



**Employment Application**  
**Board of County Commissioners**  
 An Equal Opportunity Employer

Mailing address:  
 Leon County Personnel  
 Leon County Courthouse  
 Tallahassee, FL 32301  
 (850) 487-2220

**INSTRUCTIONS:**

**AN APPLICATION MUST BE SUBMITTED FOR EACH POSITION YOU APPLY.** Please print in ink or type. Photocopy is acceptable but must be signed and dated in ink.

If space provided is inadequate, use additional paper as necessary. Please furnish full name and address, including zip code, for former employers and references.

Application must be complete and accurate. All statements made on application are subject to verification. False statements are grounds for disqualification or employment termination.

Indicate the position you are applying for: N/A

Name (Print) Cottom Anthony R  
Last First Middle

Address PO Box 862 Tallahassee FL 32302  
Street and Number City State Zip

Telephone (850) 251-1027 Work Do you have a valid Florida driver's license?  Yes  No  
Home Is this a commercial license?  Yes  No

Social Security Number: 000-00-0000  
 If so, please list Class and any Endorsements on the last page of this application, under "Other Skill Areas."

If information necessary to process this application is located under a different name, please include such name(s) in the space provided:

Are you a U.S. Citizen?  Yes  No If No, do you possess an I-151 Card, an I-1551, or an I-94 Card stamped "Employment Authorized?"  Yes  No

**EDUCATION AND TRAINING**

School	Name/Address	Major /Minor	Level Completed	Graduated	Degree
Elementary			5 6 7 8	<input type="checkbox"/> YES <input type="checkbox"/> NO	
High School	Mosley High School 501 Mosley Dr., Lynn Haven, FL 32444		9 10 11 <input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	
Vocational or Technical			1 2 3 4	<input type="checkbox"/> YES <input type="checkbox"/> NO	
College or University	Gulf Coast Community College 5230 Hwy 98, Panama City, FL 32401	General AA	1 <input checked="" type="checkbox"/> 3 4	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	Associate of Arts
Other	The Florida State University Tallahassee, FL 32306	Information Studies	1 <input checked="" type="checkbox"/> 3 4	YES	Bachelor of Science

## WORK RECORD

List below all previous employment. Begin with your **Present Position** in **block number 1** and work back. Also include volunteer work or hobbies in which the experience you gained is particular to the position you are applying for. Please be specific and give as much information as possible when you describe the duties of previous **RELEVANT** jobs.

Job Title Network/Wireless Technician, Internship Specific Duties 1.) Set up and troubleshoot access points and switches on Florida State University's network and wireless networks.  
Company ACNS (Academic Computing Network Services)  
City/State Tallahassee, FL Phone (850) 644-2591  
Supervisor's Name Sherry Stafford 2.) Compiled documentation and designed Florida States University's wireless network web site.  
Dates Employed (From) 01/01/02 (To) 08/01/02  
Hours Worked Per Week 10 Salary \$ N/A Per N/A  
Reason For Leaving End of the semester for my internship

Job Title Owner Specific Duties 1.) Provide computer consulting, troubleshoot hardware and software issues, web design, networking, retail sales, upgrade and build custom systems for clients and friends. 2.) Set up networks consisting of desktops and laptops running Windows 98, NT, Me, 2000, and XP for businesses utilizing conventional and wireless network technology. 3.) Set up multiple VPN, Terminal, Telnet, FTP, web, and mail servers containing web interfaces in IIS 5.  
Company ZIG Technology  
City/State Tallahassee, FL Phone (850) 251-1027  
Supervisor's Name Anthony Cottom  
Dates Employed (From) 11/01/00 (To) 08/21/02  
Hours Worked Per Week 30 Salary \$ 30 Per hr.  
Reason For Leaving Further my computer/networking skills

