

APPLICATION FOR EMPLOYMENT

HQ

Date Applied: February 2, 2015

Name: Harris, Amelia

Address: 3012 Friendly Ave, Orlando, Florida 32808

Home Phone: (352)301-2465 Alt Phone: _____ DL Class: _____

Email: business_minded_professional@yahoo.com

Have you ever been employed anywhere under any other name(s)? Yes

If yes, please list name(s): Amelia Bradley

Position

Applied For: Staff Assistant - CONTRACT Req#: 15-032 Minimum Acceptable Salary: \$25,000.00

How did you hear about this position? Job Posting

Education

Depending on the position sought, you may be required to provide a copy of your high school or college transcript/degree and/or professional registration. Give dates of attendance, credit hours completed, type of degree, and major/minor. Be sure to answer "HAVE YOU GRADUATED?" List all technical and/or trade courses or programs you have completed.

Please indicate highest level of education: Some College

Name/City, State of College	Dates Attended From - To	Credit Hours Completed Indicate Unit of Measure	Have you graduated? (if blank or future date, then NO)	Type of Degree	Major/Minor
Bethune-Cookman University Daytona Beach, FL	8/1/94 - 6/1/97	60.000 College/University undergrad semester hours			Mathematics

Technical skills or other training acquired or certificates, competency cards, or trade licenses you possess:

Personal Data

1. Have you ever been employed by the City of Orlando prior to this application? No
2. Does the City of Orlando employ any relative (by blood or marriage) or cohabitant of yours? No IF YES, give name/relationship, and department where they work.
3. Have you ever been convicted of a felony? No IF YES, give offense, date, county, state, and sentence for each conviction:
More? No

Previous Employment

Please give complete name and address of all employers including military employment. Dates of employment, salary history, name, and phone number of immediate supervisor must be included. Describe major duties performed and types of machines or equipment operated. A resume may be attached as a supplement; however, you must complete all information requested on the application.

Begin with your current or most recent employer and list all previous employers in chronological order. Also, account for all periods of unemployment. Omission of employment information will result in disqualification or dismissal.

Do you have an objection to our contacting your previous employer? No

EMPLOYER: Lanier Parking Solutions	DATES OF EMPLOYMENT: 1/1/14 -
ADDRESS: 460 Boone Ave , Orlando, FL	EMPLOYER PHONE: 4072568070
POSITION HELD: Event Manager	KIND OF BUSINESS: Parking
Supervisor: Justin Kinsey	Reason for leaving: still employed
Description of Duties: Supervise five or more employees, Office work, customer service, cashier, bank deposits.	Salary: 16.000 Per hour

Do you have an objection to our contacting your previous employer? No

EMPLOYER: Seminole County Public Schools Tuskawilla Middle School	DATES OF EMPLOYMENT: 10/1/12 - 1/31/14
ADDRESS: 1801 Tuskawilla Drive , Oviedo, FL	EMPLOYER PHONE: 407-620-0869
POSITION HELD: FIT Worker	KIND OF BUSINESS: School
Supervisor: Beth Davelos	Reason for leaving: Temporary Position
Description of Duties: Assisting parents and kids with food, clothing, school supplies, and shelter. Filing Answering phones Copying Faxing Date Entry	Salary: 11.500 Per hour

Do you have an objection to our contacting your previous employer? No

EMPLOYER: City of West Palm Beach	DATES OF EMPLOYMENT: 2/5/07 - 6/30/13
ADDRESS: 401 Clematis St , West Palm Beach, FL	EMPLOYER PHONE: 561-822-1250
POSITION HELD: Senior Accounting Clerk	KIND OF BUSINESS: Government
Supervisor: Kimberly Spence	Reason for leaving: Moved to Orlando due to family reasons
Description of Duties: *Processed a variety of human resources documents including hiring requisitions, appraisals, promotions, attendance records, & payroll. *Prepared budgetary reports & spreadsheets. *Reviewed and approved invoices internally and externally. *Maintained and ensured expenditures of (5.5 million) federal and state funds (CDBG, NSP1/NSP3, HOPWA, HOME SHIP). *Generated requisitions and purchase orders *Maintained inventories & order supplies. *Reconciled General Ledger balances and entries.Loan servicing for First Time Homebuyers. *Greeted the public, answered, screened, directed or referred incoming calls, mail, & visitors. *Requested and dispersed check payments. *Composed typed, transcribed, and edited a variety of correspondence, reports, memoranda, or other written draft or dictation. *Intake, process, and review client applications for rehabilitation to their homes	Salary: 19.000 Per hour

