



City of Eustis

Dear Volunteer Board Member Applicant,

We sincerely appreciate your willingness to serve our community. All of the documents we have enclosed in this packet will need to be completed and returned to the City Clerk's office, at your convenience. The document titled "City of Eustis, Florida Volunteer Board Program" (pg. 1-8) is yours to keep; be sure to read it for all the information regarding the program.

Please be sure to include ALL mailing addresses and/or email addresses for your previous employers and personal references. We will need a copy of your driver's license or state-issued ID card, as well. We are able to make a copy of it when you drop off your application and additional items to our office.

Again, we thank you very much for your cooperation and willingness to serve. If you have any questions, please feel free to contact me anytime. We look forward to hearing from you soon!

Sincerely,

Christine Halloran

Christine Halloran, CMC
City Clerk

Anna Rottermond

Anna Rottermond
Deputy City Clerk

Enclosures:

- City of Eustis, Florida Volunteer Program (*you keep this*)
- Volunteer Services Application
- Notice to Volunteer Applicants/Release of Information
- Agreement Form – Volunteers
- Emergency Contacts
- Use of Social Security # Notice (2 pages)



BOARD VOLUNTEER PROGRAM AND APPLICATION

City Manager Administrative Policy

#2025-01 - rev

#2026-01 - rev

CITY OF EUSTIS BOARD VOLUNTEER PROGRAM CONTENTS

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CITY OF EUSTIS BOARD VOLUNTEER PROGRAM AND APPLICATION

A. INTRODUCTION

The City of Eustis Volunteer Board Member Program seeks to provide opportunities for volunteers to actively participate in and make a meaningful contribution to the operations of the City of Eustis. Our boards and committees play a vital role in shaping the policies and decisions that guide our community's growth, development, and quality of life.

B. ELIGIBILITY

Any individual who wishes to contribute personal services to the City without expectation or receipt of compensation may be eligible for appointment as a city board volunteer. Those individuals interested in serving on city boards and committees are subject to the eligibility requirements, terms of office, qualifications, appointment guidelines, etc. set forth by City Charter or City ordinance for these particular positions.

C. REQUEST FOR RECRUITMENT

It is the responsibility of the Division/Department Director or the staff liaison for a board and committee to notify the City Clerk when volunteers are needed or when vacancies exist on a city board, by means of a Request for Recruitment Form. (A staff liaison is a city employee who is assigned by the City Manager to provide support to respective boards and committees. The primary role would be to facilitate the flow of information between the group and the city.)

Public Relations will publicize the recruitment in media outlets, city facilities and on the city's website at www.eustis.org.

Announcements will be subject to a closing date (normally 30 days) or until filled; however, can be publicized with an "open" closing date, which may be closed at any time, without prior notice.

D. APPLICATION PROCEDURES

- 1) All interested applicants shall complete a Volunteer/Community Services Application, which includes, but is not limited to the following forms:
 - a) Volunteer/Community Services Application (PER 051);
 - b) Volunteer Agreement/Emergency Contacts Form (PER 074);
 - c) Law Enforcement Check Form (PER 071);
 - d) Consumer Report Authorization Form (PER 127);
 - e) City of Eustis Release of Information Form (PER 041).

- 2) Applicants for certain appointments may also be required to complete a

supplemental questionnaire provided by the board or committee to determine if their qualifications are suitable for the appointment.

E. BACKGROUND INVESTIGATION

Upon receipt of a Volunteer Board Member Packet, the City Clerk Office will advise the Human Resources Department to conduct a background investigation on the applicant to include, but not limited to:

- 1) Letters requesting information from the applicants references and /or former employers;
- 2) Criminal History Checks per the guidelines of Human Resources Department Policy
- 3) #2004-02 (Pre-employment Criminal History Checks);
- 4) Verification of educational/certification credentials;
- 5) Driver's License Checks.

Upon satisfactory completion of the background investigation, Human Resources will forward a copy of the application to the City Clerk, City Manager and/or Division/Department Director or staff liaison for the board or committee along with a memo, notifying them that the volunteer has been cleared for appointment.

