

PERIODS OF EMPLOYMENT

Describe your work experience in detail, beginning with your current or most recent job. Include military service (indicate rank) and job-related volunteer work, if applicable. Indicate number of employees supervised. Use a separate block to describe each position or gap in employment. If needed, attach additional sheets, using the same format as on the application. All information in this section must be completed. Resumes may be attached to provide additional information.

1

Name of Present or Last Employer: Florida Department of Revenue

Address: 4070 Esplande Way, Tallahassee, FL 32399

Phone No.: (850) 922.2615

Your Job Title: Systems Programmer I

Supervisor's Name: Alfred Thurman

FROM: 10 / 09 / 02 TO: 04 / 24 / 03
MONTH DAY YEAR MONTH DAY YEAR

HOURS PER WEEK: 40+ (_____)
YOUR NAME IF DIFFERENT DURING EMPLOYMENT

Duties and Responsibilities: 1.) Set Responsible for developing, programming, and implementing an enterprise application, CASS (Centralized Audit Selection System), which was developed to be used internally across the United States by the Department of Revenue.

2.) Coordinated project involving several Oracle DBA's, Delphi programmers, and tax specialists.

3.) Utilized BDE, ADO, DOA, InfoPower 4000, 1st Class 4000, Rave Reports, and HTML Help Workshop components for added customization.

4.) Designed SQL queries to return filtered data from Oracle Databases.

Reason for Leaving: Relocating to West Palm Beach.

2

Name of Present or Last Employer: ACNS (Academic Computing Network Services)

Address: 200 Sliker Building, 2035 East Paul Dirac Dr., Tallahassee, FL 32310-3700

Phone No.: (850) 644.2591

Your Job Title: Network Technician, Internship

Supervisor's Name: Sherry Stafford

FROM: 01 / 01 / 02 TO: 08 / 01 / 02
MONTH DAY YEAR MONTH DAY YEAR

HOURS PER WEEK: 10 (_____)
YOUR NAME IF DIFFERENT DURING EMPLOYMENT

Duties and Responsibilities: 1.) Set up and troubleshoot access points and switches on Florida State University's network and wireless networks.

2.) Compiled documentation and designed Florida State University's wireless network website.

Reason for Leaving: End of the semester for my internship.

3

Name of Present or Last Employer: ZIG Technology

Address: 1128 Ocala Rd. Apt. B7, Tallahassee, FL 32304

Phone No.: (850) 251.1027

Your Job Title: Owner

Supervisor's Name: Anthony Cottom

FROM: 11 / 01 / 00 TO: 08 / 21 / 02
MONTH DAY YEAR MONTH DAY YEAR

HOURS PER WEEK: 30 (_____)
YOUR NAME IF DIFFERENT DURING EMPLOYMENT

Duties and Responsibilities: 1.) Provide computer consulting, troubleshoot hardware and software issues, web design, networking, retail sales, upgrade, and build custom computer 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, employing routers, switches, hubs, and access points.

3.) Set up multiple VPN connections, Terminal, Telnet, FTP, web, and mail servers containing web interfaces in IIS 5.

Reason for Leaving: Looking for a full time position to further my computer skills and experience and to have the opportunity to work for a company.

4

Name of Present or Last Employer: Carr Engineering & Construction, Inc.

Address: 13305 Panama City Beach Parkway, Panama City Beach, Florida 32407

Phone No.: (850) 230.8812

Your Job Title: Engineer Technician

Supervisor's Name: Michael V. Carr

FROM: 05 / 01 / 99 TO: 08 / 24 / 99
MONTH DAY YEAR MONTH DAY YEAR

HOURS PER WEEK: 40 (_____)
YOUR NAME IF DIFFERENT DURING EMPLOYMENT

Duties and Responsibilities: Responsible for editing and creating AutoCAD drawings, reviewing drawings before final inspection, and conducting inspections of jobsites.

Reason for Leaving: Moved to Tallahassee, FL to obtain my Bachelor's degree at The Florida State University.

