



NOTICE TO FULL-TIME COUNTER ASSOCIATE, PART-TIME CUSTOMER SERVICE REPRESENTATIVE (RECEPTIONIST) AND TRANSACTION EXPEDITER (BILINGUAL) APPLICANTS

In response to each “accepting applications” advertisement/posting, the Manatee County Tax Collector’s Office usually receives 90-100 applications from qualified individuals. The requirements listed on our website (taxcollector.com) are the **minimum** qualifications required. Generally, only 5% of the “best” applicants are contacted for further consideration, and only the best candidate is normally offered an opportunity to join our team.

How will you know if your application is selected for further consideration? If you’re being considered for employment, you will be contacted by email. Therefore, it’s very important that you provide your current email address on your application. If you fail to respond to the email by the deadline given, your application will be considered withdrawn and you may submit an updated application after 60 days have passed.

If your application is selected for further consideration, what types of employment testing do we administer? For full-time employment, we will email you a series of computerized assessments to take remotely (at home). These assessments measure cash handling, data entry and typing/keyboarding skills. Provided you meet the benchmark for these assessments, you will be scheduled to take a typing test (minimum 35 wpm required), computer literacy and internet knowledge test, and computerized email composition assessment in person at our office. For part-time employment, we will email you a computerized assessment to take remotely (at home) that will measure your typing/keyboarding skills. Provided you meet the benchmark for the assessment, you will be scheduled to take a typing test (minimum 25 wpm required) and computer literacy and internet knowledge test in person at our office. Failure to meet the benchmark for any assessment will disqualify you and you will not receive further consideration for employment.

Do we complete background checks on applicants? Yes, because positions in our office require a great amount of responsibility in areas such as titles, registrations/plates, driver licenses and suspensions (insurance suspensions, child support suspensions, unpaid ticket suspensions), all applicants selected for further consideration will undergo an exhaustive background check. We make use of a variety of investigative services to ensure an application is accurate and to ensure the applicant’s prior work experience/background is satisfactory:

- **Nationwide criminal history background check;**
- **Fingerprinting** by the Manatee County Sheriff’s Department to comply with the Federal Real ID Act;**
- **Reference check of past employers;**
- **Other searches/reviews as deemed necessary.**

***Fingerprinting is not required for part-time transaction expediter (bilingual) applicants*

What is the starting rate of pay? For a full-time position, the starting rate of pay is \$15/per hour. Once you complete our initial introductory period, the rate increases to \$16/per hour plus benefits. At that time, if you hold a college degree, our degree incentive pay plan can add an additional \$1-\$2/per hour upon verification of your degree from a US accredited college/university. A part-time customer service representative (receptionist) starts at \$15/per hour, and a part-time transaction expediter (bilingual) starts at \$13/per hour.

Is there any preference given for veterans? The Manatee County Tax Collector’s Office provides for preference in the hiring of individuals who possess the necessary skills required for the position and meet the minimum requirements to qualify as a veteran or the spouse of a veteran eligible for veterans’ preference as defined by Florida Law. Visit taxcollector.com for more information.

How do I apply for employment? You can drop off your completed application in person to any one of our office locations. Or, you can mail your completed application to: Manatee County Tax Collector, PO Box 25300, Bradenton, FL 34206-5300.

How will you know if the position has been filled? You will not receive notice when the position has been filled. Your application will be kept active for 60 days. If after 60 days you have not heard from us, then most likely the position has been filled. If after 60 days you still would like to be considered for a position, you may submit an updated application. **Because of the large number of applications submitted, phone calls inquiring on the position and phone calls stating you are still interested in future positions will not be accepted.**

Thank you for your interest in the Manatee County Tax Collector’s Office, an Equal Opportunity Employer.

The mission of the Manatee County Tax Collector’s Office is to perform our duties with integrity and respect, focusing on innovation and serving with excellence.

EMPLOYMENT APPLICATION

Application Date: ____/____/____

Please complete **all** of the information requested on the form by printing or typing. If more space is needed, continue on a separate sheet. Applications are active for 60 days. If you have not been employed within 60 days of this application date, a new application form must be completed. **All questions must be answered**, or this application will not be considered. If a question does not apply, answer "N/A". Please notify us if reasonable accommodations are required to be made in the application process.

PERSONAL INFORMATION

Last Name:																
First Name:											Middle Name:					
Phone:	()	-	Social Security Number:					-	-					
Email:																

Note: Our office will use the email address and phone # provided above to contact you regarding your employment application.