F. APPOINTMENT

- 1) Division/Department Directors who wish to utilize the services of a volunteer board member are required to complete a **REQUEST FOR RECRUITMENT FORM - CITY BOARDS** and return the form to the City Clerk Office for processing, prior to assigning work to the volunteer.
- 2) Applicants for positions on city boards, committees and commissions, which require city commission appointment, must first be appointed by the City Commission prior to assignment. It is the responsibility of the Division/Department Director or staff liaison for a board, committee or commission to:
 - a) Forward applications of qualified applicants directly to the City Clerk, along with a memo on their recommendations for appointment (if any);
 - b) City Clerk will coordinate with the City Manager and Assistant City Manager to review the applications to ensure the background and qualifications meet the specifications of the particular board, committee or commission for which they are applying;
 - c) Forward applications of qualified applicants directly to the Human Resources Department for background investigation;
 - d) Public Relations to advertise for 30 days;
 - e) Schedule a consideration on the City Commission agenda for the vacancy or to fill the vacancy appointment along with a memo/staff report on their recommendations for appointment (if any);

- f) After City Commission approval, the City Clerk will notify the applicant, Board Chair and Human Resources Department and forward relevant documentation for records purposes.
- 3) City Clerk Office will notify applicants who are not appointed that their applications will remain on file for possible consideration at a later date.
- 4) Human Resources will ensure that a copy of the Volunteer Program Policy is received and written acknowledgment of receipt is returned.

G. DEPARTMENTAL RESPONSIBILITIES

After the appointment of a volunteer, the Division/Department Director or staff liaison shall:

- 1) Assign a responsible supervisory person within their department to closely work with and oversee the volunteer (for non-Commission appointed volunteers only);
- 2) Ensure that volunteers are provided orientation and their assignment explained in detail;
- 3) Maintain accurate records of volunteer(s) hours and report these hours to Human Resources on the Volunteer Quarterly Report Form (PER 129);
- 4) Provide instruction and training to ensure workers perform a task properly and safely;
- 5) Document and maintain records of specific training provided;
- 6) Provide supervision and instruction on city rules and requirements;
- 7) Keep the Human Resources Department informed as to the status of the volunteer's placement, any accidents or injuries, and continued use of the volunteer;
- 8) Provide recognition and show appreciation for the contributions of the volunteer on an on-going basis.

H. VOLUNTEER RESPONSIBILITIES

Volunteers have the responsibility to:

- 1) Obey applicable State and Federal laws, and City policies, procedures and guidelines;
- 2) Not appear for volunteer service under the influence of illegal drugs or alcohol;
- 3) Inform their supervisor or staff liaison at the beginning of the shift, if taking any over-the-counter or prescription medications, which may impair ability to perform volunteer duties;
- 4) Not go beyond the scope of assigned volunteer work, without authorization;
- 5) Refrain from repeating any confidential information obtained while volunteering with the City;
- 6) Perform duties in a safe manner;
- 7) Be professional and courteous to staff, other volunteers, and the public
- 8) Be prompt, reliable and regularly attend assignments and dress appropriately;
- 9) Attend volunteer meetings and training, if scheduled;

- 10) Give the supervisor or staff liaison adequate notice, if unable to fulfill an assignment or commitment;
- 11) Immediately report to the supervisor or staff liaison any on-the-job injuries, illnesses or accidents;
- 12) Complete timesheets or logs, as requested.

I. SAFETY

Division/Department Directors shall insure that volunteers are thoroughly instructed and trained on how to perform tasks properly and safely. The City shall provide personal protective equipment, as required for the scope of work, and supervisors shall be responsible for providing adequate training in the proper use and care of equipment. All training shall be documented by department supervisors.

Volunteers are not allowed to drive city vehicles or operate city equipment. In those instances when a volunteer uses his/her own automobile, it is the responsibility of the Division/Department Director to ensure that Human Resources is notified in order that a driver's license check can be performed and adequate documentation obtained from the volunteer regarding liability insurance coverage.

Volunteers shall immediately report any job related injury, illness or accident, regardless of severity, to their supervisor or staff liaison.

J. POLICY AGAINST HARASSMENT

It is the policy of the city to foster and maintain a work environment that is free from discrimination and intimidation. The City will not tolerate harassment of any kind that is made by employees, volunteers, or members of the public. Employees and volunteers are expected to show respect for one another and the public at all times, despite individual differences.