Job Title Engineer Technician Specific Duties Responsible for editing and creating AutoCAD drawings, reviewing drawings before final inspection, and conducting inspections of job sites.  
Company Carr Engineering & Construction, Inc.  
City/State Tallahassee, FL Phone (850) 230-8812  
Supervisor's Name Michael V. Carr  
Dates Employed (From) 05/01/99 (To) 8/24/99  
Hours Worked Per Week 40 Salary \$ 9.00 Per hr.  
Reason For Leaving Moved to Tallahassee, FL to attend FSU

Job Title Room Service Attendent Specific Duties Upholding the Marriott's reputation by providing top customer service for customers of the Marriott.  
Company Marriott's Bay Point Resort Village  
City/State Panama City Beach, FL Phone (850) 236-6000  
Supervisor's Name Gina Martinelli  
Dates Employed (From) 05/01/97 (To) 08/24/99  
Hours Worked Per Week 35 Salary \$ 7-12.00 Per hr.  
Reason For Leaving Moved to Tallahassee, FL to attend FSU

Job Title Lifeguard Supervisor, Manager Specific Duties Managed and maintained the functionality of rides by assigning responsibilities to other lifeguards, working with management to train and test lifeguards on their ability to perform their job duties, and establishing schedules for park employees.  
Company Shipwreck Island Waterpark and Miracle Strip Park  
City/State Panama City Beach, FL Phone (850) 234-0368  
Supervisor's Name Buddy Wilkes  
Dates Employed (From) 05/01/93 (To) 09/01/98  
Hours Worked Per Week 55 Salary \$ 6.00 Per hr.  
Reason For Leaving Started a demanding schedule at the Marriott

**REFERENCES:** Give below the names of three persons not related to you whom you have known at least one year.

NAME	ADDRESS/BUSINESS/PHONE	YEARS ACQUAINTED
Tracy Gill	Florida Fitness Supply, Inc. 1989 Capital Circle N.E., Tallahassee, FL 32308 (850) 671.3933	2
Dr. Don Latham	College of Information Sciences 101 Louis Shores Building, Tallahassee, FL 32306-2100 (850) 644.5772	1
Dr. Paul Rosengren	Gulf Coast Community College 5230 West Highway 98, Panama City, FL 32401-1058 (850) 769.1551	4

May we contact the employers listed on the preceding page?  Yes \_\_\_ No If not, indicate which one(s) you do or do not wish us to contact

Have you ever been convicted of any violation of law other than non-criminal charges? \_\_\_ Yes  No  
If yes, explain. (Conviction will not necessarily disqualify an applicant.)

Have you ever been bonded? \_\_\_ Yes  No If yes, on what jobs? \_\_\_\_\_

Do you have any relatives working for the Leon County Board of County Commissioners? \_\_\_\_\_ Yes  No

If so, please list name, relationship, and work site. \_\_\_\_\_

**VETERANS' PREFERENCE:** Check the appropriate block if you are claiming veterans' preference. **Documentation substantiating your claim must be furnished at the time of application.**

- 1. As a veteran with a service-connected disability who is eligible for or receiving compensation, disability retirement, or pension.
- 2. As the spouse of a veteran who cannot qualify for employment because of a total and permanent disability, or the spouse of a veteran missing in action, captured, or forcibly detained by a foreign power.
- 3. As a veteran of any war who has served on active duty during a wartime era.
- 4. As the unmarried widow or widower of a veteran who died of a service-connected disability.

\_\_\_\_\_ Branch of Service \_\_\_\_\_ Date of Entry \_\_\_\_\_ Date of Honorable Discharge

Have you ever claimed veterans' preference and entered into covered employment by a covered employer since October 1, 1987  Yes  No

If "Yes", Name of Employer \_\_\_\_\_

List any professional or occupational licenses, certificates, or registrations which you currently hold (i.e., Professional Engineer, Wastewater Operator Certificate, Certified Professional Secretary, etc)

CompTIA Network Plus Certification, Cert. #COMP10668170, May 22, 2002

**TRAINING RECORD:**

List below any courses, seminars, workshops, conferences, or other training that is especially relevant in preparing you for this position. Please list only relevant courses, but be sure to give complete and meaningful information so your training can be fairly evaluated. (course title, length, content, etc.)