Do you have an objection to our contacting your previous employer? No

EMPLOYER: Dollar General

DATES OF EMPLOYMENT: 7/1/05 - 12/15/06

ADDRESS: 4205 NW Hwy 211 , West End, NC

EMPLOYER PHONE: 910-673-3700

POSITION HELD: Assistant Manager

KIND OF BUSINESS: Grocery

Supervisor: Renea Harrison

Reason for leaving: Moved back to Florida

Description of Duties: *Maintained inventories & order supplies.

Salary: 9.000 Per hour

*Supervised five or more associates, cashier, prepared and reconcile bank deposits.

Do you have an objection to our contacting your previous employer? No

EMPLOYER: Clerk & Comptroller, PBC

DATES OF EMPLOYMENT: 3/7/99 - 6/30/05

ADDRESS: 205 N Dixie Hwy , West Palm Beach, FL

EMPLOYER PHONE: 561-355-2500

POSITION HELD: Deputy Clerk

KIND OF BUSINESS: Government

Supervisor: Maria Cespedes

Reason for leaving: Moved to North Carolina

Description of Duties: *Processed a variety of human resources documents including hiring requisitions, appraisals, promotions, attendance records, & payroll.

Salary: 16.000 Per hour

*Prepared budgetary reports & spreadsheets.

*Reviewed and approved invoices internally and externally.

*Maintained inventories & order supplies. Secured information for judges, attorneys, & litigants and prepared docket and calendar entries for court.

*Greeted the public, answered, screened, directed or referred incoming calls, mail, & visitors. Requested and dispersed check payments.

*Composed typed, transcribed, and edited a variety of correspondence, reports, memoranda, or other written draft or dictation.

*Set up and maintained manual and automated filing systems.

Applicant Acknowledgement

You are required to sign and date your application. Falsification or omission of information will result in rejection of the application or dismissal if you are employed by the City of Orlando. In addition, an individual may be subject to prosecution under Orlando City Code Section 43.16. False Information. Your signature also authorizes the City of Orlando to request criminal checks from local, state, and federal agencies; and employment and educational information/verification from your existing and previous employers and educational institutions. All job offers with the City of Orlando are contingent upon satisfactory completion of a background check and a physical examination by an agency determined by the City. The physical examination includes screening for the presence of illegal narcotic substances.

Date Signed: 2/2/15

Electronic Signature: *Amelia Denis Harris*

THE CITY OF ORLANDO IS AN EQUAL OPPORTUNITY EMPLOYER AND DOES NOT DISCRIMINATE ON THE BASIS OF RACE, RELIGION, COLOR, AGE, GENDER, NATIONAL ORIGIN, OR DISABILITY.

CERTIFICATION. My electronic signature (below) certifies that my answers to the supplemental questions below are true and complete to the best of my knowledge. I understand that falsification or omission of information will result in rejection of my application or dismissal if I am employed by City of Orlando. I also understand that an individual may be subject to prosecution under Orlando City Code Section 43.16. False Information.

Are you a current City of Orlando employee?

No.

Do you have a typing score of 35 CWPM or greater dated within the last 12 months on record with City of Orlando?

Yes

What is your highest level of education attained?

Some college (between 3 and 59 semester hours of college credit)

How much full-time experience do you have in clerical/administrative work do you have?

More than six years

A valid Florida driver license is required for this position at time of interview. Please enter your Florida driver license number (no dashes or spaces) and expiration date in the space provided. Use the format shown in the Example:

EXAMPLE: X123123121230 Exp 01/01/2018

If you do not have a valid Florida driver license, but are licensed in another state, enter OTHER STATE in the space.

If you do not possess a valid driver license, write NONE in the space.

H620004776040 Exp 03/24/2023

Electronic Signature: I CERTIFY that the foregoing answers are true and complete. [Type your name in the space provided.]

Amelia Denis Harris

Amelia Denis Harris

15-032

2/2/15