Harassment is defined as verbal or physical conduct that demeans or shows hostility or aversion toward another employee, volunteer or members of the public. Examples of prohibited conduct include offensive remarks, comments, jokes or slurs pertaining to an individual's race, color, sex/gender, religion, age, national origin, disability or citizenship status.

If a volunteer observes harassment or feels they are being harassed, they should report the matter to their supervisor or staff liaison immediately, so the City can ensure that the conduct is stopped. If a volunteer is found to be in violation of this policy, they will be subject to corrective action, up to and including termination of volunteer status.

K. DRUG FREE WORKPLACE

It is the policy of the city to maintain a drug and alcohol-free workplace. The possession, use or trafficking of alcohol or drugs in the workplace poses unacceptable risks to the safe, secure and efficient operation of our organization and are strictly prohibited. A volunteer, who is found to be in violation of this policy, will be subject to corrective action, up to and including termination of volunteer status. Any volunteer using over-the-counter or prescription drugs during work time, which may impair the ability to perform the job, must notify his/her supervisor or staff liaison, prior to beginning work.

L. CONFIDENTIALITY

On occasion, a volunteer may witness an incident, be entrusted with information or have access to records or files deemed confidential in nature. It is the city's expectation that any volunteer privy to such information will respect and safeguard the trust and privacy rights of affected individuals. Violation of confidentiality is a serious breach of trust, and in some cases, of law. Disclosure of confidential information may result in termination of volunteer status, civil action or criminal prosecution.

M. EMPLOYMENT

The City has no obligation to place, interview or hire a volunteer for any paid position with the City.

N. RESIGNATION/TERMINATION

Volunteer placements are not permanent and may be terminated at any time, either by the city or the volunteer. A volunteer may be released from an assignment, if he/she fails to meet basic standards of professionalism set by the city and judged to be essential for performance. If resigning or if unable to perform a volunteer assignment for an extended period of time, volunteers are asked to give the city as much notice as possible.

VOLUNTEER/COMMUNITY SERVICES APPLICATION

Date: _____

PLEASE LIST THE TYPE OF WORK THAT INTERESTS YOU AND THE DEPARTMENT(S) WHERE YOU WISH TO VOLUNTEER

- | | |
|----------|----------|
| 1. _____ | 3. _____ |
| 2. _____ | 4. _____ |
-

NAME: _____ Telephone #: _____

PRESENT ADDRESS: _____

Street/P.O. Box	City	State	Zip
How long have you lived at this address? _____	E-Mail Address: _____		

Have you filed an application here before? _____ Yes _____ No If yes, when? _____

Have you ever worked for the City of Eustis? _____ Yes _____ No If yes, when? _____

Are you currently employed? _____ Yes _____ No May we contact you at work? _____ Yes
_____ No

What number can we reach or leave a message for you during the day? Phone #: _____

Are you available: _____ Full Time _____ Part Time _____ Temporary

When are you able to volunteer? _____ Nights _____ Weekends _____ Other

Do you possess a valid Fla. Driver's License or I.D.? _____ Yes _____ No

Are you legally eligible for employment in the United States of America? _____ Yes _____ No

Have you ever been convicted, pled guilty or no contest to, had prosecution deferred or adjudication withheld on a felony or first degree misdemeanor in any jurisdiction? _____ Yes _____ No If yes, when: _____

Explain: _____
(Nature, severity and date of offense in relation to the position for which you are volunteering are considered.)

Do you have any criminal charges pending? _____ Yes _____ No If yes, explain: _____

Are you able, physically or otherwise, to perform the job functions of the position for which you are volunteering?
_____ Yes _____ No If no, please explain: _____

Please list the names of friends or relatives working for the City and their relationship to you: _____

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EDUCATION AND SPECIALIZED TRAINING: Circle Highest Grade Completed

GRAMMAR AND HIGH SCHOOL: 1 2 3 4 5 6 7 8 9 10 11 12 GED COLLEGE: 13 14 15 16 GRADUATE: 17 18 19 20

Please provide your educational background including the diploma, degree or certification received, as well as any technical or specialized training:

Name of High School(s):	City and State:		
Name of College:	City and State:	Major:	Degree Received:
Name of Graduate School:	City and State:	Major:	Degree Received:
Other Trade, Technical, Etc:	City and State:	Major:	Degree Received:
Foreign Language Skills:		☐ read	☐ rite ☐ peak

OTHER PROFESSIONAL MEMBERSHIPS OR SKILLS:

Please list any special qualifications not covered elsewhere in this application including computer skills, such as Word & Excel; typing, including words per minute typed; and any professional or civic memberships.