5

Name of Present or Last Employer: Marriott's Bay Point Resort Village

Address: 4200 Marriott Drive, Panama City Beach, FL 32408

Phone No.: (850) 236.6000

Your Job Title: Room Service Attendant

Supervisor's Name: Gina Martinelli

FROM: 05 / 01 / 97 TO: 08 / 24 / 99
MONTH DAY YEAR MONTH DAY YEAR

HOURS PER WEEK: 35 (_____)
YOUR NAME IF DIFFERENT DURING EMPLOYMENT

Duties and Responsibilities: Upholding the Marriott's reputation by providing top customer service for customers of the Marriott.

Reason for Leaving: Moved to Tallahassee, FL to obtain my Bachelor's degree at The Florida State University.

6

Name of Present or Last Employer: Shipwreck Island Waterpark and Miracle Strip Amusement Park

Address: 12000 Front Beach Road, Panama City Beach, FL 32407

Phone No.: (850) 234.0368

Your Job Title: Lifeguard Supervisor, Manager, Haunted House Tour Guide

Supervisor's Name: Buddy Wilkes

FROM: 05 / 01 / 93 TO: 09 / 01 / 98
MONTH DAY YEAR MONTH DAY YEAR

HOURS PER WEEK: 55 (_____)
YOUR NAME IF DIFFERENT DURING EMPLOYMENT

Duties and Responsibilities: 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.

Reason for Leaving: Started to work at Marriott's Bay Point Resort on a more demanding schedule.

KNOWLEDGE / SKILLS / ABILITIES (KSAs)

List KSAs you possess and believe **relevant to the position you seek**, such as operating heavy equipment, computer skills, fluency in language(s), etc.

PROGRAMMING LANGUAGES: C, C++, Delphi 7, Visual Basic 6, HTML, CSS, Perl, JavaScript, basic Java, ASP, and SQL

OPERATING SYSTEMS: Windows 95, 98, Me, NT 4, 2000 Professional, 2000 Server, 2000 Advanced Server, XP Professional, XP Home Edition, 2003 Server, 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, InstallShield, HTML Help Workshop, Toad, SQL*Plus, Rave Reports, IIS 6, ActivePerl 5.8, MySQL, 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.

HONORS AND ACTIVITIES: Officer, Public Relations and Recruitment of SOIS (Society of Information Specialists) (2001-2002). Officer, Web Developer SOIS (Society of Information Specialists) (2001-2002). Recipient of the 5 STAR HOSPITALITY AWARD at the Marriott Bay Point Resort Village (1999). Member of NSPE (National Society of Professional Engineers) (1997-2000). Member of SAME (Society of American Military Engineers) (1997-1999). Member of Student Activities Board (1997-1999). Member of Entertainment Committee (1997-1999). Represented Gulf Coast Community College at three out of state workshops and conventions (1997-1999). President of Engineer's Club - Organized and planned trips and activities for the club (1997-1999).

EXEMPTION FROM PUBLIC RECORDS DISCLOSURE

ARE YOU A CURRENT OR FORMER LAW ENFORCEMENT OFFICER, OTHER EMPLOYEE** OR THE SPOUSE OR CHILD OF ONE, WHO IS EXEMPT FROM PUBLIC RECORDS DISCLOSURE UNDER §119.07, F.S.?

YES

NO

**Other covered jobs include: correctional and correctional probation officers, firefighters, certain judges, assistant state attorneys, state attorneys, assistant and statewide prosecutors, personnel of the Department of Revenue or local governments whose responsibilities include revenue collection and enforcement or child support enforcement, and certain investigators in the Department of Children and Families [see §119.07, F.S.].

BACKGROUND INFORMATION

HAVE YOU EVER BEEN CONVICTED OF A FELONY OR A FIRST DEGREE MISDEAMOR?

YES

NO

If "YES", what charges? _____

Where convicted? _____ Date of Conviction: _____

HAVE YOU EVER PLED NOLO CONTENDERE OR PLED GUILTY TO A CRIME WHICH IS A FELONY OR A FIRST DEGREE MISDEMEANOR?

YES

NO

If "YES", what charges? _____

Where? _____ Date: _____

HAVE YOU EVER HAD THE ADJUDICATION OF GUILT WITHHELD FOR A CRIME WHICH IS A FELONY OR A FIRST DEGREE MISDEMEANOR?