Current Address:																	
City:											State:		Zip:				
How long have you lived there?		year(s)		month(s)													
Previous Address:																	
City:											State:		Zip:				
How long have you lived there?		year(s)		month(s)													

While we are always accepting applications, there is no guarantee that a position is currently available.

- What position are you applying for? **(Check all that apply.)**

<input type="checkbox"/> Full-Time (DMV/Driver License) Counter Associate	<input type="checkbox"/> Part-Time Customer Service Representative (Receptionist)
<input type="checkbox"/> Full-Time Information Technology ("IT") Team Member	<input type="checkbox"/> Part-Time Transaction Expediter (Bilingual)
<input type="checkbox"/> Full-Time Information Technology ("IT") Team Member	<input type="checkbox"/> Part-Time Mail Room Associate
- What date would you be available to work? _____/_____/_____
- How did you learn of this opportunity?..... Insert in Mailing Social Media Indeed.com Monster.com Taxcollector.com
 Outside Sign Lobby Sign Employee (full name): _____ Other Website (list): _____
- Have you applied for a position with the Manatee County Tax Collector before? Yes No
 If yes, when? _____
- Have you worked under another name? Yes No If yes, please provide name(s): _____
- List all states where you have worked: _____
- Do you have the legal right to work in the United States?..... Yes No
- Are you claiming Veteran's Preference? (See taxcollector.com for eligibility requirements and details.)..... Yes No
 If yes, you must attach a copy of your **DD-214** or equivalent that indicates an Honorable Discharge along with any supporting documentation **AND** you must select the Veteran's Preference category that you are claiming below. **Failure to provide sufficient documentation and/or mark the appropriate category below will disqualify you from claiming Veteran's Preference.**

<input type="checkbox"/> A veteran who has served on active duty and was discharged under honorable conditions.
<input type="checkbox"/> A veteran of any war who has served on active duty during a wartime period (see taxcollector.com for wartime periods).
<input type="checkbox"/> Other (see taxcollector.com for complete category list): _____

If you answer "yes" to any of the following questions, please explain in complete detail on a separate sheet of paper. For questions 9, 10 and 11, provide a copy of the police report and/or other relevant documents. (Note: A "yes" response to questions 9, 10, 11, 12 or 13 does not automatically disqualify you from employment.)

- Have you ever been convicted of, pled guilty or no contest to a crime (or similar offense by court martial), had **adjudication withheld** for a criminal offense, entered a pre-trial intervention program, been placed on court-approved probation, or had a record expunged?..... Yes No
- Have you ever been a defendant in a civil action suit for **intentional tort** such as battery or assault?..... Yes No
- Are any criminal charges currently pending against you?..... Yes No
- Have you ever been discharged or resigned from a position for fraud; dishonesty; money discrepancies; workplace violence; unauthorized disclosure of confidential, privileged or protected information, or a similar offense?..... Yes No
- With your previous employer, have you ever been counseled (written warning(s), probation, suspension, demotion, etc.) in the past 12 months?..... Yes No

EDUCATION HISTORY

Did you graduate from High School?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> GED <input type="checkbox"/> Still Attending	High School Name:	
Phone:		City & State:	

Note: If you received a General Equivalency Diploma (GED), provide the issuing authority's name, location and phone above.

If you **RECEIVED** a college degree from a US Educational Institution, check the appropriate box below for the type of degree received, provide the college details and attach a copy of the degree to this application. **Important:** Falsely claiming to have earned a degree may be a violation of s. 817.566, Florida Statutes, or other state/federal laws.

Type of Degree RECEIVED (Not In Progress)	College/University Name	City	State
<input type="checkbox"/> Associate's Degree (AA, AS or AAS)			
<input type="checkbox"/> Bachelor's Degree (BA, BS or BAS)			
<input type="checkbox"/> Master's Degree			

SPECIAL SKILLS/COMPUTER SKILLS

Check the box of any special capabilities, skills or experience below, which should be considered in qualifying for this job.