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____

REFERENCES:

Please list at least three (3) references who are not related to you. (Please provide complete addresses including Street, City, State and Zip.)

Name	Phone #	Name	Phone #
Address (Street, City, State, Zip)		Address (Street, City, State, Zip)	
E-mail Address		E-mail Address	
Employer	Phone #	Employer	Phone #
Occupation		Occupation	
Name	Phone #	Name	Phone #
Address (Street, City, State, Zip)		Address (Street, City, State, Zip)	
E-mail Address		E-mail Address	
Employer	Phone #	Employer	Phone #
Occupation		Occupation	

HOURS AVAILABLE TO VOLUNTEER:

What days and hours are you available for work? _____

CERTIFICATE OF APPLICANT:

I certify that the answers given on this application are true and complete to the best of my knowledge. I agree to inform the City of any additional information relating to questions raised on the application, which occur subsequent to my completion of the application. I realize that misrepresentation of facts or the failure to update any information relating to questions on the application may be cause for rejection of this application or dismissal from volunteer/community services.

I authorize the City of Eustis to make any inquiries it desires concerning me. I authorize schools, references and my prior employers to provide my records, reason for leaving and all other information they may have concerning me to the City of Eustis. I release the City of Eustis and all other parties from any and all liabilities or claims for any damage that may result therefrom.

I understand that this application is not and is not intended to be a contract for employment.

SIGNATURE OF APPLICANT: _____ **Date:** _____

CONSENT OF PARENT OR LEGAL GUARDIAN

(All Volunteers Under 18 Years of Age Must Have Parent or Legal Guardian Complete This Section)

I, the undersigned, the parent or legal guardian of _____, choose to participate as a volunteer for the City of Eustis. I understand that my child's or ward's services are being offered on a voluntary basis without anticipation of any financial remuneration, and I agree to the terms and conditions as stated above.

I further authorize the City to perform a fingerprint criminal history background check through state and federal law enforcement agencies and/or criminal history checks through consumer reporting agencies, who may also provide information to the City on out-of-state or nation-wide criminal histories. I understand that final approval to volunteer is contingent upon the results of the criminal history check.

Signature of Parent or Legal Guardian: _____ Date: _____

VOLUNTEER AGREEMENT FORM

I, the undersigned, hereby volunteer my services to the City of Eustis for civic, charitable, or humanitarian reasons. Further, my services are donated to the City of Eustis freely and without coercion and without promise, expectation, or receipt of compensation. I agree that this Agreement shall not in any way constitute nor create an employer-employee relationship between the City and myself.

I agree to abide by all relevant City policies and procedures and to perform the volunteer services in a safe, responsible manner. I assume responsibility for my physical fitness and physical ability to perform the work, which is assigned to me. If I do not feel I am physically capable of performing the volunteer assignment, I shall inform my supervisor immediately. I agree to report any injury or incident relating to my volunteer service to my supervisor immediately.

I further understand I am covered under the City's Worker's Compensation Insurance, however per FS 440.09(3), there is no compensation for injuries caused by an impairment of a volunteer's faculties by the use of alcohol or controlled substances. I further understand that if I do not follow the procedures in the attached guidelines for Worker's Compensation Managed Care, I could be denied certain benefits and/or may be liable for some of the expenses incurred.

During such time as I am a volunteer for the City of Eustis, I agree to assume full responsibility for such volunteer work and release the city from any damage, claims and causes of action that I ever had, now have, or may have in the future, known or unknown, or that any person claiming through me may have against the City of Eustis, arising out of my volunteer service for the City.

I agree to refrain from repeating to any outside source any confidential information obtained while I am a volunteer with the City of Eustis. I realize that this is privileged information and is not to be shared with anyone other than a current employee of the city and, then, only as necessary to carry out my task and/or assignment.

I understand that I am obligated to report (to my assigned supervisor) any information, which may affect records of the City or the status of my eligibility to work as a volunteer.

