

## **Application Information and Procedures**

PLEASE READ THE INFORMATION BELOW CAREFULLY. This information does not replace, add to, or change the City's personnel rules or other written instructions or regulations.

### **Equal Opportunity Employment**

The City of Eustis is an Equal Opportunity Employer and encourages applications from qualified minorities, females and the disabled. The City's Personnel Rules read in part:

"There shall be no discrimination against any person in recruitment, examination, appointment, training, promotion, retention, or other personnel action because of race, color, religion, sex, disability, marital status, age, national origin, citizenship or any other factor protected by law."

"Disabled citizens will be given full consideration for employment in all departments and agencies. When made aware of an individual's disability, it shall be the policy of the City to make reasonable accommodation to the extent provided by law, in order that disabled, qualified applicants or employees may perform the essential functions of employment, provided this does not cause undue hardship to the City. . ."

Applicants requesting reasonable accommodation during the job application process may contact the Human Resources Department at the address and phone number listed below.

### **Application Process**

A City of Eustis application may be submitted on-line by using the City's application builder, which is located on the Human Resources page of the City's website at [www.eustis.org](http://www.eustis.org). Regular applications may also be completed and scanned/e-mailed, faxed, mailed or delivered in-person (Call or visit Human Resources for a copy or obtain from the City's website). Applications must be received or postmarked no later than 12:00 midnight on the closing date. The accuracy and completeness of the application will be considered in the selection process. The City may close positions that are posted with an "Open" closing date at any time, without prior notice.

The address for the Human Resources Department is as follows: City of Eustis Human Resources Department (109-A E Orange Avenue) P.O. Drawer 68 Eustis, FL 32727-0068. The phone, fax and e-mail address are as follows: Phone # - 352-483-5472; FAX # - 352-483-0492; e-mail – [personnel@ci.eustis.fl.us](mailto:personnel@ci.eustis.fl.us).

Applications are only accepted for positions that are currently open. A separate application must be submitted for each position. Each application must include the position title for which you are applying. Applications are considered current up to ninety (90) days. In order to be considered after this time, applicants must reapply or reactivate their application.

The City complies with s. 295.065 FS regarding Veteran's Preference and encourages qualified service members and veterans, and the spouses and family members of service members and veterans to apply for employment. Veterans who wish to claim veteran's preference under Florida Statute 295.07 must complete a City of Eustis application identifying themselves as eligible veterans. An applicant claiming veteran's preference is responsible for providing the required documentation to the City by the closing date.

The Human Resources Department screens applications and the applications are also submitted to the hiring department for review and consideration. Qualified applicants are selected for interviews based on a comparison between their experience, education, training, testing, background checking and the minimum requirements of the position. Only the applicants with the most job related qualifications will be selected for testing or interview. The City's hiring process may take from three (3) weeks to several months for certain positions.

Applicants may be asked to submit documents such as proof of education or certification, valid Florida Driver's/Commercial License, etc. Sworn Police and Fire applicants must also submit additional items

from a checklist (see website or contact Human Resources). All information submitted by the applicant is subject to verification.

### **Applicant Testing**

Position announcements will indicate required tests. If selected for testing, the applicant will be contacted by the City's Human Resources Department. Tests may include a rated oral interview, written test, software skills test, typing test, physical skills assessment, and others, at the discretion of the City. A numerical assessment of the applicant's experience, training and education may also be combined with test scores to obtain a numerical rating. The City may establish a minimum passing score for a numerical test and those who fall below this score will not be considered.

The HR Director will maintain an eligibility list of those who pass competitive entrance or promotional examinations for sworn police, fire or other positions, according to examination score. Eligibility lists are in effect for a period of one (1) year, unless extended.

### **Polygraph and Psychological Exam**

The employment of sworn Police Officers is conditioned upon successful completion of a polygraph and psychological exam. Certain other non-sworn positions in the City's Police Department may also be conditioned upon passing a polygraph exam, at the discretion of the City.

### **Employment Physical**

Medical examinations are required for categories of jobs in which the essential functions are physically demanding and/or expose the employee to safety hazards.

### **Drug Testing**

The City of Eustis is a Florida Drug Free Workplace and final candidates for special risk and mandatory testing positions as defined under s.440.102 FS are required to pass a drug test. In the event of employment, employees may be required to submit to a drug or alcohol test, if either their job performance is perceived to be impaired or if they are involved in an accident during working hours. If applying for a position that requires a commercial driver's license (CDL), former employers will be contacted to determine if there have been positive drug or alcohol tests within the previous two (2) years. After hire, CDL drivers are subject to random, unannounced drug and alcohol tests.

### **Travel and Relocation**

The City does not usually reimburse applicants for travel or related expenses incurred in connection with applying and competing for employment, or for relocation upon hire. When these expenses are paid by the City, it will be noted on the position announcement.

### **Florida Public Records Law**

Per s.119.01 FS, applications, resumes and questionnaires must be made available for public inspection, upon request, and cannot be kept confidential.