



# Martin County Clerk of the Circuit Court & Comptroller

## Employment Application

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

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ Middle Name: \_\_\_\_\_  
Address: \_\_\_\_\_ City: \_\_\_\_\_  
State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Telephone Numbers: \_\_\_\_\_ Email: \_\_\_\_\_

List any other names under which you worked or attended school: \_\_\_\_\_

Position Applied For: \_\_\_\_\_

Salary or Hourly Rate expected: \_\_\_\_\_

You are available to work:  Full Time  Part Time  Temporary

Date you can begin work: \_\_\_\_\_

Do you speak any other languages besides English? \_\_\_\_\_

Are you related to anyone who is currently employed by Martin County or the Martin County Clerk of Court?  Yes  No

If Yes, Name of Related Employee: \_\_\_\_\_

Have you ever been employed by us before?  Yes  No

May we contact your present employer?  Yes  No

Are you 18 Years or older?  Yes  No

Are you a citizen of the United States? (Proof of citizenship or immigration status is required upon employment.)  Yes  No

Are you claiming Veteran's Preference?  Yes  No

If answering Yes, please complete the Veteran's Preference Form and submit to [careers@martinclerk.com](mailto:careers@martinclerk.com) along with your completed employment application.

Driver's License #: \_\_\_\_\_ State: \_\_\_\_\_ Expiration: \_\_\_\_\_

Have you been convicted, had adjudication withheld, been placed on probation, received a suspended sentence, had a criminal case Nolle Prossed or No Information filed or forfeited bail in connection with a criminal offense?  Yes  No

(Conviction will not necessarily disqualify an applicant from employment)

If yes, please explain: \_\_\_\_\_  
\_\_\_\_\_

## Education

School Name, City & State	Credits Earned	Major	Diploma/Degree
High School:			
College:			
Technical/Other:			

List below all present and past employment, beginning with your most recent. All times must be accounted for whether employed or not. Attach an additional sheet if necessary.

Name and Address of Company and Type of Business	From Month/Year	To Month/Year	Job Title/ Description of Work Performed	Ending Salary or Hourly Rate	Reason for Leaving	Name, Title and Phone Number of Your Supervisor

## Personal References (not related to Applicant):

Name: _____	Company: _____	Phone: _____
Address: _____	Relationship: _____	
City/ State/ Zip: _____	Years known: _____	
Name: _____	Company: _____	Phone: _____
Address: _____	Relationship: _____	
City/ State/ Zip: _____	Years known: _____	
Name: _____	Company: _____	Phone: _____
Address: _____	Relationship: _____	
City/ State/ Zip: _____	Years known: _____	

**Professional Licenses, Certifications, & Memberships:**

**Honors and Awards:**

**Special Training, Knowledge, or Skills related to the position you are applying for (include office equipment and software applications):**

**APPLICANT’S STATEMENT AND CONDITIONS OF EMPLOYMENT**

**Please read carefully before signing.**

I understand that this application will be given every consideration by the Martin County Clerk of Courts (the Clerk), but its receipt does not imply that the applicant will be employed. I certify that the answers given by me in this employment application are true, correct and complete and may be verified by the Clerk. I agree that the Clerk shall not be liable, in any respect, if my employment is rejected or terminated because of misstatements or pertinent omissions made by me in this application.

I hereby authorize and give full consent to the Clerk to conduct investigative inquiries about me, including consumer credit, criminal convictions, civil infraction and motor vehicle records and personal interviews with neighbors, friends and others whom I am acquainted. The resulting reports will include information as to my character, work habits, performance, experience, and reason for termination from previous employers. Further, I consent to the Clerk requesting information from various federal and state affiliates and other agencies which maintain records concerning my past activities relating to my driving, credit, criminal, civil and other experiences as well as claims involving me in the files of insurance computers. I understand that having a criminal conviction record will not necessarily bar me from employment. The Clerk will consider such things as; (1) the nature and gravity of the offense leading to the conviction, (2) the time that has passed since the conviction or completion of the sentence, (3) the type of job sought and its relation to the conviction, and (4) my employment history subsequent to the conviction.

I further authorize the registrar, principal, custodian of records, or other authorized person at any school that I have attended; any past or present employer (including any branch of the armed services); any city, county (parish), state or federal government agency (including law enforcement, criminal justice or security agencies); any credit bureau; or other person who has personal knowledge of my past activities to release to the Clerk, all information you may have concerning me, to include certified copies and transcripts. I further authorize any such County agent to release such information to the Clerk to become part of its records. I understand that my application and any information obtained may be subject to public inspection in accordance with the Florida Public Records Law, Chapter 119, Florida Statutes.

I hereby release and hold harmless the Clerk, custodians of record for any school, state and federal agencies, agents, owners, law enforcement agencies, credit reporting agencies, present and/or past employers, their officers and employees that shall provide information to the Clerk from any and all liability based on their authorized receipt, disclosure, and use of the foregoing information.

I understand that I may withdraw consent to a background investigation at any time. Should I elect to do so, I understand that all processing or work in connection with the investigation will cease as soon as practical.

In the event of employment, I will comply with all Clerk rules and regulations as established from time to time including the Clerk’s substance abuse policy. Furthermore, since the Clerk does not offer contracts of employment, I understand that nothing contained herein is intended to create a contract between the Clerk and me for either employment or the provision of any compensation or benefits.

I hereby understand and acknowledge that any employment relationship with this Clerk is of an “At-Will” nature, which means that I have the right to terminate my employment at any time, with or without notice or cause, and likewise the Clerk has the same right. It is further understood that this “At-Will” employment relationship may not be changed by any written document or by verbal agreement unless such change is specifically acknowledged in writing by the Clerk. I also understand that the Martin County Clerk of Courts retains the right to amend, modify, add, or delete any or all policies or procedures at the sole and absolute discretion of the Clerk.

During my employment with the Martin County Clerk of Courts, and after my employment ends, I agree not to disclose any confidential information. The use of results from this form and/or tests will be used for prudent employment decisions.

I hereby acknowledge that I have read and understand all of the above.

**Applicant’s Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_