



GENERAL APPLICATION FOR EMPLOYMENT

Human Resources City of New Smyrna
Beach
210 Sams Avenue
New Smyrna Beach, Florida 32168

PLEASE PRINT OR TYPE

Date of Application April 20, 2020

Position(s) Applied For Human Resources Director

The City of New Smyrna Beach accepts applications at the time open positions are posted. Applications may be rejected if you do not complete the entire application form and provide the requested documents. Your application will be kept active for one year. If you wish to apply for other job openings within this one year period you may use the same application form by contacting Human Resources with your request at the time a new position is posted.

How did you hear about this position? City Website ☒ Referral ☐ Other ☐

Name: Kidd, Heather M

Last First Middle

Address:

Number Street City State Zip

Home Phone: Cell Phone: Email address: @yahoo.com

Have you applied for a position here before? ☒ No ☐ Yes Date When

Have you ever been employed here before? ☒ No ☐ Yes Date When

Are you a lawfully eligible to work in the United States? ☒ Yes ☐ No

(Verification of eligibility will be confirmed upon employment)

Are you available to work? ☒ Full Time ☐ Part Time ☐ Shift Work

Does the City of New Smyrna Beach employ any relative (by blood or marriage) or cohabitant of yours?

☐ Yes ☒ No If yes, provide name, relationship and department where they work:

Name Relationship Dept. where employed

Name Relationship Dept. where employed

The City of New Smyrna Beach provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability or genetics. In addition to federal law requirements, The City of New Smyrna Beach complies with applicable state and local laws governing nondiscrimination in employment in every location in which the City has facilities. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.

The City of New Smyrna Beach expressly prohibits any forms of workplace harassment based on race, color, religion, gender, sexual orientation, gender identity or expression, nation origin, age, genetic information, disability, or veteran status.

RECORD OF EDUCATION

SCHOOL	NAME/ADDRESS OF SCHOOL	COURSE OF STUDY	LAST YEAR COMPLETED	DID YOU GRADUATE	LIST DIPLOMA / DEGREE
HIGH SCHOOL or GED	New Smyrna Beach High School	diploma	10 11 12 ☐ ☐ ☒	☒ Yes/No ☐ GED/Yes ☐	diploma
COLLEGE	University of Central Florida	Education	1 2 3 4 ☐ ☐ ☐ ☒	Yes/No ☒ ☐	B.S.
OTHER SPECIFY			1 2 3 4 ☐ ☐ ☐ ☐	Yes/No ☐ ☐	

Honors Received: _____

Military Service Record: Were you in the U.S. Armed Forces? Yes _____ No ☒ If yes, what Branch? _____

Dates of Service: From _____ To _____ Rank at Discharge: _____ List duties or job related training: _____

**If you wish to claim Veterans Preference you must complete form provided at the end of this application.*

Specialized Training/Skills/Equipment: Copy/Scan/Fax ☒ 10-key ☒ Personal Computer ☒ Other _____

List computer/software experience: Microsoft Office Suite, Tyler Munis, _____

Use the space below to summarize any additional information necessary to describe your full qualifications for the specific position which you are applying for:

Fifteen years of progressive knowledge in the field of Human Resources including all areas.

Do you meet the minimum requirements listed on the Job Description for the position you are applying for?
Yes ☒ No _____

FL Driver License Class: E CDL: Yes _____ No ☒ Expiration Date 2022

The City of New Smyrna Beach will require a Criminal History Disclosure Form to be completed during the selection process. Note: Conviction of a crime or adjudication alone typically will not disqualify you from being considered for employment unless it is related to the position sought. Failure to submit or giving inaccurate information on the Criminal History Disclosure Form may cause candidates to be disqualified or dismissed.

Work History: List each job held. Start with your PRESENT or MOST RECENT job. Include military service assignments and volunteer activities. (Exclude groups which indicate race, color, religion, sex or national origin). Are there any employers listed below you WOULD NOT like contacted for employment reference checks?

 Yes X No If yes, please indicate by placing a check in the box by employer's name.

