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 to 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 If you fail to respond to the email by the deadline given, your application will be considered withdrawn, and you may submit an updated application after 60 days have passed.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, you will complete a series of computerized assessments on-site (in our office). These assessments measure cash handling, data entry, typing/keyboarding (minimum 30 wpm required), computer literacy and internet knowledge, and computerized email composition. For part-time employment, you will complete computerized assessments on-site that will measure your typing/keyboarding skills (minimum 25 wpm required) and computer literacy and internet knowledge. 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 $16 per hour. Once you complete our initial introductory period, the rate increases to $17 per hour plus benefits. At that time, if you hold a college degree, our degree incentive pay plan can add an additional $1 to $2 per hour upon verification of your degree from a U.S. 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. See our veterans’ preference FAQ 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.

Form12 Rev. 07/2020
Employment Application

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 number provided above to contact you about 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 did you live there? _______ year(s) _______ month(s)

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

1. What position are you applying for? (Check all that apply.)
   - Full-time (DMV / Driver License) Counter Associate
   - Part-time Customer Service Representative (Receptionist)
   - Full-time Information Technology (“IT”) Team Member
   - Part-time Transaction Expediter (Bilingual)
   - Part-time Mail Room Associate

2. What date would you be available to work? __________/________/________

3. 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): ____________________________

4. Have you applied for a position with the Manatee County Tax Collector before? __________/________/________
   - Yes
   - No

5. Have you worked under another name? __________/________/________
   - Yes
   - No
   - If yes, please provide name(s): ____________________________

6. List all states where you have worked:

7. Do you have the legal right to work in the United States? __________/________/________
   - Yes
   - No

8. Are you claiming Veterans' Preference? (See our veterans' preference FAQ 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 Veterans' Preference category that you are claiming below. Failure to provide sufficient documentation and/or mark the appropriate category below will disqualify you from claiming Veterans' Preference.
   - A veteran who has served on active duty and was released with an honorable discharge.
   - A veteran of any war who has served on active duty during a wartime period (see our veterans' preference FAQ for wartime periods).
   - Other (see our veterans' preference FAQ for a 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.)

9. 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

10. Have you ever been a defendant in a civil action suit for intentional tort such as battery or assault? __________/________/________
    - Yes
    - No

11. Are any criminal charges currently pending against you? __________/________/________
    - Yes
    - No

12. 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

13. With your previous employer, have you ever been counseled (written warning(s), probation, suspension, demotion, etc.) in the past 12 months? __________/________/________
    - Yes
    - No

continue to next page
Page 1
Education History

Did you graduate from High School? □ Yes □ No □ GED □ Still Attending
High School Name: ___________________________ Phone: ___________________________
City and 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.

<table>
<thead>
<tr>
<th>Type of Degree received (Not In Progress)</th>
<th>College/University Name</th>
<th>City</th>
<th>State</th>
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<tbody>
<tr>
<td>□ Associate’s Degree (A.A., A.S., or A.A.S.)</td>
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<td>□ Bachelor’s Degree (B.A., B.S., or B.A.S.)</td>
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<td>□ Master’s Degree</td>
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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 résumé”).

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: ___________________________ 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: ___________________________
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### References

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

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### 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 customers' 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.

- [x] 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 or dissemination of any such information for such purposes. **I also authorize the Office of the Tax Collector to obtain my personal criminal background history.**

- [x] 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.

- [x] 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.

- [x] 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.

- [x] 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. 07/2020)