**PROGRAMMING LANGUAGES:** C, C++, Visual Basic 6, HTML, CSS, Perl, JavaScript, and basic Java

**OPERATING SYSTEMS:** Windows 95, 98, Me, NT 4, 2000 Professional, 2000 Server, 2000 Advanced Server, XP Professional, XP Home Edition, some Linux (Red Hat 7.2, Mandrake 7.0, and Corel), UNIX, and Novell NetWare 5.

**PROGRAMS:** Microsoft Office XP: Word, Access, Excel, PowerPoint, Outlook, FrontPage, Publisher, Visio, Visual C++ 6.0, Visual Basic 6.0, IIS 5, Corel Draw and Photo 10, ACT! 2000, Photoshop and ImageReady 7, Acrobat and Distiller 5, Dreamweaver MX, Flash MX, WS\_FTP Pro, ACID Pro 3.0, Sniffer Pro/Wireless 4.6, NetStumbler, AutoCAD 2002 and Pro-Engineer 2000 with 3D objects, Norton Ghost 2002, Norton AntiVirus Corporate Edition, WinFax 10, Quicken 2001, and QuickBooks Pro 2002.

**MISCELLANEOUS:** Fluke OneTouch Series II network analyzer with fiber tester, Cisco Aironet 340, 350, 500, and 1200 Series wireless products, general programming knowledge of Cisco 3500 Series switches, Vernier Networks IS 6000 Integrated System, wireless site surveys, fiber termination, and Cabletron/Enterasys Switches. Built over 30 computers for friends and clients, perform routine maintenance, and provide computer consulting for businesses and friends.

**RELEVANT COURSEWORK:** Network Administration for the Information Professional, Managing Networks and Telecommunications, Internet Technology, Interface Design for Information Specialists, Information Needs and Preferences, Information Science, Information Sources and Services, Technologies for Information Services, Electronic Media Production, Quantitative Methods in Information Studies, C for Nonspecialists, Object Oriented Programming in C++, and Computer Literacy.

**OFFICE SKILLS-** Please indicate areas of competency:

- Calculator
- Filing
- Typing \_\_\_\_\_ wpm
- Dictaphone
- Switchboard
- Shorthand \_\_\_\_\_ wpm
- Personal Computer; Type(s) \_\_\_\_\_
- Software \_\_\_\_\_

**TRADE SKILLS-** Check all that apply:

- Automotive Mechanic (explain) \_\_\_\_\_
- Electrician (explain) \_\_\_\_\_
- Carpentry: \_\_\_\_\_ Framing \_\_\_\_\_ Finish
- Furniture Repair (explain) \_\_\_\_\_
- HVAC: \_\_\_\_\_ Boilers \_\_\_\_\_ Ductwork \_\_\_\_\_ Refrigeration Systems  
                   \_\_\_\_\_ Chillers \_\_\_\_\_ Pneumatic Controls
- Plumbing: \_\_\_\_\_ Rough-in \_\_\_\_\_ Clean-out
- Painting: \_\_\_\_\_ Trim \_\_\_\_\_ Pressure Cleaning \_\_\_\_\_ Spray \_\_\_\_\_ Caulking
- Custodial Work: \_\_\_\_\_ Floor Polishers \_\_\_\_\_ Carpet Shampooing/Cleaning Machines
- Grounds keeping: \_\_\_\_\_ Mowing \_\_\_\_\_ Pest Control \_\_\_\_\_ Fence Repair/Installation  
                                   \_\_\_\_\_ Tree/Shrubbery Maintenance
- Small Engine Repair (explain) \_\_\_\_\_
- Welding (explain) \_\_\_\_\_

