

# BAREFOOT BAY RECREATION DISTRICT APPLICATION FOR EMPLOYMENT

625 Barefoot Blvd. Barefoot Bay, FL 32976 (772) 664-3141

*Barefoot Bay Recreation District is a Drug-Free Workplace  
And An Equal Opportunity Employer*

Applicants – Please read carefully

Thank you for considering Barefoot Bay Recreation District as a potential employer. Barefoot Bay is a Recreation District located five miles north of Sebastian, FL a short distance from US 1 in Southern Brevard County. We are a community of 5,000 mobile and modular homes with approximately 10,000 residents. Please follow the following guidelines to apply for our advertised employment openings.

1. An application must be completed in order to be considered for a job vacancy. A resume may be submitted to supplement an application, but will not be used in place of an application. All blanks on the application form must be filled in. Incomplete applications will not be processed. Mark all blanks that do not apply with “N/A”. Telephone numbers must be furnished - answers such as “unknown” are not acceptable.
  2. Completed applications **must** be:
    - a. Faxed to 772-664-7552,
    - b. Mailed to BBRD Human Resources, 625 Barefoot Blvd, Barefoot Bay, FL 32976
    - c. E-mail to [kathymendes@bbrd.org](mailto:kathymendes@bbrd.org)

*or*

  - d. Hand delivered to 625 Barefoot Boulevard, Barefoot Bay, FL 32976.
3. Barefoot Bay Recreation District’s website address is: [www.bbrd.org](http://www.bbrd.org). Click on the Employment link, and a list of position vacancies appear. To access each job posting, which contains the minimum job qualifications of the position, click on each job title link. You may also download an employment application at this site.
4. Your completed application will be referred to the hiring supervisor for each position for which you are qualified. The hiring supervisor will decide whether to contact you for an interview. If selected for an interview you will normally be contacted at the phone number(s) listed on the front page of your application.
5. If, due to a disability, you desire assistance with any part of the employment process, please advise the Human Resources staff.
6. Prior to hiring, a background check is processed for all successful applicants. Within 48 hours of notification, the candidate must also submit to a drug test, which is performed at a medical laboratory offsite. Candidates will not be hired before both processes have been complete with favorable results.
7. Barefoot Bay Recreation District is a Drug-Free Workplace and An Equal Opportunity Employer.
8. Veteran preference to qualified applicants who meet the minimum qualifications will be offered an interview. (a DD214 must be included with application)

# BAREFOOT BAY RECREATION DISTRICT APPLICATION FOR EMPLOYMENT

625 Barefoot Blvd. Barefoot Bay, FL 32976 (772) 664-43141

*Barefoot Bay Recreation District is a Drug-Free Workplace  
And An Equal Opportunity Employer*

Position(s) Applied for \_\_\_\_\_ ☐ Full Time

Name \_\_\_\_\_ ☐ Part Time

Street \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_

Home Phone (\_\_\_\_) \_\_\_\_\_ Cell Phone (\_\_\_\_) \_\_\_\_\_ e-mail address \_\_\_\_\_

Do you have a valid Florida Drivers license? ☐ Yes ☐ No

Have you filed an application here before? ☐ Yes ☐ No

Have you ever been employed here before? ☐ Yes ☐ No

Are you on lay off and subject to recall? ☐ Yes ☐ No

Can you travel if job requires it? ☐ Yes ☐ No

Date available for work \_\_\_\_\_

What is your desired salary range? \_\_\_\_\_

If you are under 18, and it is required, can you furnish a work permit? ☐ Yes ☐ No

If no, please explain: \_\_\_\_\_

Are you legally eligible for employment in this country? ☐ Yes ☐ No

Are you able to meet the attendance requirements of the position? ☐ Yes ☐ No

Will you work overtime? ☐ Yes ☐ No

How were you referred? \_\_\_\_\_

List names of your friends or relatives, other than your spouse, who work here \_\_\_\_\_

Have you **ever** been convicted of **any** offense against the law, (**including DUI or DWI**), pleaded nolo contendere (no contest), had adjudication withheld, entered a court sponsored program, forfeited collateral, or are you now under charges for any offense against the law  
☐ Yes ☐ No

**Note:** A conviction does not automatically mean you cannot be awarded the position. (Use back of form to continue information, if necessary.)

