



Ken Burton Jr.

*Innovating Better Ways to Serve*

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### **NOTICE TO FULL-TIME and PART-TIME APPLICANTS**

In response to each “accepting applications” advertisement/posting in the media, on our website or electronic signs, the Manatee County Tax Collector’s Office (The Office) usually receives 90-100 applications from qualified individuals. The requirements listed on our website are the minimum qualifications required; and almost all our applicants meet these minimums. The starting rate of pay for a full-time position is \$12.31 per hour. When you achieve full-time status and hold or obtain a college degree, our degree incentive pay plan can add an additional \$1 to \$2 per hour to your pay upon verification of your degree from a U.S. accredited college or university. There are a limited number of part-time positions available throughout the year with a starting pay rate of \$8 per hour.

Generally 10% of the “best” applicants are contacted for consideration. To be considered for full-time employment, a computerized typing test is administered to ensure the applicant can type 35 words per minute. If the applicant does not pass the typing test, the applicant will be excused and not receive further consideration. Upon passing the typing test, a computerized assessment measuring cash handling, data entry, e-mail composition, and typing/keyboarding skills will be administered. When the applicant passes the assessments, a preliminary background/credit check will be conducted. Once the applicant meets our qualifications a series of interviews will be scheduled.

**Background/Credit Check** – Because the position involves handling large sums of cash and allows for a great amount of responsibility in areas such as driver license and license plate/title suspensions (insurance suspensions, child support payment suspensions, unpaid ticket suspensions), applicants considered for the position will undergo an exhaustive background check. Personal credit history will be reviewed for “collection accounts, accounts charged off to bad debt, or judgments” within the past two years. If information on the credit report would cause the office to take “adverse action,” the applicant will be notified in compliance with the FCRA. The Office will make use of a variety of investigative services to ensure an application is accurate and to ensure the applicant’s prior work experience and background is satisfactory:

- ◆ Criminal history background check;
- ◆ Fingerprinting to comply with Federal Real ID Act;
- ◆ Illegal drug use screening;
- ◆ Review of personal credit history (credit report);
- ◆ Review of Florida Driver License record (positions that involve the issuance of Florida Driver Licenses require possession of a valid FL DL);
- ◆ Reference check of past employers;
- ◆ Other searches/reviews as deemed necessary by the Office.

*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 been called for an interview, 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 cannot be accepted.)

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.*



## Educational History

**High School** - Did you graduate? .....[  ] Yes [  ] No [  ] Still Attending

Name, mailing address and telephone number Years Completed Course of Study

\_\_\_\_\_  
 School Name                      Street Address              City,              State              Zip              Telephone Number              \_\_\_\_\_

\_\_\_\_\_  
 School Name                      Street Address              City,              State              Zip              Telephone Number              \_\_\_\_\_

If you earned a General Equivalency Diploma, please provide name, mailing address and telephone number of the issuing authority: \_\_\_\_\_

\_\_\_\_\_  
 Name                                      Street Address                      City,              State              Zip              Telephone Number

**College** - Did you graduate? If yes, attach copy of degree .....[  ] Yes [  ] No [  ] Still Attending

Name, mailing address and telephone number Years Completed Course of Study or Type of Degree

\_\_\_\_\_  
 School Name                      Street Address              City,              State              Zip              Telephone Number              \_\_\_\_\_

\_\_\_\_\_  
 School Name                      Street Address              City,              State              Zip              Telephone Number              \_\_\_\_\_

**Post Graduate** - Did you graduate? If yes, attach copy of degree .....[  ] Yes [  ] No [  ] Still Attending

Name, mailing address and telephone number Years Completed Course of Study or Type of Degree

\_\_\_\_\_  
 School Name                      Street Address              City,              State              Zip              Telephone Number              \_\_\_\_\_

\_\_\_\_\_  
 School Name                      Street Address              City,              State              Zip              Telephone Number              \_\_\_\_\_

**Special Skills/Computer Skills** – List any special capabilities, skills or experience not previously covered which should be considered in qualifying for this job. Also, check the box or list the names of any computer programs you have experience with. \_\_\_\_\_

- [  ] Access    [  ] Front Page              [  ] Microsoft Word              [  ] Word Perfect    [  ] Other \_\_\_\_\_
- [  ] Excel    [  ] Web Development    [  ] Power Point              [  ] Lotus              [  ] Other \_\_\_\_\_
- [  ] Fox Pro    [  ] Microsoft Outlook    [  ] Windows 98, 2000 or XP    [  ] Cash Handling Experience
- [  ] Proficient in Sign Language              [  ] Bi-Lingual – Spanish              [  ] Bi-Lingual - \_\_\_\_\_

[  ] Type \_\_\_\_\_ **Words per Minute**

# 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”).** If you have special military considerations – please explain on a separate sheet of paper and attach a copy of your DD-214.

