



Environmental Protection Division
3165 McCrory Place, Suite 200
Orlando, FL 32803
Office: 407-836-1400
Email: evip@ocfl.net

Volunteer Application

Instructions: Please print or type. Complete all items. If a question is not applicable, enter "NA". Do not leave any sections blank. Failure to do so may result in loss of placement opportunities.

Are you a Current Orange County Employee? If yes, Employee ID# _____

* Indicates Required Fields

PERSONAL INFORMATION

Name Prefix: _____ *First Name: _____ Middle: _____ *Last Name: _____
(Dr., Mr., Miss., Mrs., Ms.)

Country: _____

Address: _____

City, State, and Zip Code: _____

County: _____

*Email Type: Home Business Other

*Email Address: _____ Preferred

Alternate Email Type: Home Business Other

Alternate Email Address: _____

Main Phone Number: () _____ - _____ Extension: _____ Preferred

Additional Phone Number: Work Cellular Other

Phone Number: () _____ - _____ Extension: _____

PREFERENCES

Desired Start Date: _____

Are you a Veteran: Yes No

For positions that require weekends, you must be available for both Sat. & Sun to be considered.

What weekend days are you available? Saturday Sunday

Desired Hours Per Week: _____

Are you a former employee: Yes No

REFERRAL SOURCES

Where did you learn about the position for which you are applying? (Please check and provide specific referral source where appropriate – example Publications – Orlando Sentinel)

- | | | | |
|---|--|---------------------------------------|--|
| <input type="checkbox"/> Ad | <input type="checkbox"/> Exec Referral | <input type="checkbox"/> Orange TV | <input type="checkbox"/> Publications |
| <input type="checkbox"/> Agency | <input type="checkbox"/> Exec Search | <input type="checkbox"/> Other Source | _____ |
| <input type="checkbox"/> College Recruiting | <input type="checkbox"/> Former Employee | <input type="checkbox"/> Radio | <input type="checkbox"/> Websites |
| <input type="checkbox"/> County Employee | <input type="checkbox"/> Job Fair | <input type="checkbox"/> Recruiter | _____ |
| <input type="checkbox"/> Email | <input type="checkbox"/> Job Posting | <input type="checkbox"/> Walk In | <input type="checkbox"/> University Career Resource Center |
| <input type="checkbox"/> Evacuee | <input type="checkbox"/> Open House | | _____ |

EDUCATION

Highest Education Level Attained?

- Not Indicated
 Less than HS
 HS Graduate or Equivalent

- Some College
 Technical College
 2 Yr College

- Bachelor's
 Some Grad School
 Master's

- MD, DDS, JD
 Doctorate
 Post Doctorate

High School or Issuing Gov't Authority:

Country: _____ State: _____

School: _____

Completed: Yes No

High School or Issuing Gov't Authority:

Country: _____ State: _____

School: _____

Completed: Yes No

Undergraduate Colleges or Universities:

Country: _____ State: _____

School: _____ Degree: _____

Major: _____ Graduated: Yes No

Date Acquired: _____ Credit/Hrs Completed: _____

Graduate Schools:

Country: _____ State: _____

School: _____ Degree: _____

Major: _____ Graduated: Yes No

Date Acquired: _____ Credit/Hrs Completed: _____

Technical, Vocational or Business Schools:

Country: _____ State: _____

School: _____ Degree: _____

Major: _____ Graduated: Yes No

Date Acquired: _____ Credit/Hrs Completed: _____

LICENSES-CERTIFICATIONS-REGISTRATIONS

Please indicate any Professional / Occupational Licenses or Registration / Certifications you currently hold. **Do not list your Driver License Information.**

License or Certificate: _____ Date Issued: _____

License/Certification Number: _____ Issued By: _____

Country: _____ State: _____ Expiration Date: _____

License or Certificate: _____ Date Issued: _____

License/Certification Number: _____ Issued By: _____

Country: _____ State: _____ Expiration Date: _____

License or Certificate: _____ Date Issued: _____

License/Certification Number: _____ Issued By: _____

Country: _____ State: _____ Expiration Date: _____

LANGUAGES

Language(s) other than English: _____

Proficiency

Speak: High Low Moderate

Read: High Low Moderate

Write: High Low Moderate

Language(s) other than English: _____

Proficiency

Speak: High Low Moderate

Read: High Low Moderate

Write: High Low Moderate

List any Special Skills (i.e. Office Skills, Computer Skills, Equipment or Machinery Skills, etc.):

APPLICATION QUESTIONNAIRE

1. Do you have any relatives currently employed by Orange County Board of County Commissioners?
 Yes No

If yes, indicate Relative Name, Relationship, and Division

2. Have you ever pleaded No Contest to, or been convicted of, a First-Degree Misdemeanor or any Felony?
 Yes No

If yes, please explain

A conviction will not necessarily bar you from placement, but will weighed on its own merit with respect to time, circumstances, seriousness, and the position for which you have applied.

3. I possess a valid Driver License? Yes No

If yes, indicate the State, Type, Endorsements, Issue Date and Expiration Date.

I certify that the information contained in this application is correct and complete to the best of my knowledge, and understand that falsification of this application in any detail is grounds for disqualification from further consideration or for dismissal from placement in accordance with Orange County Personnel Policy. I hereby authorize investigation of all statements I have made herein. I authorize the companies or persons named herein to give any information regarding my past employment or volunteer placement together with any information they may have regarding me, whether or not it is on their records. I hereby release said companies or persons, and Orange County Government from all liability for any damages whatsoever for issuing or obtaining this information. I understand that if I am selected for placement I may be required to undergo a physical examination including a drug screening. In the event I am placed by Orange County, I agree to comply with all its policies, rules and regulations.

Applicant Signature: _____ Date: _____

EEO SURVEY

Orange County is required by the U.S. Equal Employment Opportunity Commission to collect and maintain the information requested below for EEO statistical reporting purposes only. This information will be maintained separately from your application and will not be considered in the application evaluation process. This information is voluntary and not required for placement.

Name (*Please Print*) _____

Date: _____

Date of Birth: _____ Gender: Male Female Unknown

Ethnic Group:

- American Indian or Alaskan Native** (the original people of North America, and who maintains cultural identification through tribal affiliation or community recognition)
- Asian or Pacific Islanders** (the original people of the Far East, Southeast Asia, the Indian Subcontinent, or the Pacific Islands)
- Hispanic** (All persons of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin, regardless of race)
- Black** (not of Hispanic origin)
- White** (not of Hispanic origin)
- Other** (Balance of individuals reporting more than one race not Hispanic or Latino)

ORANGE COUNTY is an Equal Opportunity Employer

DRUG FREE WORKPLACE STATEMENT

Orange County is a drug free workplace, and as such is committed to providing an environment that encourages and supports a healthy, productive workforce and ensures safe working conditions.

Satisfactory completion of a drug test is a mandatory condition of placement with the County. A positively confirmed drug test or the refusal to submit to a drug test will result in the conditional offer of placement being withdrawn, and will render the applicant ineligible for County placement for twelve (12) calendar months from the date of the positive drug test.

BACKGROUND CHECKS

Satisfactory completion of a background check is a condition of placement with Orange County. Applicants selected for hire will be asked to provide specific information and documentation, which will be utilized to conduct a thorough background investigation.