**You may omit:** **Traffic Violations, unless position requires driving Barefoot Bay vehicles**

**Parking Violations**

**Any offense committed before your 18<sup>th</sup> birthday which was finally adjudicated in a juvenile court or under a Youth Offender law.**

If you were in the military, were you ever convicted by a general court-martial? ☐ Yes ☐ No

**If your answer is "Yes" to any of the above, give explanation below continue to back of sheet if necessary.**

Show for each offense: • Date of conviction, • type of crime, • place, • court, and • penalty imposed.

Explanation \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## EDUCATION

### HIGH SCHOOL

Name \_\_\_\_\_ Years Completed 1 2 3 4 (circle)

Address \_\_\_\_\_ Diploma \_Yes \_No

### COLLEGE

Name \_\_\_\_\_ Years Completed 1 2 3 4 (circle)

Address \_\_\_\_\_ Diploma \_Yes \_No

### GRADUATE SCHOOL

Name \_\_\_\_\_ Years Completed 1 2 3 4 (circle)

Address \_\_\_\_\_ Diploma \_Yes \_No

### TECHNICAL OR SPECIAL TRAINING

Name \_\_\_\_\_ Years Completed \_\_\_\_\_

Address \_\_\_\_\_ Diploma \_Yes \_No

Do you have experience in the following areas:

- |   |                                    |   |   |   |
|---|------------------------------------|---|---|---|
| <input type="checkbox"/> MS Office / Word, Excel, Outlook, Power Point, One Drive | <input type="checkbox"/> Publisher | <input type="checkbox"/> Other Presentation Application | <input type="checkbox"/> Other Spreadsheet System | <input type="checkbox"/> Other Word Processing System |
| <input type="checkbox"/> _____  | <input type="checkbox"/> _____     | <input type="checkbox"/> _____                          | <input type="checkbox"/> _____                    | <input type="checkbox"/> _____                        |

Other computer software, specialized equipment, and/or business machines you have operated \_\_\_\_\_

List specific hand tools, machinery, heavy equipment, or motor equipment that you have used or operated efficiently, and months/years of experience with each \_\_\_\_\_

Special qualifications and skills (occupational licenses or certificates – please include copies) \_\_\_\_\_

## EMPLOYMENT EXPERIENCE

**List each job held. Start with your present or most recent job.**

Employer 1	Employed	Supervisor's Name/Job Title: _____								
Full Address	From _____ Mo./Yr.	May we contact: ___Yes ___ No								
Telephone	To _____ Mo./Yr.	Your Job Title: _____								
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; text-align: center;">Your Salary</td> <td style="width: 50%; text-align: center;">Duties:</td> </tr> <tr> <td style="text-align: center;"> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; text-align: center;">Start</td> <td style="width: 50%; text-align: center;">End</td> </tr> <tr> <td style="text-align: center;">\$ _____</td> <td style="text-align: center;">\$ _____</td> </tr> </table> </td> <td style="height: 40px;"></td> </tr> </table>	Your Salary	Duties:	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; text-align: center;">Start</td> <td style="width: 50%; text-align: center;">End</td> </tr> <tr> <td style="text-align: center;">\$ _____</td> <td style="text-align: center;">\$ _____</td> </tr> </table>	Start	End	\$ _____	\$ _____			
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Start	End									
\$ _____	\$ _____									

Reason for Leaving: \_\_\_\_\_

Employer 2	Employed From _____ Mo./Yr. To _____ Mo./Yr.	Supervisor's Name/Job Title: _____
Full Address		May we contact: ____ Yes ____ No
Telephone		Your Job Title: _____

Your Salary	Duties:
<div style="display: flex; justify-content: space-between;"> <span>\$ <u>Start</u></span> <span>\$ <u>End</u></span> </div>	