YES

NO

If "YES", what charges? _____

Where? _____ Date: _____

NOTE: A "YES" answer to these questions will not automatically bar you from employment. The nature, job-relatedness, severity and date of the offense in relation to the position for which you are applying are considered.

CITIZENSHIP

The State of Florida hires only U.S. citizens and lawfully authorized alien workers. If a conditional offer of employment is made, you will be required to provide identification and proof of citizenship or authorization to work in the U.S.

ARE YOU A U.S. CITIZEN OR ARE YOU LEGALLY AUTHORIZED TO WORK IN THE U.S.?

YES

NO

RELATIVES

TO YOUR KNOWLEDGE, DO YOU HAVE ANY RELATIVES WORKING IN THIS AGENCY?

YES

NO

SELECTIVE SERVICE SYSTEM REGISTRATION

All males between the ages of 18 and 26 must be registered with the Selective Service System or exempted.

IF YOU ARE A MALE BETWEEN THE AGES OF 18 AND 26, DO YOU HAVE PROOF OF REGISTRATION WITH THE SELECTIVE SERVICE SYSTEM OR EXEMPTION FROM SUCH REGISTRATION?

YES

NO

CERTIFICATION

I am aware that any **omissions, falsifications, misstatements, or misrepresentations above** may disqualify me for employment consideration and, if I am hired, may be grounds for termination at a later date. I understand that any information I give may be investigated as allowed by law. I consent to the release of information about my ability, employment history, and fitness for employment by employers, schools, law enforcement agencies, and other individuals and organizations to investigators, personnel staff, and other authorized employees of Florida state government for employment purposes. This consent shall continue to be effective during my employment if I am hired. I understand that applications submitted for state employment are public records except as exempted above. I certify that to the best of my knowledge and belief all of the statements contained herein and on any attachments are **true, correct, complete, and made in good faith.**

SIGNATURE: _____ DATE: _____

Employer, remove this section prior to the selection process.

YOUR NAME: _____

POSITION TITLE FOR WHICH YOU ARE APPLYING: _____ POSITION NUMBER: _____

VETERANS' PREFERENCE INFORMATION

Completion of the Veterans' Preference section below is made on a voluntary basis and kept confidential in accordance with the Americans with Disabilities Act. Listed below are the four Veterans' Preference categories.

1. A veteran with a service-connected disability who is eligible for or receiving compensation, disability retirement, or pension under public laws administered by the U.S. Department of Veterans' Affairs and the Department of Defense, **or**
2. 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, **or**
3. A veteran of any war who has served on active duty for one day or more during a wartime period, excluding active duty for training, and who was discharged under honorable conditions from the Armed Forces of the United States of America, **or**
4. The unremarried widow or widower of a veteran who died of a service-connected disability.

A **DD214** or comparable document which serves as a certificate of release or discharge **must be furnished at the time of application**. In addition, applicants claiming categories 1, 2, or 4 above must furnish supporting documentation in accordance with the provisions of Rule 55A-7.013, F.A.C. Wartime periods are defined in §1.01, F.S. Veterans' Preference shall expire after an eligible person has been employed by the state or an agency of a political subdivision of the state. Under Florida law, preference in appointment shall be given by the state to those persons in categories 1 and 2 and then those in categories 3 and 4. Veterans' Preference is only available to Florida residents.

If an applicant claiming Veterans' Preference for a vacant position is not selected, he/she may file a complaint with the Florida Department of Veterans' Affairs, P.O. Box 31003, St. Petersburg, Florida 33731-8903. A complaint must be filed within 21 days of the applicant receiving notice of the hiring decision made by the employing agency or within 3 months of the date the application is filed with the employer if no notice is given.

VETERANS' PREFERENCE CLAIM

IF ELIGIBLE, WHICH VETERANS' PREFERENCE CATEGORY ARE YOU CLAIMING?
(Please indicate number from Veterans' Preference Information section above.)

HAVE YOU EVER BEEN EMPLOYED BY ANY GOVERNMENTAL ENTITY WITHIN THE STATE OF FLORIDA?

YES

NO

ARE YOU A RESIDENT OF THE STATE OF FLORIDA?

