



City of Haines City Internal Application

FOR USE BY CURRENT CITY EMPLOYEES ONLY
CHECK ONE OF THE FOLLOWING CHOICES:

- Promotion
- Transfer
- Voluntary Demotion

INSTRUCTIONS: Please print or type. Complete all items; mark N/A to questions that are not applicable. Incomplete applications or false answers may result in loss of employment opportunities. Resumes may be attached but not substituted.

Position Desired: _____

PERSONAL INFORMATION		
Last Name, First Name, Middle Initial		Social Security #
Job Title		Department
Address		Phone # Home Work
Supervisor (Name/Title)		Email

RECORD OF EDUCATION

Highest Education Level Attained:

- Less than High School
 High School/GED
 Some College
 Associate's Degree
 Bachelor's Degree
 Some Graduate School
 Master's Degree
 Doctorate

Type of School	School Name & State	Dates Attended	Graduated?		Diploma or Degree Earned	Field of Study
			YES	NO		
High School						
College or University						
Graduate School						
Technical or Vocational						

DRIVER LICENSE INFORMATION

Do you have a valid driver's license? Yes No License #: _____

State: _____ Class: _____ Expiration Date: _____

Has your driver's license been suspended or revoked within the past 5 years? Yes No

If yes, please explain: _____

LICENSES - CERTIFICATIONS

Type of License	Number	Issue Date	Expiration Date	State
Issued by:		In process of being renewed?		

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EMPLOYMENT HISTORY

Beginning with your present job with the City of Haines City list your previous work experience. Include at least the last 10 years of employment.

1.	City of Haines City Job Title:	Start Date	Hours/Week	Current Salary
Description of duties and responsibilities:				

2.	Employer:	Address, City, State, Zip		
Position Held		Supervisor (Name/Title)	Phone #	
Start Date	End Date	Hours/Week	Ending Salary	
Reason for Leaving:				

Description of duties and responsibilities:

3.	Employer:	Address, City, State, Zip		
Position Held		Supervisor (Name/Title)	Phone #	
Start Date	End Date	Hours/Week	Ending Salary	
Reason for Leaving:				
Description of duties and responsibilities:				

Describe any computer or technical skills/experience that you have that relate to the position you are applying for: _____

List any additional information you would like us to consider when reviewing your application, including any language skills that you may possess: _____

PLEASE NOTE: Certain positions require specific testing and additional information. Please check the requirements for the position you are applying for.

I hereby certify that all the statements made in this application are true and correct to the best of my knowledge.

Signature of Employee: _____ Date: _____