

CITY OF FLORENCE

APPLICATION FOR EMPLOYMENT

The City of Florence, Mississippi is an Equal Opportunity Employer, and considers applicants for all positions without regard to race, color, religion, sex, national origin, age, marital or veteran status, the presence of a non-job related medical condition or disability and any other legally protected status.

(PLEASE PRINT)

Positions(s) applied for _____	Date of Application _____
How did you learn about us?	
Advertisement	Friend
Employment Agency	Relative
	Relative
	Other _____

Personal Data

Last Name	First Name	Middle Name	
_____	_____	_____	
Address	City	State	Zipcode
_____	_____	_____	_____
Telephone Number(s)	Social Security Number		
_____	_____		

If you are under 18 years of age, can you provide required proof of your eligibility to work?      Yes    No    N/A

Have you ever filed an application with us before?      Yes    No  
If yes, give date \_\_\_\_\_

Have you ever been employed with us before?      Yes    No  
If yes, give date \_\_\_\_\_

Are you currently employed?      Yes    No

May we contact your current employer?      Yes    No

Are you a citizen of the United States?      Yes    No  
If no, what is your work permit or visa status? \_\_\_\_\_

Do you have security clearance?      Yes    No  
If yes, list level and agency \_\_\_\_\_

On what date would you be available for work? \_\_\_\_\_

Are you available to work:      Full Time      Part Time      Shift Work      Temporary

Are you currently on "lay-off" status and subject to recall? Yes No

Can you travel if a job requires it? Yes No

Have you ever been convicted of a felony? Yes No

*Conviction will not necessarily disqualify an applicant from employment*

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

Employment Experience

Start with your present or last job. Include any job-related military service assignments and volunteer activities. You may exclude organizations which indicate race, color, religion, gender, national origin, disability or other protected status.

Employer		Work Performed	
Telephone Number(s)	Dates Employed: From	To	
Address			
Job Title	Supervisor	Hourly Rate/Salary: Starting	Final
Reason for Leaving			

Employer		Work Performed	
Telephone Number(s)	Dates Employed: From	To	
Address			
Job Title	Supervisor	Hourly Rate/Salary: Starting	Final
Reason for Leaving			

Employer	Work Performed	
Telephone Number(s)	Dates Employed: From	To
Address		
Job Title Final	Supervisor	Hourly Rate/Salary: Starting
Reason for Leaving		

Employer	Work Performed		
Telephone Number(s)	Dates Employed: From	To	
Address			
Job Title	Supervisor	Hourly Rate/Salary: Starting	Final
Reason for Leaving			

If you need additional space, please continue on a separate piece of paper.

Special Skills and Qualifications

Summarize any special job-related skills and qualifications acquired from employment or other experience including any computer software knowledge. \_\_\_\_\_

\_\_\_\_\_

Education                      High School                      Undergraduate College/University                      Graduate/Professional

School Name/Location: \_\_\_\_\_

Years Completed              9 10 11 12                      1 2 3 4                      1 2 3 4

Diploma/Degree \_\_\_\_\_

List majors, minors, certifications received \_\_\_\_\_

Describe any specialized training, internship, skills and extra-curricular activities. \_\_\_\_\_

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List any honors you have received. \_\_\_\_\_

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State any additional information you feel may be helpful to us in considering your application. \_\_\_\_\_

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Indicate any foreign languages you can speak, read and/or write

Fluent

Good

Fair

Speak

Read

Write

List Professional, trade, business or civic activities and offices held. You may exclude memberships which would reveal sex, race, religion, national origin, age, ancestry, disability or other protected status.

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References

Give name, address and telephone number of three professional references.

1 \_\_\_\_\_  
\_\_\_\_\_

2 \_\_\_\_\_  
\_\_\_\_\_

3 \_\_\_\_\_  
\_\_\_\_\_

Have you ever had any job-related training in the United State military? Yes    No

If Yes, please describe \_\_\_\_\_

Are you physically or otherwise unable to perform the duties of the job for which you have applied? Yes    No

Applicant's Statement

I certify that the answers given herein are true and complete to the best of my knowledge.

I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision.

This application for employment shall be considered active for a period of time not to exceed 60 days. Any applicant wishing to be considered for employment beyond this time period should inquire as to whether or not applications are being accepted at that time.

I hereby acknowledge that any employment relationship with the City of Florence is of an "at will" nature, which means that the Employee may resign at any time and the City of Florence may discharge the Employee at any time with or without cause. It is further understood this "at will" employment relationship may not be changed by any written document or by conduct.

I understand that both as an applicant and as an Employee of the City of Florence I am subject to drug and alcohol testing. I have received a copy of the City of Florence's Drug and Alcohol Policy, Testing Notice and Questionnaire, have read it and understand it, and if employed, I agree to such drug screening, where required, during the term of my employment.

I have also received copies of the Sexual Harassment Policy and the Internet Use Policy of the City of Florence. I have read them and agree to abide by them during the term of my employment.

