



**TOWN OF PALM BEACH, FLORIDA  
EMPLOYMENT APPLICATION**

Human Resources Dept., 360 S. County Rd, Palm Beach, FL 33480  
Fax: 561/838-5451

**Notice:** All applicants must file a separate application for each position. Applications with incomplete Confidential Information will not be accepted. **COMPLETE ALL THREE PAGES.**

**INSTRUCTIONS:** Complete this form by typing each response. Answer ALL questions. Use a separate sheet of paper for additional information or explanation. All statements are subject to investigation and verification.

1. Position applied for:				2. Min. Salary Requirement
				3. Home Phone
4. Name	(Last)	(First)	(MI)	5. Cell Phone
6. Present Address	(Street)	(City)	(State) (Zip)	7. Email Address

8. Have you ever been convicted of a crime; or pled guilty or nolo contendere to a crime other than minor traffic violations? Yes \_\_\_/No \_\_\_  
If yes, please explain:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

9. Do you have any relative(s) employed by the Town of Palm Beach? Yes \_\_\_ / No \_\_\_  
If yes, give names and your relationship: \_\_\_\_\_  
\_\_\_\_\_

10. Have you served in the U.S. armed Forces? Yes \_\_\_ / No \_\_\_  
If Yes, Dates from: \_\_\_\_\_ to: \_\_\_\_\_ Branch: \_\_\_\_\_ Rank: \_\_\_\_\_

- A. Do you claim VETERANS PREFERENCE (Chapter 295, Florida Statutes)? ..... Yes \_\_\_ / No \_\_\_  
If yes, attach a copy of your DD214.
- B. Have you claimed Veterans Preference since October 1987? Yes \_\_\_ / No \_\_\_
- C. Within 21 days of receiving notice of the position being filled, you may request an investigation by the Division of Veterans Affairs, Room 238, Carlton Building, Tallahassee, FL 32301.

11. EDUCATION: Circle last year completed: Grade School: 1 2 3 4 5 6 7 8 / High School: 9 10 11 12 / College: 1 2 3 4 5 6 7 8

School Name and Location	Major Courses	Dates Enrolled	Dates Graduated
High			
College			
Post Grad.			
Business or Trade			

Subjects of special study or research work:  
\_\_\_\_\_  
\_\_\_\_\_

12. Comments and Explanations:



**CONFIDENTIAL**  
**APPLICANT INFORMATION**

In order that we may comply with Federal/State equal employment record keeping and reporting requirements, please provide the following information. This portion of the application is removed and kept in a confidential file. This information is not used in pre-employment selection.

Applicants are assessed for those qualifications directly related to the job applied for without regard to race, color, religion, sex, national origin, age, marital status or disability. The Town of Palm Beach is an Equal Opportunity Employer.

Name: _____ <div style="display: flex; justify-content: space-between; width: 80%; margin: 0 auto;"> <span style="margin-left: 20px;">Last</span> <span>First</span> </div> <div style="display: flex; justify-content: center; margin-top: 5px;"> <span style="margin-right: 100px;">MI</span> </div>	Date of Birth: _____
Position Applied for: _____	Date Applied: _____
	Sex: Male ____ / Female ____
Racial Identification: ____ White / ____ Black / ____ Two Or More Races / ____ American Indian or Alaska Native / ____ Asian / ____ Native Hawaiian or Other Pacific Islander / ____ Hispanic or Latino /	Marital Status: ____ Single ____ Married ____ Divorced ____ Widowed
Referral Source for this Position: ____ Advertising / ____ Friend / ____ Employment Agency / ____ Web Page / ____ Other	