**EQUIPMENT-** Please indicate the length you have operated any of the following:

HOW LONG	TYPE	HOW LONG	TYPE
_____	Chainsaw	_____	Bull Dozer
_____	Power Tools (saws, drills, etc)	_____	Farm Tractor
_____	4 Yard Dump Truck	_____	Tractor with Slope mower
_____	Tandem Dump Truck	_____	Tractor with Bush Hog
_____	Flatbed Truck	_____	Tractor with Rotovator
_____	Motor Grade	_____	Tractor with Seeder/Mulcher
_____	Hydraulic Excavator	_____	Front End Loader/Backhoe
_____	Drag Line	_____	Roller/Rubber or Steel Tire

**OTHER SKILL AREAS-** Please be specific:

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**CERTIFICATE OF APPLICANT (PLEASE READ CAREFULLY)**

I hereby certify that all statements made in this application and any attachments to it are true. I understand that any misstatement, misrepresentation or omission of fact may cause for my application not to be considered; or, if I have been employed, may cause for my immediate dismissal. I authorize the Personnel Director of Leon County to verify information contained in this application and attachments. I further authorize anyone having such information to release it. I have no objection to having my record cleared through appropriate law enforcement agencies

Date 9/20/2002 Signature of Applicant  File Attachment (signature.jpg)

## NOTICE TO APPLICANTS

This is the Human Resources Division for the Leon County Board of County Commissioners (BCC). The Leon County Schools, the Sheriff, the Clerk of the Court, the Supervisor of Elections, the Tax Collector, and the Property Appraiser each have their **own** Personnel offices where you may make application for positions in their operations.

Application for current vacancies is made by completion and submission of a Leon County BCC employment application form prior to the posted deadline. Our application has been carefully designed to enable you to present your qualifications to the fullest extent possible. It is to your advantage to complete it in as much detail as you can. Resumes may be attached, but cannot be accepted in place of the completed application.

***A separate application is required for each position that you apply.*** We suggest that you complete one and submit photocopies of it for multiple positions. Please be advised that the State of Florida applications cannot be accepted. ***We cannot make copies or move your application from one position vacancy to another.***

The screening and selection process begins after the deadline for application. Within three working days, all qualified applications are referred to the appropriate office. A selection committee is appointed for each position to screen and interview candidates. This process generally takes ***at least two (2) weeks AFTER the deadline*** for application before applicants can expect to be notified for an interview or be notified if the position has been filled.

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### DRIVER'S LICENSE POLICY REQUIREMENTS

If the position for which you are applying **requires the operation of a county vehicle in the course of job duties**, you are required to possess and maintain a driving record that meets the County's standards for insurance coverage. If you are offered a position, this offer of employment will be contingent upon your meeting the standards below. You must submit a copy of your Florida driving transcript upon employment. Inability to meet the following standards will prevent your employment:

- A. Record must be free of the following violations in the past three (3) years:
- |   |                    |
|---|--------------------|
| Suspended or revoked license              | Reckless driving   |
| D.U.I. or D.W.I.                          | Vehicular homicide |
| Fleeing or attempting to elude police     | Drag racing        |
| Three or more accidents and/or violations |                    |

- B. Record must have no more than one moving violation (parking, failure to renew, muffler, etc. will not be considered as a moving violation) in a one year period.

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### DRUG FREE WORKPLACE POLICY

It is the policy of the Board of County Commissioners that:

1. The unlawful manufacture, distribution, dispensation, possession or use of a controlled substance or alcohol is prohibited in the workplace of County Government.
2. Each employee shall abide by this policy and agree to notify the County of any conviction of such employee for a violation of Federal or State criminal drug statute occurring in the workplace within five (5) calendar days of the conviction.
3. Sanctions to be taken against the employees for the violation of this policy shall result in appropriate personnel action, up to and including discharge and/or as an alternative, requiring employee participation in an approved drug abuse assistance or rehabilitation program. These actions shall be in accord with the Leon County Personnel Rules and Regulations.

