID YOU GRADUATE?		LIST DIPLOMA OR DEGREE (proof may be required)
			1	2	3	4	Y	N	
High	_____								
College	_____								
Other	_____								

WORK HISTORY: Please list **ALL** employment and volunteer experience including temporary and part-time. Personnel file will not be reviewed. Account for all periods, including unemployment and service in the armed forces. If more than one position was held with the same employer, list information in the next block(s). If you were employed under a different name, please enter that name in the right hand margin. You may attach a resume or additional job history.

CURRENT EMPLOYMENT	DATES OF EMPLOYMENT	DESCRIBE JOB DUTIES
Department _____ Position _____ Supervisor _____	From: To:	

Previous Employer or City Department	DATES OF EMPLOYMENT	DESCRIBE JOB DUTIES	LAST SALARY	REASON FOR LEAVING
Name <hr/> Address <hr/> <hr/> Phone ()	From: To:			

Previous Employer or City Department	DATES OF EMPLOYMENT	DESCRIBE JOB DUTIES	LAST SALARY	REASON FOR LEAVING
Name <hr/> Address <hr/> <hr/> Phone ()	From: To:			

Previous Employer or City Department	DATES OF EMPLOYMENT	DESCRIBE JOB DUTIES	LAST SALARY	REASON FOR LEAVING
Name <hr/> Address <hr/> <hr/> Phone ()	From: To:			

I certify that the information contained in this application is correct and complete to the best of my knowledge, and understand that falsification of this application in any detail is grounds for disqualification or dismissal from employment in accordance with the City of Leesburg Personnel Policy.

Employee Signature _____ Date _____