Employer City of Ormond Beach	☐	Dates		WORK PERFORMED
		From	To	
Address 22 S. Beach St, Ormond Beach, FL		09/2015	present	
Job Title HR Manager		Hourly Rate/Salary		
		Starting	Final	
Supervisor Cathy Whitley, Assistant City Manager		\$48,000	\$70,380	Administers the municipal Human Resources program to include employment, benefits, compensation, classification, health and safety, labor relations and negotiations, employee relations, and other HR programs.
Reason for Leaving n/a				
Telephone 386-678-3202				

Employer Daytona Harley-Davidson	☐	Dates		WORK PERFORMED
		From	To	
Address 1637 US 1, Ormond Beach, FL		07/2010	09/2015	
Job Title HR Manager		Hourly Rate/Salary		
		Starting	Final	
Supervisor Tim Daly		\$15.00/hr	\$48,000	Progressed from HR Assistant processing biweekly payroll and administering benefits to full time HR Manager administering and performing all aspects of Human Resources. Worked as Office Manager also, reconciling, billing, Accounts Payables.
Reason for Leaving better opportunity				
Telephone 386-871-7100				

Employer Sylvan Learning Centers	☐	Dates		WORK PERFORMED
		From	To	
Address Hand Ave, Ormond Beach, FL		08/2009	07/2010	
Job Title Director of Education		Hourly Rate/Salary		
		Starting	Final	
Supervisor Rich Koepsel		\$38,000	\$38,000	Oversaw all education for students and their educational plans, over saw hiring and managing teachers, payroll, performance measures Business sold - no known current contact information.
Reason for Leaving better opportunity				
Telephone unknown				

Employer Pfizer, Inc	☐	Dates		WORK PERFORMED
		From	To	
Address Groton, CT		10/2007	07/2009	
Job Title Executive Assistant		Hourly Rate/Salary		
		Starting	Final	
Supervisor Joe Paulauskis		\$15.00/hr	\$40,000	Supported two executive level scientists and their respective staff - coordinated travel, prepared expense reports, assisted recruiting events, on-boarding for new hires, maintained calendars for all staff.
Reason for Leaving relocated				
Telephone 734-860-3249				

Professional References: List three (3) persons not related to you who have knowledge of your skills, qualifications and character.

Name and Occupation	Full Address	Telephone Number with Area Code
1. Andrea "Andi" Miles Teacher	440 North Kentucky Ave Deland, FL 32724	(386) 748-2034
2. Claire Whitely Assistant City Manager	[REDACTED] [REDACTED]	[REDACTED]
3. Riccardo Boccanegra HR Director	[REDACTED]	[REDACTED]

APPLICANT'S CERTIFICATION and AGREEMENT - Please Read Carefully Before Signing

Statement of Application: I understand that previous employers will be contacted for references. I hereby authorize former employers to furnish any and all records of my service with them. I also release my former employers from any liability for any damage in providing this information. I also authorize educational institutions to furnish any records of education-related information they may have concerning me.

Status: I understand that positions regarded as part-time and/or temporary are paid for actual hours worked and are not entitled to benefits offered to full time positions, with the exception of FICA and Worker's Compensation.

Probation Period: I understand that if hired, my position with the City of New Smyrna Beach is temporary during the established initial probationary period. My employment may be ended before the expiration of that period for any reason, without recourse.

Physical Examination/Drug/Alcohol Testing: I am aware that the City of New Smyrna Beach is a "Drug-free Workplace". I understand that I may be required to take and pass a physical examination after an offer of employment is made and employment is contingent on the results of that examination in accordance with the Americans With Disabilities Act (ADA). I also understand that the post-offer physical, I will receive a copy of the City's Drug-free Workplace Program. Any illegal or controlled substance that shows in my test results will cause my immediate disqualification for employment with the City of New Smyrna Beach.

Public Records: Pursuant to Florida Statute 119, the Public Records Act, documents made or received by the City of New Smyrna Beach may be public record and open for inspection by the public. Some records, such as social security numbers, examination questions and answers and medical documentation are not public records and may not be disclosed.

Certification: I understand that this application must be completed in full. Incomplete applications may be rejected. I agree that any false or misleading information provided by me will be cause for canceling the application process. If hired by the City of New Smyrna Beach, after my hire date, it may cause my dismissal from City service. I have answered all the questions on this form completely and truthfully. I certify that the facts set forth in this employment application are true and complete to the best of my knowledge. If hired, I agree to accept conditions of employment and abide by rules, procedures and policies of the City of New Smyrna Beach.

Release of Information: I hereby release from liability and promise to hold harmless under any and all possible claims or causes of action (i) any and all persons or entities who shall furnish such information to the City, its officers, agents or employees, and (ii) the City, its officers, agents or employees for any statements, acts or omissions in the course of obtaining said information. Furthermore, I understand that this release is signed, free from duress, and with the full knowledge and understanding that any information obtained will be used in assessing my relative fitness for employment with the City of New Smyrna Beach.

By signing below you hereby acknowledge I will be required to complete a Criminal History Disclosure Form for the City of New Smyrna Beach when requested.

Signature: _____ Date: _____

The City of New Smyrna Beach provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability or genetics. In addition to federal law requirements, The City of New Smyrna Beach complies with applicable state and local laws governing nondiscrimination in employment in every location in which the City has facilities. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.