Reason for Leaving: \_\_\_\_\_

Employer 3	Employed From _____ Mo./Yr. To _____ Mo./Yr.	Supervisor's Name/Job Title: _____
Full Address		May we contact: ____ Yes ____ No
Telephone		Your Job Title: _____

Your Salary	Duties:
<div style="display: flex; justify-content: space-between;"> <span>\$ <u>Start</u></span> <span>\$ <u>End</u></span> </div>	

Reason for Leaving: \_\_\_\_\_

Military Service: \_\_\_\_ Yes \_\_\_\_ No

Duty/Specialized Training: \_\_\_\_\_

If unemployed at any time, please describe reasons for unemployment. \_\_\_\_\_

\_\_\_\_\_

Have you ever been discharged or forced to resign for misconduct or unsatisfactory performance? \_Yes\_No

If yes, please give details \_\_\_\_\_

\_\_\_\_\_

Membership in Organization/Professional groups which, in your opinion, have a direct bearing on the position you are seeking.

\_\_\_\_\_

Give any additional information which you feel may be helpful to us in considering your application. \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## PLEASE READ AND SIGN STATEMENTS BELOW

I understand that, in accordance with Florida Statute 443.131(3)(a)(2) if hired, I will be placed on a 6 month probationary period. I further understand that if I am terminated for unsatisfactory work performance within the 6 month probationary period, the employer may seek to contest any unemployment benefit I might attempt to obtain as a result of my termination. \_\_\_\_\_(initials).

I understand and agree that all policies, procedures, and the Employee Handbook may be modified, amended, or deleted by Barefoot Bay Recreation District with or without notice to me of such amendment, modification or deletion, that the policies and procedures are not intended to be a contract of employment nor do they give me any right of continued employment; and that my employment may be terminated at my option or at the option of Barefoot Bay Recreation District with or without notice by either party. I also understand that there are no other arrangements, agreements, or understanding regarding the terms of employment. There may be no amendments or exceptions to this statement unless they are in writing. \_\_\_\_\_(initials).

I certify that all information given on this employment application, any resume that I submit to Barefoot Bay Recreation District, and any related employment papers and answers given during oral interviews are true and correct. I understand that Barefoot Bay Recreation District may make a thorough investigation of my work and personal history. I authorize the giving and receiving of any such information requested by Barefoot Bay Recreation District during the course of such an investigation. I understand that if any information I have submitted is discovered to be false, I may be disqualified for employment and, if already employed, I may be subject to immediate dismissal. I hereby release from liability all persons who provide information to my employer during the course of any such investigation. \_\_\_\_\_(initials).

I expressly authorize, without reservation, Barefoot Bay Recreation District, its representatives, employees or agents to contact and obtain information from all references (personal and professional), employers, public agencies, licensing authorities and educational institutions and to otherwise verify the accuracy of all information provided by me in this application, resume or job interview. I hereby waive any and all rights and claims I may have regarding the employer, its agents, employees or representatives, for seeking, gathering and using such information in the employment process and all other persons, corporation or organizations for furnishing such information about me \_\_\_\_\_(initials).

I understand that this application remains current for only 30 days. At the conclusion of that time, if I have not heard from Barefoot Bay Recreation District and still wish to be considered for employment, it will be necessary to reapply and fill out a new application \_\_\_\_\_(initials).

I understand that once my completed employment application, including all accompanying documentation, is received by Human Resources Department, it becomes a public record in accordance with Florida Statutes (F.S.) Chapter 119, Public Records, which are open to personal inspection to any person, at any time, with the exception of certain specified exempt information. \_\_\_\_\_(initials).

I also understand that if I am hired, I will be required to provide proof of identity and legal authority to work in the United States and that federal immigration laws require me to complete an I-9 Form in this regard \_\_\_\_\_(initials).

### DO NOT SIGN UNTIL YOU HAVE READ THE ABOVE STATEMENT.

I certify that I have read, fully understand and accept all terms of the foregoing statement.

Date: \_\_\_\_\_ Signature: \_\_\_\_\_