

Job Application

Position Information

Instructions

Levy County Applications for Employment are accepted only for those positions currently posted. The list of job opportunities is posted on the Human Resource Office's bulletin board, One-Stop Work Force Connection, and here.

- Please apply for the position by title and department. A separate application must be submitted for each position applied for.
- Your application must be received by Human Resources no later than 5 pm on the day the posting closes, unless otherwise noted. Please include all information, including resumes and letters of recommendation, that are relevant to the job for which you are applying.
- Please note: Failure to complete the entire application may cause for rejecting it. Any misrepresentation, false or incomplete information or omission of facts requested is cause for rejection of the application or dismissal from county services. Be sure to account for periods of unemployment. Attach additional sheets if necessary. All applications are subject to Florida Public Records Law.
- Levy County is an equal opportunity employer and is committed to recruiting staff who reflect the cultural diversity of our service area.
- For Veteran's preference consideration, a Veteran's Preference Application and supporting documentation must be submitted at the time of each application and must include a copy of an official document showing dates of service and type of discharge.
- After the job closes, the hiring authority reviews all applications, selects the best-qualified candidate(s), and schedules interviews. An offer of an employment will be made by the Human Resources Manager to the best-qualified candidate. Satisfactory completion of a pre-employment background check and pre-employment drug test is a mandatory condition of employment. Applicants for some positions are required to pass a pre-employment medical examination.

Complete all items. If a question is not applicable, type "N/A". Do not leave any sections blank. Failure to do so may result in a loss of employment opportunities. Resumes may be attached to supplement the information on the application, but are not accepted in lieu of completion of this application. This application will only be used to consider you for the one position for which you are applying. If you wish to be considered for future openings, you will need to submit a new application. *Asterisk items must be completed.

Position Applying For:	planning board
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Department	planning
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Personal Information

First Name	ida
Last Name	bell
Middle name	Arlene
Address1	17470 NE State Rd 121
City	Williston
State	FL
Zip	32696
Phone Number	352-339-2704
Email Address	arlenebell272@gmail.com
Are you at least 18 years of age?	Yes
Do you have a valid Florida Drivers License?	Yes
*Class:	E - Regular License
Endorsements:	<i>Field not completed.</i>
Have you ever worked under a different name?	Yes
If you selected "Yes" Name:	Arlene Solley
Are you able to perform the essential functions of the position as listed and described on the job description for this position with or without a reasonable accommodation?	Yes
Relatives Employed by Levy County: Do you have relatives by blood or marriage including elected officials, working for the Board of County Commissioners	No

or other elected officials in Levy
County Government

Full Name of Relative	<i>Field not completed.</i>
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Dept. or Office Location:	<i>Field not completed.</i>
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Relationship	<i>Field not completed.</i>
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Have you ever been employed by Levy County Commissioners?	No
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Date Employed:	<i>Field not completed.</i>
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Department	<i>Field not completed.</i>
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Supervisor Name:	<i>Field not completed.</i>
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Reason for Leaving:	<i>Field not completed.</i>
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Law Violation Record: Have you ever been convicted, pled nolo contender, or had the adjudication of guilt withheld in connection with any criminal offense in any civilian or military court? Note: A "Yes" answer to this question will not automatically bar you from employment. The nature, job- relatedness, severity and date of the offense in relation to the position for which you are applying will be considered.	No
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Offense:	<i>Field not completed.</i>
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Date:	<i>Field not completed.</i>
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Place:	<i>Field not completed.</i>
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Disposition?	<i>Field not completed.</i>
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Are you on the exclusion list for the U.S. Department of Health and Human Services Office of Inspector General?	No
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Education - Training - Skills

Highest Education Level Attained?	High School Graduate, Tech School
High School or Issuing Equivalent:	Williston High School
Graduated:	Yes
Undergraduate College or Universities:	<i>Field not completed.</i>
Graduated:	<i>Field not completed.</i>
Credit Hours Completed:	<i>Field not completed.</i>
Type of Diploma or Degree/Major Field or Study:	<i>Field not completed.</i>
Graduate School:	<i>Field not completed.</i>
Graduated:	<i>Field not completed.</i>
Credit Hours Completed:	<i>Field not completed.</i>
Type of Diploma or Degree/Major Field or Study:	<i>Field not completed.</i>
Technical Vocational or Bus. School:	CFEC
Graduated:	Yes
Credit Hours Completed:	<i>Field not completed.</i>
Type of Diploma or Degree/Major Field or Study:	Surgical Tech
* List any past accomplishments, honors, or assignments which may be relevant for the job for which you are applying:	N/A
* Special training, knowledge, skills or abilities related to the	business owner, land owner, work in farming industry

position in which you are
applying:

LICENSES-CERTIFICATIONS-REGISTRATIONS

Please Indicate any Professional/Occupational Licenses or
Registrations/Certifications you currently hold below.