- | | | |
|---|--|---|
| <input type="checkbox"/> Customer Service (Face-to-Face) | <input type="checkbox"/> Customer Service (Over Telephone) | <input type="checkbox"/> Type _____ Words Per Minute* |
| <input type="checkbox"/> Cash Handling Experience | <input type="checkbox"/> Windows | <input type="checkbox"/> Microsoft Word |
| <input type="checkbox"/> Microsoft Excel | <input type="checkbox"/> Microsoft Outlook | <input type="checkbox"/> Microsoft Power Point |
| <input type="checkbox"/> Bi-Lingual - Spanish | <input type="checkbox"/> Web Development (list): _____ | |
| <input type="checkbox"/> Bi-Lingual - Other (list): _____ | | |

** If chosen for further consideration, computerized typing, data entry and other tests will be administered.*

List any other special capabilities, skills or experience not previously covered, as well as any significant performance awards received when working for former employers, which should be considered in qualifying for this job:

EMPLOYMENT HISTORY

Starting with current or most recent job and, working backwards, account for all time and jobs, college enrollment, military service, including periods of unemployment **FOR THE PAST 10 YEARS**. Attach additional sheets, if necessary. **This section must be completed in its entirety (do not reference "see attached resume").**

May we contact your present employer? Yes Not at this time** Not currently employed

***Before a job offer is extended, your present employer will be contacted.*

Employer Name	From (Month/Year)	To (Month/Year)
Address (Including City, State, Zip)	Phone	Starting Salary
Job Title	Immediate Supervisor Name/Title	Supervisor's Phone
What kind of work did you do? Did you supervise employees? If so, how many?	Why did you leave?	

Employer Name	From (Month/Year)	To (Month/Year)
Address (Including City, State, Zip)	Phone	Starting Salary
Job Title	Immediate Supervisor Name/Title	Supervisor's Phone
What kind of work did you do? Did you supervise employees? If so, how many?	Why did you leave?	

EMPLOYMENT HISTORY (CONTINUED)

Employer Name		From (Month/Year)	To (Month/Year)	
Address (Including City, State, Zip)		Phone	Starting Salary	Ending Salary
Job Title	Immediate Supervisor Name/Title		Supervisor's Phone	
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Address (Including City, State, Zip)		Phone	Starting Salary	Ending Salary
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What kind of work did you do? Did you supervise employees? If so, how many?		Why did you leave?		

EMPLOYMENT HISTORY (CONTINUED)

Employer Name		From (Month/Year)	To (Month/Year)
Address (Including City, State, Zip)		Phone	Starting Salary
Ending Salary		Job Title	
Immediate Supervisor Name/Title		Supervisor's Phone	
What kind of work did you do? Did you supervise employees? If so, how many?		Why did you leave?	

Employer Name		From (Month/Year)	To (Month/Year)
Address (Including City, State, Zip)		Phone	Starting Salary
Ending Salary		Job Title	
Immediate Supervisor Name/Title		Supervisor's Phone	
What kind of work did you do? Did you supervise employees? If so, how many?		Why did you leave?	

REFERENCES

Please provide the name, email and phone number for two personal references that are not related to you.

Name:	Phone:	Years Known:
Email:		

Name:	Phone:	Years Known:
Email:		

TERMS OF HIRE AND APPLICANT'S CERTIFICATION

PLEASE READ CAREFULLY BEFORE SIGNING:

Due to the nature of our business, complete honesty is an absolute requirement for working with the Manatee County Tax Collector. Since work at our office may involve dealing with large sums of money and with confidential information concerning our customer's personal matters, it is necessary that we have employees who have integrity and will maintain the confidentiality that is required in such an environment. Any individual who does not abide by the intent of this statement will be subject to dismissal.

I certify that all information contained in this application is true and correct to the best of my knowledge, and I understand that false or incorrect information in this application is grounds for disqualification from further consideration or for dismissal from employment. Further, I hereby authorize my former employer(s), school(s), reference(s) and any other individual or organization to provide information solicited by the Office of the Tax Collector, and I hereby release and discharge each of the above, including the Office of the Tax Collector, from any liability with respect to, or arising from, the release of dissemination of any such information for such purposes. I also authorize the Office of the Tax Collector to obtain my personal criminal background history.

I understand that the following conditions may be required as a condition of the job: overtime, job rotation, shift assignment, weekend and holiday work. I agree to abide by the rules, regulations, and policies of the organization as well as those required by them. I understand and agree that I am free to terminate my employment at any time with or without cause and with or without prior notice. I further understand and agree that the organization has the same right to terminate my employment and compensation at any time with or without cause and with or without notice.

I understand and agree that, in the future, I may be tested for drug use and that, if I test positive, I may be terminated from employment.

I understand that no person has the authority to enter into any agreement with me as to employment for any specified period of time or concerning the job or related conditions which are contrary to the rules and practices of the employer.

I understand that a person who knowingly makes a false statement in writing with the intent to mislead a public servant in the performance of his official duty shall be guilty of a misdemeanor of the second degree, punishable as provided in s. 775.082, s.775.083, or s. 775.084, Florida Statutes.

APPLICANT'S SIGNATURE (*unsigned applications will not be considered*) **DATE**