

**LEVY COUNTY BOARD OF
COUNTY COMMISSIONERS
EMPLOYMENT APPLICATION**

Human Resource Office
310 School Street Bronson, FL. 32621
Mailing Address: Post Office Box 310

- For:** **Planning Commission**
 Board of Adjustments
 Construction Industry Licensing Board

Telephone: 352.486.5219
Fax: 352.486.5167

Instructions: Please print or type. Complete all items. If a question is not applicable, enter "N/A". Do not leave any sections blank. Failure to do so may result in loss of employment opportunities.

PERSONAL INFORMATION		
Last Name JONES	First Name: TAMAR	Middle: MONTEL
Address: 971 NE 150TH COURT		Home Phone:
City, State, Zip Code WILLISTON ,FL 32696		Cell Phone: 850.228.0591
County: LEVY	Email Address: tamar_jones35@yahoo.com	

Relatives Employed By Levy County: Do you have any relatives by blood or marriage including elected officials, working for the Board of County Commissioners or other elected officials in Levy County Government? Yes No If yes, complete the following:

FULL NAME OF RELATIVE(S)	DEPT. OR OFFICE LOCATION	RELATIONSHIP
N/A		

HAVE YOU EVER BEEN EMPLOYEED BY LEVY COUNTY COMMISSIONERS? Yes No If yes, from _____ to _____
 Department: _____ Supervisors Name: _____ Reason For Leaving: _____

LAW VIOLATION RECORD: Have you ever been convicted, pled nolo contendere, or had the adjudication of guilt withheld in connection with any criminal offense in any civilian or military court? Yes No If yes, provide details. 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.

OFFENSE	DATE	PLACE	DISPOSITION

Do you have a Valid Florida Driver's License? Yes No

Are you on the exclusion list for the U.S. Department of Health and Human Services Office of Inspector General? Yes No

EDUCATION - TRAINING - SKILLS

- Highest Education Level Attained? Less than HS Tech School 2 Year College Some Grad School MD,DDS,JD Post
 HS Graduate Doctorate Some College Bachelors Master's GED

Type of School	Name of School and State	Credit Hours Completed	Graduated		Type of Diploma or Degree	Major Field or Study
			Yes	No		
H S or Issuing Equivalent	LAFAYETTE H.S.		X			
Undergraduate College or Universities	COLLEGE OF CENTRAL FLORIDA		X		CERTIFICATE	HR ADMIN
Graduate School						
Technical Vocational or Bus School						

EMPLOYMENT HISTORY

Experience: Beginning with you 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."

Dates Employed	Employer UNITY FAMILY COMMUNITY CENTER	Address	20030 NE 23RD PL	
From 3/ 5 /21	Phone (Area Code)	City	WILLISTON	State FL
To CURRENT	Supervisors Name JOYCE WILSON	Supervisors Title	EXECUTIVE DIRECTOR	

Your Title
MENTOR COORDINATOR

Did you Supervise: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Duties/Responsibilities • Coordinate program implementation • Assist with Performance Measures data entry • Coordinate sites to facilitate curriculum • Maintain all program records and files • Maintain and update statistical information on program participants • Assist with social media platforms • Develop a management plan outlining activities, timelines and evaluation for the project • Participate in community events approved by Director • Coordinate and maintain a good working relationship with local schools, community and faith based organizations. • Perform other tasks as assigned by Director
No. Supervised:	

<input type="checkbox"/> Resigned <input type="checkbox"/> Terminated	Reason For Leaving If present employer, may we contact? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
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Dates Employed	Employer SUNSTATE FEDERAL CREDIT UNION	Address	405 SE 2ND PL	
From 11 /15/ 19	Phone (Area Code) 352-381-5200	City	GAINESVILLE	State FL
To 01 /30/ 20	Supervisors Name DEBORAH	Supervisors Title	BRANCH MANAGER	