Name of License/Certification/Registration:	<i>Field not completed.</i>
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Issued By:	<i>Field not completed.</i>
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Number:	<i>Field not completed.</i>
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Issue Date:	<i>Field not completed.</i>
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Enter the Date Issued. Expiration Date:	<i>Field not completed.</i>
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State:	<i>Field not completed.</i>
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Name of License/Certification/Registration:	<i>Field not completed.</i>
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Issued By:	<i>Field not completed.</i>
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Number:	<i>Field not completed.</i>
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Issue Date:	<i>Field not completed.</i>
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Expiration Date:	<i>Field not completed.</i>
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State:	<i>Field not completed.</i>
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Employment History

Experience: Beginning with your most recent job, describe your employment history, including related volunteer or other non-paid experience. This information will be used to evaluate your qualifications for this job opening and will determine your eligibility to go on to the next step of the evaluation process. Describe additional related experience on a "Separate sheet and attach to Application."

Company Name:	Prairie Sand
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Phone	352-528-3520
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From Mo/Yr.	04/2008
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To Mo./Yr.	current
Street Address	17452 NE SR 121
City	Williston
State	FL
Zip Code	32696
Job Title	owner
Number of Employees Supervised:	5
Starting Pay	52000.00
Ending Pay:	<i>Field not completed.</i>
May we contact this Employer?	Yes
Supervisor's Name:	Arlene Bell
Supervisor's Phone Number	352-528-3520
Reason for Leaving:	N/A
Duties and Responsibilities:	all office duties/ payroll/ dispatch /
Company Name:	B&G Seed Processors Inc
Phone	352-528-0887
From Mo/Yr.	1/1998
To Mo./Yr.	4/2008
Street Address	17452 NE State Rd 121
City	Williston
State	FL
Zip Code	32696
Job Title	Secretary

Number of Employees Supervised:	Field not completed.
Starting Pay	\$20,800
Ending Pay:	\$52,000
May we contact this Employer?	Yes
Supervisor's Name:	Freddie Bell
Supervisor's Phone Number	352-339-4713
Reason for Leaving:	started Prairie Sand
Duties and Responsibilities:	keeping all farm records, front office , peanut buying point - worked the scale house keeping track of all incoming and outgoing peanut loads.
Company Name:	Field not completed.
Phone	Field not completed.
From Mo./Yr.	Field not completed.
To Mo./Yr.	Field not completed.
Street Address	Field not completed.
City	Field not completed.
State	Field not completed.
Zip Code	Field not completed.
Job Title	Field not completed.
Number of Employees Supervised:	Field not completed.
Starting Pay	Field not completed.
Ending Pay:	Field not completed.
May we contact this Employer?	Field not completed.
Supervisor's Name:	Field not completed.

Supervisor's Phone Number	Field not completed.
Reason for Leaving:	Field not completed.
Duties and Responsibilities:	Field not completed.
Company Name:	Field not completed.
Phone	Field not completed.
From Mo/Yr.	Field not completed.
To Mo./Yr.	Field not completed.
Street Address	Field not completed.
City	Field not completed.
State	Field not completed.
Zip Code	Field not completed.
Job Title	Field not completed.
Number of Employees Supervised:	Field not completed.
Starting Pay	Field not completed.
Ending Pay:	Field not completed.
May we contact this Employer?	Field not completed.
Supervisor's Name:	Field not completed.
Supervisor's Phone Number	Field not completed.
Reason for Leaving:	Field not completed.
Duties and Responsibilities:	Field not completed.
Company Name:	Field not completed.
Phone	Field not completed.
From Mo/Yr.	Field not completed.

To Mo./Yr.	Field not completed.
Street Address	Field not completed.
City	Field not completed.
State	Field not completed.
Zip Code	Field not completed.
Job Title	Field not completed.
Number of Employees Supervised:	Field not completed.
Starting Pay	Field not completed.
Ending Pay:	Field not completed.
May we contact this Employer?	Field not completed.
Supervisor's Name:	Field not completed.
Supervisor's Phone Number	Field not completed.
Reason for Leaving:	Field not completed.
Duties and Responsibilities:	Field not completed.
Veterans' Preference	
Do you wish to claim Veterans' Preference?	No
If Yes: Branch:	Field not completed.
Entry Date:	Field not completed.
Discharge Date:	Field not completed.
Applicants seeking Veterans' Preference must attach the Veterans' Preference Certification and a Copy of their DD 214 to this application.	
Veterans' Preference Documentation Requirements	Veterans' Preference Forms
References	

List 3 References who are NOT Relatives.

Full Name	Koleen Neufeld
Complete Address:	5590 NE 157th Ter Williston FL 32696
Occupation	Secretary
Phone Number	352-514-3180
Years Known:	31

(Section Break)

Full Name	Jana Carlisle
Complete Address:	670 NE 170th AVE Williston FL 32696
Occupation:	event coordinator at Black Prong
Phone Number	352-538-2073
Years Known:	20+

(Section Break)

Full Name	Murray Tillis
Complete Address:	11610 NE 20th Ave, Chiefland FL 32621
Occupation:	Farmer
Phone Number	352-535-5436
Years Known	30+

ACKNOWLEDGEMENT

Please read carefully, check I Acknowledge for each paragraph, and sign below.

ACKNOWLEDGEMENTS	I Acknowledge
DRUG FREE WORKPLACE	I Acknowledge
ACKNOWLEDGEMENT	I Acknowledge
Upload Your Resume	<i>Field not completed.</i>

Upload Your Certifications	<i>Field not completed.</i>
Applicant Signature	Arlene Bell
Date:	3/14/2025

All applications are subject to Florida Public Records Law

LEVY COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER

Levy County Government Center
310 School Street, Room 112
Bronson, FL 32621

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