## NOTICE OF VETERAN'S PREFERENCE

Leon County gives preference in appointment to eligible veterans and spouses of veterans as defined in Chapter 295, Laws of Florida.

In order for eligible applicants to claim veteran's preference, the documentation required by law shall be provided to the County at the time of application. Documentation shall include the following:

(a) Veterans, disabled veterans, and spouses of disabled veterans shall furnish a Department of Defense document, commonly known as form DD-214 or military discharge papers, or the equivalent certification from the Veterans Administration, listing military status, dates of service, and discharge type.

(b) Disabled veterans shall also furnish a document from the Department of Defense, the Veterans Administration, or the Division of Veterans' Affairs certifying that the veteran has a service connected disability.

(c) Spouses of disabled veterans shall also furnish a certification from the Department of Defense or the Veterans Administration certifying that the Veteran is totally and permanently disabled or an identification card issued by the Division of Veterans' Affairs; spouses shall also furnish evidence of marriage to the veteran and a statement that the spouse is still married to the veteran at the time of application for employment; the spouse shall also submit proof that the veteran cannot qualify for employment because of the service-connected disability.

(d) Spouse of persons on active duty shall furnish a document from the Department of Defense or the Veterans Administration certifying that the person on active duty is listed as missing in action, captured in the line of duty, or forcibly detained or interned in the line of duty by a foreign government of power; such spouses shall also furnish evidence of marriage and a statement that the spouse is married to the person on active duty at the time of application of employment.

(e) The unmarried widow or widower of a deceased veteran shall furnish a document from the Department of Defense or the Veterans Administration certifying the service-connected death of the veteran, and shall further furnish evidence of marriage and a statement the spouse is not remarried.

(f) Spouse of persons eligible to claim preference under section 22VP-1.008(2) shall furnish certification from the Veterans Administration that the veteran has a service-connected disability.

(g) All documents specified in this section must clearly indicate that they are copies of the originals.

An applicant eligible for veterans' preference who believes he or she was not afforded employment preference in accordance with Florida statutes and regulations may file a complaint. The complaint shall be filed within 21 calendar days from the date that notice of a hiring decision by the County is received by the applicant. The complaint should be addressed to:

The Division of Veterans' Affairs  
P.O. Box 1437  
St. Petersburg, Florida 33731

## EQUAL OPPORTUNITY APPLICANT SURVEY

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The following information is requested on a voluntary basis to allow us to evaluate the effectiveness of our equal employment opportunity/affirmative action programs. The data will be used strictly for research and reporting purposes, and will not be used in any way as part of the hiring decision. Please note that the survey is anonymous, you are not required to provide your name or any other information which would specifically identify the applicant. Your cooperation will be greatly appreciated.

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Today's date: 9/20/2002

Position applying for: N/A

Sex:  Male  Female Age: 23

Racial/ Ethnic Data (check one)

Hispanic: A person of Mexican, Puerto Rican, Cuban, Central or South American or other Spanish culture or origin, regardless of race.

Asian or Pacific Islander: A person having origins in any of the original peoples of the Far East, Southeast Asia, the Indian Subcontinent, or the Pacific Islands. This area included Japan, China, Korea, Samoa, India and the Philippines.

Black (not Hispanic origin): A person having origins in any of the racial groups of Africa.

White (not Hispanic origin): A person having origins in any of the original peoples of Europe, North Africa or the Middle East.

American Indian or Alaskan Native: A person having origins in any of the original peoples of North America, and who maintains cultural identification through tribal affiliation or community recognition.

Disabled status:  Yes  No

Nature of Disability:

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How did you learn about the job? (check one)

Tallahassee Democrat  Walk-In  Call-In

Job Line  County Employee  Friend

Job announcement at Tallahassee Democrat Online Classifieds

Other \_\_\_\_\_