



Ken Burton Jr.
Innovating Better Ways to Serve

NOTICE TO PART-TIME DRIVER LICENSE EXAMINER (DRIVING SKILLS ROAD TESTING ONLY) APPLICANTS

I don't know how you feel about having good drivers on the road, but to us, it is one of the most important services we provide. If being a part of making our roads safer interests you, read on. The requirements listed below are the **minimum** qualifications and job duties.

The starting rate for a **part-time** driver license examiner for driving skills road testing is **\$15.00** per hour. Driving tests are administered on Tuesdays and Thursdays **only** and the job requires 16 to 20 hours per week. Additional hours will be required initially, due to the eight (8) week training program, but will not exceed 29 hours per week. No weekends or holidays required.

Minimum Qualifications:

- You **MUST** have *and* maintain a valid Florida driver license
- Dependable and punctual on testing days
- Maintain composure and remain professional when administering driving test
- Type 25 words per minute
- Deemed insurable by our Insurance carrier
- Lift up to 30 pounds
- Able to work in the following conditions: vehicles with no working air conditioner, possibly stained seats/dirty interiors, or vehicles that may have ants, fleas etc. and cars with possibly strong odors (i.e. air fresheners, animal hair/pet dander, and other smells)
- High School diploma or higher

Driver License Examiner Job Duties:

- Learn and become familiar with Driver License Operations Manuals and Driver and Vehicle Information Database System
- Administer all aspects of the driving test: vehicle inspections, driving routes, maneuvers, scoring criteria and endure testing during inclement weather
- Learn video/audio recording equipment - BodyCam©
- Work with Foreign Language and Deaf or Hard of Hearing Interpreters
- Plus much more...

Your application must be dropped off at our North River office located at 4333 US 301 N. Ellenton, FL 34222 – Attn: Field Services & Collections Department. If your application is selected, you would receive, by email or phone, instructions for coming to the North River office for the on-site typing test. (If the applicant does not pass, the applicant will be excused and will not receive further consideration.) When the applicant passes the on-site typing test, a preliminary background check will be conducted. Once the applicant meets our qualifications, interview(s) will be scheduled. After the interview(s), the best candidate is normally offered an opportunity to join our team.

Background Check – Because the position involves a great amount of responsibility, applicants considered for the position will undergo an exhaustive background check. **The Office will make use of a variety of investigative services to ensure an application is accurate and the applicant's prior work experience and background is satisfactory:**

- ◆ Nationwide criminal history background check;
- ◆ Fingerprinting by the Manatee County Sheriff's Department to comply with the Federal Real ID Act;
- ◆ Illegal drug use screening;
- ◆ Reference check of past employers;
- ◆ Other searches/reviews as deemed necessary by the Office.

Veterans Preference – The Office provides for preference in the hiring of individuals who possess the necessary skills required for this 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.

Thank you for applying for employment with 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.)**
 - Full-Time** (DMV/Driver License) Counter Associate
 - Full-Time** Information Technology ("IT") Team Member
 - Part-Time** Driver License Examiner (Driving Skills Road Testing Only)
 - Part-Time** Customer Service Representative (Receptionist)
 - 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
 - Outside Sign
 - Lobby Sign
 - Taxcollector.com
 - Monster.com
 - Indeed.com
 - Other Website (list): _____
 - Employee (full name): _____
- 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.**
 - A veteran who has served on active duty and was discharged under honorable conditions.
 - A veteran of any war who has served on active duty during a wartime period (see taxcollector.com for wartime periods).
 - 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.

- Customer Service (Face-to-Face)
- Customer Service (Over Telephone)
- Type _____ Words Per Minute*
- Cash Handling Experience
- Windows
- Microsoft Word
- Microsoft Excel
- Microsoft Outlook
- Microsoft Power Point
- Bi-Lingual - Spanish
- Web Development (list): _____
- 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
Address (Including City, State, Zip)		Phone	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
Address (Including City, State, Zip)		Phone	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?	

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?		
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Address (Including City, State, Zip)		Phone	Starting Salary	Ending Salary
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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, now or 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**

(Rev. 4/2017)