I further understand that:

- I shall not appear for volunteer service under the influence of any illegal drugs or alcohol. I agree to inform the supervisor at the beginning of the shift, if taking any over-the-counter or prescription medications, which may impair my ability to perform volunteer duties.
- I agree not to go beyond the scope of assigned volunteer work, without authorization.
- I grant full permission to use any photographs, videotapes, or recordings of myself as a volunteer for publicity purposes by the city.

I understand that I, or the City, may terminate this agreement at any time without cause, and that I am volunteering my services "at will" and may be asked to discontinue such, without prior notice or reason.

I further certify that I have received a copy of the City of Eustis Volunteer Program Policy #2006-10 and any updates. I agree to read and familiarize myself with the contents of this policy and abide by all the policies, rules and regulations of the City of Eustis, including departmental policies. I further understand that the City's policies and procedures are guidelines subject to change with or without notice.

By signing this Volunteer Agreement, I acknowledge that I have read and understand its contents and that I agree to the terms.

Name (Print): _____

Signature: _____ Date: _____

RELEASE OF INFORMATION - VOLUNTEERS

Thank you for your interest in volunteering with the City of Eustis. Volunteers make a difference in our community by contributing their time, energy and talents to help our community be the best that it can be. As many of our volunteers work around children or hold positions of trust on various boards and committees, we take the time to conduct background checks, including criminal history, driver's license, reference checks, etc. In order to conduct these various checks, we request that you sign the release of information below. We sincerely appreciate your cooperation and your willingness to serve our community. Thank you very much!

Permission is hereby given any agency of the government of the United States, and/or any other agency, person, firm, or corporation holding records concerning me, to furnish the City of Eustis all information desired involving me in any way, upon request. Included in this release of information is my permission to former employers and other persons acquainted with me or in possession of information concerning me to supply such information to the City of Eustis. This further includes the furnishing of copies of pertinent documents about my background, as required.

Such records, I understand, may include reasons for termination of employment, reasons for discharge from military service, criminal history, on the job performance, educational records, or any other personal information, which may not otherwise be obtained without prior agreement.

I understand that some of the information, which may be obtained about me will be obtained upon an assurance of confidentiality by the City of Eustis to the person or persons supplying such information. I understand that this information will be come privileged to the City of Eustis.

I hereby expressly waive, on behalf of myself and of any interested person, all provisions of law forbidding the disclosure of this information. I further release you, your organization or others from any liability or damage, which may result from furnishing the information requested.

By signing below and in compliance with Public Law 91-508 (the Fair Credit Reporting Act), as amended by Public Law 104-208 (the Consumer Credit Reporting Reform Act) and applicable state law, I understand that the City may obtain a consumer report or reports on me, and I authorize the City to obtain such a report or reports for use in connection with my volunteer application and for other volunteer-related reasons. If this volunteer application is approved, this authorization shall remain on file and serve as ongoing authorization for procurement of volunteer-related consumer reports at any time I remain as a volunteer with the City.

I understand that the term "consumer report" includes, but is not limited to, criminal background checks, Department of Motor Vehicle records, and investigative consumer reports. I further understand that an "investigative consumer report" contains information on my character, general reputation, personal characteristics, or mode of living, which has been obtained through personal interviews with my neighbors, friends, or associates, or from others with whom I am or have been acquainted or who may have knowledge concerning any such information.

I also understand I may obtain a copy of the City's written notification that it may obtain a Consumer Report on me.

APPLICANT NAME: _____ PREVIOUS OR MAIDEN NAME: _____

ADDRESS: _____ CITY: _____ STATE: _____

DATE OF BIRTH: _____ DRIVERS LICENSE # _____

SOCIAL SECURITY #: _____

Signature: _____ Date: _____

EMERGENCY CONTACTS

Name: _____

Department/Division: _____

I hereby authorize the City of Eustis to contact on my behalf, the following individuals, during an emergency:
(Three (3) emergency contacts are requested. Contacts will be called in the order listed below, until a contact is made.)

