



# 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 #	Work
	Home	
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: \_\_\_\_\_