I also understand and agree to abide by all the rules, regulations and policies of the City of Florence as they exist today and as they may be amended in the future by the Governing Authorities.

I understand a criminal background check is required for all employees of the City of Florence.

\_\_\_\_\_  
SIGNATURE OF APPLICANT

ATTEST:

\_\_\_\_\_  
CITY CLERK



**MANDATORY DRUG TESTING**  
**CITY OF FLORENCE**  
**ORDER**  
**MANDATORY DRUG TESTING**

WHEREAS, there currently exists a Drug and Alcohol Testing Policy for City of Florence employees pursuant to Sections 71-7-1 *et seq.*, *Mississippi Code of 1972*, as annotated, which provides for drug and alcohol testing as follows:

1. Mandatory drug and alcohol testing of all prospective employees; and
2. "Reasonable Suspicion" drug and alcohol testing based upon conduct or other observable symptom or report from reliable sources.
3. "Neutral Selection" drug and alcohol testing whereby a policy is implemented to make all employees subject to such neutral selection testing at regular intervals, such selection being without employer discretion to waive the selection of any employee under this neutral selection mechanism.

WHEREAS, the City is currently implementing Items 1) and 2) above, but has not and is not implementing Item 3) above with any scheme of mandatory neutral selection testing; and

WHEREAS, it is the desire of the Mayor and Board of Aldermen to implement a mandatory natural selection drug and alcohol testing program of all city employee. "Employees" shall be deemed to include all elected officials, any person paid with city funds under circumstances in which social security proceeds are capable of being withheld, and the City Attorney.

NOW THEREFORE BE IT ORDERED, by the Mayor and Board of Aldermen of the City of Florence, Mississippi, as follows:

1. That mandatory drug and alcohol testing of all prospective employees, including rehires continue to be implemented without exception.
2. That reasonable suspicion drug and alcohol testing continue to be implemented as the need arises.
3. That a mandatory neutral selection Drug and Alcohol Policy be implemented, same to be implemented by the City Clerk; and
4. That the names of all city employees, as above described, be written on durable paper and placed in a secure box, same being validated by the City Court Clerk; and
5. That one (1) of the names be drawn from that box by the City Clerk and observed and validated by the City Court Clerk every three months for neutral selection drug and alcohol testing, and that on the same day selected or within 24 hours after such selection, that person whose name is drawn will go to MEA (or other authorized clinic) for drug and alcohol testing.
6. That neither the City Clerk, City Court Clerk, Mayor or Board of Aldermen or anyone else has the discretion to waive the selection of any employee selected under this procedure. In event the person selected is on vacation, on sick leave, or absent for other valid reason, that person will not be penalized and another name drawn from the box. All employees will be subject to selection at all drawings.
7. That upon an employee obtaining a positive test result from the drug testing lab, said positive test result must clearly describe which tests were performed, what substances were found and in what amounts. When a positive test result is obtained on an employee, a confirmation test using the GC/MS (gas chromatography/mass spectrometry) method will be taken. Effect(s) of unsatisfactory drug screens will be handled in accordance with the Drug and Alcohol Testing Policy of the City.
8. All drug and alcohol testing results are to remain confidential and are not to be publicly released.

(ABOVE ORDER ADOPTED AT REGULAR MEETING OF GOVERNING AUTHORITY OF CITY OF FLORENCE ON OCTOBER 5, 2010)

**READ AND UNDERSTOOD**

## HARASSMENT IN THE WORKPLACE

PURPOSE – Section 1 The purpose of this policy is to maintain a healthy working environment and to provide procedures for reporting, investigation and resolution of complaints of harassment, sexual or otherwise.

POLICY – Section 2 It is the policy of the City that all employees have the right to work in an environment free of harassment. The City does not condone, and will not tolerate, harassment. Therefore, the City shall take appropriate action to prevent such behavior, and to remedy instances of harassment, sexual or otherwise, that are reported.

### PROCEDURES – Section 3

#### A. Prohibited Activity

1. Employees shall not make offensive or derogatory comments based on race, color, sex, religion, or national origin either directly or indirectly to another person. Such harassment is a prohibited form of discrimination under federal law and is considered misconduct subject to appropriate disciplinary action by the City.
2. Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:
  - a. Submission to such conduct is made either explicitly or implicitly as a term or condition of employment; or
  - b. Submission to, or rejection of, such conduct by an employee is used as the basis for employment decisions affecting the employee; or
  - c. Such conduct has the purpose or effect of unreasonably interfering with an employee's work performance or creating an intimidating, hostile, or offensive working environment.