#1 - Emergency Contact:

Name: _____

Relationship: _____

Home Number: _____

Cell Number: _____

Work Phone: _____

Other Number: _____

#2 - Emergency Contact:

Name: _____

Relationship: _____

Home Number: _____

Cell Number: _____

Work Phone: _____

Other Number: _____

#3 - Emergency Contact:

Name: _____

Relationship: _____

Home Number: _____

Cell Number: _____

Work Phone: _____

Other Number: _____

Employee Signature: _____ Date: _____

PER 074-08

☐ Original - City Clerk

☐ Copy - HR

☐ Copy - Department Director



City of Eustis

Human Resources Department

P.O. Drawer 68 • Eustis, Florida 32727-0068 • (352) 483-5472

IMPORTANT INFORMATION ABOUT THE USE OF YOUR SOCIAL SECURITY NUMBER

To: Applicants for City Employment and City Employees
From: City of Eustis, Florida
Re: Social Security Number Notice

Per Florida Statutes 119.071(5)(2)(a), we are hereby informing you of the purpose for the City's collection and use of your social security number. Your social security number may not be used by the City for any purpose other than those provided in this written statement.

1.) **HIRING FOR EMPLOYMENT**

The City may request and provide your social security number to the following commercial entities and/or government agencies for the purpose of hiring for employment:

- a.) Local, state and/or federal law enforcement agencies to conduct criminal history checks; FCRA - Authorized
- b.) Licensed consumer reporting agencies to obtain credit reports, criminal history background checks, Department of Motor Vehicle records and investigative consumer reports; FCRA - Authorized
- c.) Schools, colleges or universities to verify education and certification credentials; FS 119.071 6a
- d.) Verify eligibility to work in the United States; Dept. of Homeland Security, U.S. citizenship & Immigration Services - Mandatory
- e.) Licensed physicians for use in establishing a medical record of a pre-employment physical (after conditional offer of employment); FS 119.071 6b - Authorized
- f.) Licensed drug testing laboratories to report pre-employment drug tests, per the Florida Drug Free Workplace Act. FS 112.0455 - Mandatory

2.) **ADMINISTERING PAYROLL, INSURANCE AND BENEFITS**

The City may request and provide your social security number to the following commercial entities and/or government agencies for the purpose of administering payroll, insurance and benefits:

- a.) Licensed insurance providers authorized to provide employee benefits including, health, dental, vision, life and supplemental insurance providers; FS 119.071 6f - Authorized
- b.) Licensed flexible benefits providers authorized to administer the City's Flexible Benefits Plan; IRC Title 26, Section 125 - Mandatory
- c.) Licensed COBRA administrators; FS 119.071 6f - Authorized
- d.) City authorized pension plans including, ICMA Retirement Trust, Police and Fire Pension Plan, Florida Retirement System (FRS); FS 117.071 6g; IRC Title 26, Chapter 1, subchapter D - Mandatory
- e.) State of Florida Division of Worker's Compensation; FS 440 - Mandatory
- f.) Licensed worker's compensation insurance providers; FS 119.071 6f - Authorized
- g.) Licensed physicians authorized by the City to provide care to injured employees; FS 119.071 6f - Authorized
- h.) U.S. Social Security Administration; FS 119.071 6a - Mandatory
- i.) U.S. Internal Revenue Service; FS 119.071 6a; IRC Title 26 - Mandatory
- j.) State of Florida New Hire Reporting Center to enforce child support deduction orders; FS 409.2576 - Mandatory
- k.) Licensed consumer reporting agencies for the purpose of obtaining credit reports for loan applications under the City's Computer Purchase Plan. FCRA - Authorized

3.) **ADMINISTERING THE CITY'S DRUGFREE WORKPLACE PROGRAM**

The City may request and provide your social security number to the following commercial entities for the purpose of administering a drug free workplace:

- Licensed drug testing laboratories and medical review physicians to perform random, fitness-for-duty and reasonable suspicion drug testing in compliance with the Florida Drug Free Workplace Act and U.S. Department of Transportation regulations for commercial driver's license (CDL) drivers. FS 112.0455 - Mandatory

The City of Eustis reserves the right to amend this notice and to use your social security number for other purposes, upon proper notification to you, as required by law.

I acknowledge that I have read and received a copy of this statement.

Name

(Print): _____

Applicant/Employee

Signature: _____ Date: _____

For questions regarding this form or the use of your social security number, please contact:

**CITY OF EUSTIS, FLORIDA
Human Resources Department
109-A E Orange Avenue
(P.O. Drawer 68)
Eustis, FL 32727-0068
Phone #: 352-483-5472**