May we contact your present employer? .....[  ] Yes [  ] Not at this time [  ] Not currently employed

From	To	Employer's Name	Telephone
Job Title		Address	
Immediate Supervisor and Title		Reason for Leaving	
Telephone Number for Supervisor			
Hourly Rate/Salary Start \$ _____ per _____		Title/Summary of position held	
Hourly Rate/Salary Final \$ _____ per _____			

From	To	Employer's Name	Telephone
Job Title		Address	
Immediate Supervisor and Title		Reason for Leaving	
Telephone Number for Supervisor			
Hourly Rate/Salary Start \$ _____ per _____		Title/Summary of position held	
Hourly Rate/Salary Final \$ _____ per _____			

From	To	Employer's Name	Telephone
Job Title		Address	
Immediate Supervisor and Title		Reason for Leaving	
Telephone Number for Supervisor			
Hourly Rate/Salary Start \$ _____ per _____		Title/Summary of position held	
Hourly Rate/Salary Final \$ _____ per _____			



**DISCLOSURE AND AUTHORIZATION**

**IMPORTANT -- PLEASE READ CAREFULLY BEFORE SIGNING AUTHORIZATION  
DISCLOSURE REGARDING BACKGROUND INVESTIGATION**

**[Manatee County Tax Collector]** may obtain information about you from a consumer reporting agency (CRA) for employment purposes. Thus, you may be the subject of a "consumer report" and/or an "investigative consumer report" which may include information about your character, general reputation, personal characteristics, and/or mode of living, and which can involve personal interviews with sources such as your neighbors, friends, or associates. These reports may contain information regarding your credit history, criminal history, social security verification, motor vehicle records ("driving records"), verification of your education or employment history, or other background checks. You have the right, upon written request made within a reasonable time after receipt of this notice, to request disclosure of the nature and scope of any investigative consumer report. Please be advised that the nature and scope of the most common form of investigative consumer report obtained with regard to applicants for employment is an investigation into your education and/or employment history conducted by Employers Choice Online, 8140 2nd Street, Downey, CA 90241, (800) 424-7011, or another organization. The scope of this notice and authorization is all-encompassing, however, allowing **Manatee County Tax Collector** to obtain from any outside organization all manner of consumer reports and investigative consumer reports now and throughout the course of your employment to the extent permitted by law. As a result, you should carefully consider whether to exercise your right to request disclosure of the nature and scope of any investigative consumer report.

**New York applicants or employees only:** You have the right to inspect and receive a copy of any investigative consumer report requested by **[Manatee County Tax Collector]** by contacting the consumer reporting agency identified above directly.

**ACKNOWLEDGMENT AND AUTHORIZATION**

I acknowledge receipt of the DISCLOSURE REGARDING BACKGROUND INVESTIGATION and <sup>\*</sup>A SUMMARY OF YOUR RIGHTS UNDER THE FAIR CREDIT REPORTING ACT and certify that I have read and understand both of those documents. I hereby authorize the obtaining of "consumer reports" and/or "investigative consumer reports" by the Company at any time after receipt of this authorization and throughout my employment, if applicable. To this end, I hereby authorize, without reservation, any law enforcement agency, administrator, state or federal agency, institution, school or university (public or private), information service bureau, employer, or insurance company to furnish any and all background information requested by **Employers Choice Online, 8140 2<sup>nd</sup> Street, Downey, CA 90241 (800) 424-7011**, another outside organization acting on behalf of **[Manatee County Tax Collector]**, and/or **[Manatee County Tax Collector]** itself. I agree that a facsimile ("fax"), electronic or photographic copy of this Authorization shall be as valid as the original.

**California applicants or employees only:** By signing below, you also acknowledge receipt of the NOTICE REGARDING BACKGROUND INVESTIGATION PURSUANT TO CALIFORNIA LAW. Please check this box if you would like to receive a copy of an investigative consumer report or consumer credit report at no charge if one is obtained by the Company whenever you have a right to receive such a copy under California law.

**Minnesota and Oklahoma applicants or employees only:** Please check this box if you would like to receive a copy of a consumer report if one is obtained by the Company.

Last Name:	First:	Middle Name:
Alias Names:		
Drivers' License #:	State of Drivers License	
Current Address:	Home Phone #:	Cellular Phone #:
City / State / Zip code:		
Signature:		Date:

Applicants chosen for further consideration will have their personal credit history reviewed for "collection accounts, accounts charged off to bad debt, or judgments" within the past two years. \*If information on the credit report would cause the office to take "adverse action," the applicant will be notified in compliance with the FCRA.