YES

NO

NOTE: If you are claiming Veterans' Preference you **must** meet the criteria and substantiate your claim by furnishing a DD 214 (Certificate of Release or Discharge from Active Duty) and any other required supporting documentation with your application.

Employer, remove this section prior to the selection process.

EEO SURVEY

Although the following information is not mandatory, it is requested to aid the State of Florida in its commitment to Equal Employment Opportunity and Affirmative Action. Refusal to answer will not result in adverse treatment of any applicant. Applicants who believe they have been discriminated against may file a complaint with the Florida Commission on Human Relations, Building F, Suite 240, 325 John Knox Road, Tallahassee, Florida 32303.

POSITION TITLE FOR WHICH YOU ARE APPLYING: N/A

POSITION NUMBER: N/A

SEX: MALE FEMALE

DATE OF BIRTH: September 26, 1979

RACE (Check Only One):

WHITE (Non-Hispanic) BLACK (Non-Hispanic) HISPANIC ASIAN or PACIFIC ISLANDER NATIVE AMERICAN

OTHER (Specify) _____

Employment with the State of Florida

The State is a major employer in Florida offering many challenging and rewarding career opportunities. Included among the many advantages of working for the State are the diverse and interesting job opportunities as well as competitive salaries, benefits, and career mobility.

Most state jobs are in the **Career Service** personnel system. The Career Service system provides uniform pay, job classification, benefits, and recruitment for the majority of non-management jobs within state agencies. Career Service employees can move between agencies without any loss of state benefits.

Non-Career Service jobs include upper management and policy-making jobs in the Senior Management Service (SMS), middle management and professional positions such as physicians, attorneys, bureau chiefs in the Selected Exempt Service (SES), and temporary jobs funded by Other Personal Services (OPS). OPS employees receive an hourly wage but no benefits such as insurance, leave, or retirement.

Non-Career Service agencies are agencies in which all positions are not a part of the Career Service system and their employment procedures may differ. For example, in most cases, they may require different applications and their job titles and salaries may not be comparable to the Career Service system.

EMPLOYMENT PROCESS

Individual state agencies are responsible for announcing their job vacancies, accepting



applications, and making hiring decisions. Generally, agencies accept job applications for **advertised vacancies** only. In some instances, however, agencies may accept applications on a continuous basis to meet Affirmative Action goals and for hard-to-fill vacancies. You may obtain applications from any Career Service agency personnel office or any Florida Jobs and Benefits Center (formerly Job Service of Florida). A legible original or photocopy of the State of Florida employment application is normally required for each job vacancy for which you apply. It is also possible to obtain an application form and to apply electronically via the Internet for many vacancies at:

<http://jobsdirect.state.fl.us>

LOCATING VACANT POSITIONS

There are several ways for you to obtain state job vacancy information:

- Vacancy information is available on the Internet at: <http://jobsdirect.state.fl.us>.
- Contact individual Career Service agencies directly for information regarding their employment opportunities.
- Contact a Florida Jobs and Benefits Center for job vacancy information for all Career Service agencies, including jobs in the Selected Exempt and Senior Management Services. Check your telephone directory under "Florida Jobs and Benefits Center" or "Job Service of Florida" to locate the office nearest you.

Since agencies are not required to advertise **OPS** temporary jobs, you may wish to contact any of the state agencies for **OPS** employment consideration.

JOB SEARCH TIPS

Market yourself. Prior to completing the application, gather specific information relating to the position you seek by reviewing the job opportunity announcement or by contacting the employing agency for a description of duties and relevant knowledge, skills, and abilities. Use this information to assist you in preparing your application, cover letters, resumes and other support materials.

COMPETING IN THE SELECTION PROCESS

The first step an employing agency takes in the selection process is to review the applications which have been received to determine who is eligible to compete further in the selection process. The agency then uses job-related criteria to determine those applicants who will be asked to participate in additional assessment steps such as an oral interview, a work sample exercise, or a proficiency test. The job-related information gained during the selection process will assist the hiring official in making the final selection decision. Veterans' preference and Affirmative Action goals are also considered by the agency in the decision-making process.

If, because of a disability, you require a special accommodation to participate in the application and selection process, please notify the hiring authority in advance.