#### B. Employee's Responsibilities

1. Each supervisor shall be responsible for preventing acts of harassment. This responsibility includes:
  - a. Monitoring the unit work environment on a daily basis for signs that harassment may be occurring.
  - b. Stopping any observed acts that may be considered harassment, and taking appropriate steps to intervene, whether or not the involved employees are within his/her line of supervision; and
  - c. Taking immediate action to limit the work contact between two employees where there has been a complaint of harassment, pending investigation.
2. Each supervisor has the responsibility to assist any employee of his or her department, who comes to that supervisor with a complaint of harassment, in documenting and filing a complaint.
3. Each employee of this department is responsible in, or encouragement of, actions that could be perceived as harassment.
  - a. Refraining from participation in, or encouragement of, actions that could be perceived as harassment.
  - b. Reporting acts of harassment to a supervisor, and
  - c. Encouraging any employee, who confides that he/she is being harassed, to report these acts to a supervisor.

#### C. Complaint Procedures

1. Employees encountering harassment shall tell the person that their actions are unwelcome and offensive. The employee shall document all incidents or harassment in order to provide the fullest basis for investigations.
2. Any employee who believes that he/she is being harassed shall report the incident(s) to his/her supervisor as soon as possible so that steps may be taken to protect the employee from further harassment, and appropriate investigation and disciplinary measures may be initiated. Where this is not practical, the employee may instead file a complaint with another supervisor, the chief of police, or the Mayor.
3. Complainants or employees accused of harassment may file a grievance/appeal in accordance with the Grievance and Appeals Section of this Handbook.



## INTERNET USE POLICY

PURPOSE – Section 1 To establish guidelines for the proper use of City provided Internet access in the conduct of City related business, and to prevent the misuse of City provided Internet access by employees of the City.

SCOPE – Section 2 This general policy is applicable to all employees of the City of Florence, including all Florence Police Department employees.

POLICY STATEMENT: - Section 3 The City of Florence recognizes that access to Internet technology will enable City employees to provide a superior level of service to Florence residents. The City's Internet access is a privilege granted to employees to enhance their abilities, knowledge, productivity, and professional growth and shall not be abused. This policy is intended to prevent the misuse of Internet access, including the following:

1. Use of work time to access, send or receive non-work related information.
2. To "surf" the Internet for personal information, benefit and use.
3. Accessing, surfing, transmitting, downloading, or any other use of objectionable material, such as obscene or harassing messages, pornographic and sexually explicit material, and any other non-work related messages and material.
4. Downloading any files or messages, which pose a threat of virus contamination of City information systems and databases.
5. Expressing individual's opinion as "official City policy".

### IMPLEMENTATION – Section 4

1. All authorized users who have access to the Internet are required to sign this policy stating that they have read and understand this policy.
2. Authorized users will be given a login name that allows access to the network. The user will then provide a personalized password, which will be provided to the City Clerk. Any Internet activity will be attributed to the login name of the originating user.
3. The City reserves the right to monitor all Internet activity, including but not limited to e-mail; such monitoring may take place at any time, with or without notice to employees. The use of a system log-on and password does not convey any promise or expectation of privacy to the employee.
4. No user shall divulge his/her network password except as provided herein or as directed by a Department Head. Any person with knowledge of any password not his/her own shall report it to his/her supervisor immediately. The supervisor will see that appropriate actions are taken to secure the system.
5. To maintain the security of the system and prevent unauthorized use, each user shall be required to logout of the system if he/she will not be in physical control of the computer for any period of time.
6. No employee shall attempt any unauthorized access to the system. Any employee found to have engaged in unauthorized access of the system may be subject to disciplinary action up to and including termination.
7. Incidental and occasional personal use of the Internet will be permitted with the City, but not during work hours. This activity will be monitored in the same manner as any work-related use of the Internet.
8. Initial access and training for new users shall be authorized by the Department Head as needed.
9. No employee with authorized access to the Internet shall allow an unauthorized person, employed or not employed by the City, to use the system for any reason.
10. There is a huge volume of information available on the Internet that can be downloaded for use. Some items, such as software, company logos or news photos may be protected by copyright law. All Internet use shall be consistent with copyright law.
11. No confidential information shall be accessed or transmitted via the Internet. Such access or transmission on the Internet is not secure. Therefore when dealing with confidential information, use the traditional paper mail system.
12. Resources of any kind for which there is a fee must not be accessed or downloaded without prior approval from the Mayor.
13. The safety and security of the City's network and resources must be considered paramount when using the Internet. Any files to be downloaded from the Internet must be appropriately scanned for viruses, using City provided virus software.
14. Authorized Internet users, except those designated, shall not install, configure, change, or reconfigure any computer, browser, or electronic mail settings. Use of personal software and/or personal Internet access accounts are prohibited.
15. There is a wide variety of information available on the Internet. The City has no control over the content of such information, and therefore cannot be held responsible for any information that may be considered offensive to its employees using the Internet in the course and scope of their duties.

EXCEPTION – Section 5 The foregoing policy does not apply to Police Officers in the City of Florence who are engaged in line of duty activities, such as gathering evidence against pedophiles and other criminals, so long as such activities are approved by the Chief of Police, and with the understanding that the Chief of Police may monitor Internet use of Police Officers to insure compliance otherwise.

PENALTY – Section 6 Any deviation from this policy will result in appropriate corrective action, up to and including dismissal.