Your Title
MEMBER SERVICES REPRESENTATIVE

Did you Supervise: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Duties/Responsibilities • Counseling members to determine their financial needs • Cross-selling credit union services; providing information regarding services and some counseling as necessary • Discussing loan alternatives, credit criteria, interest rates, and loan documentation in such a manner as to elicit a positive response from the member • Conducting loan interviews and obtaining previous credit history of member, as well as other pertinent data that could be used later • Assisting in account maintenance activities • Maintaining member loans with supporting loan documents • Answering telephone and responding to mail inquiries • Performing file maintenance and account changes as needed • Processing membership and/or checking applications, certificates, IRAs, payroll, direct deposit, etc. • Providing basic financial counseling when needed or requested by members • Answering customer questions and investigating and correcting errors following member and credit union records • Compliance with OFAC, and the Bank Secrecy Act • Responsible for working cooperatively with other departments in the credit union as necessary
No. Supervised:	

<input type="checkbox"/> Resigned <input type="checkbox"/> Terminated	Reason For Leaving LAI D OFF DUE TO PANDEMIC
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Dates Employed	Employer FLORIDA CREDIT UNION	Address	2803 SW 42ND ST	
From 05 / 2 / 19	Phone (Area Code) 352-377-4141	City	GAINESVILLE	State FL
To 10 /25/ 19	Supervisors Name INEZ	Supervisors Title	BRANCH MANAGER	

Your Title

Did you Supervise: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Duties/Responsibilities • Counseling members to determine their financial needs • Cross-selling credit union services; providing information regarding services and some counseling as necessary • Discussing loan alternatives, credit criteria, interest rates, and loan documentation in such a manner as to elicit a positive response from the member • Conducting loan interviews and obtaining previous credit history of member, as well as other pertinent data that could be used later • Assisting in account maintenance activities • Maintaining member loans with supporting loan documents • Answering telephone and responding to mail inquiries • Performing file maintenance and account changes as needed • Processing membership and/or checking applications, certificates, IRAs, payroll, direct deposit, etc. • Providing basic financial counseling when needed or requested by members • Answering customer questions and investigating and correcting errors following member and credit union records • Compliance with OFAC, and the Bank Secrecy Act • Responsible for working cooperatively with other departments in the credit union as necessary
No. Supervised:	

<input type="checkbox"/> Resigned <input type="checkbox"/> Terminated	Reason For Leaving NEW OPPROTUNITY
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REFERENCES: List 3 references who are NOT relatives:				
NAME	COMPLETE ADDRESS (include zip code)	PHONE	OCCUPATION	YRS KNOWN
WILLIE BATTLES	WILLISTON, FL	352-682-5785	CEO/PASTOR	11
ZERIAH FOLSTON	NEWBERRY, FL	352-256-6230	DIRECTOR	8
ED LAW	FLEMMINGTON, FL	352-214-1824	TRUCK DRIVER	9

LICENSES-CERTIFICATIONS-REGISTRATIONS					
Please Indicate any Professional/ Occupational Licenses or Registrations/ Certifications you currently hold:					
Name of License/Certification/Registration	HR ADMIN	N/A	2018	Expiration Date N/A	FL
Issued By:	Number	Issue Date	Expiration Date	State	
Name of License/Certification/Registration				Expiration Date	
Issued By:	Number	Issue Date	Expiration Date	State	

DRUG FREE WORKPLACE STATEMENT

Levy County is a drug free workplace, and as such is committed to providing an environment that encourages and supports a healthy, productive workforce and ensures safe working conditions.

PRE –EMPLOYMENT BACKGROUND CHECKS

Satisfactory completion of a pre-employment background check is a condition of employment with Levy County. Applicants selected for hire will be asked to provide specific information and documentation, which will be utilized to conduct a thorough background investigation.

I certify that the information contained in this application is correct and complete to the best of my knowledge, and understand that falsification of this application in any detail is grounds for disqualification from further consideration or the dismissal from employment. I hereby authorize investigation of all statements I have made herein. I authorize that the companies or persons named herein to give any information regarding my past employment, together with any information they may have regarding me, whether or not it is on their record. I hereby release said companies or persons, and Levy County Government from all liability for any damages whatsoever for issuing or obtaining this information. I understand that applications submitted for county employment are public records. In the event I am employed by Levy County, I agree to comply with all its policies, rules, and regulations.

Applicant's Signature:  Date: 5-14-24

All applications are subject to Florida Public Records Law

LEVY COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER