

Application for Employment

Print

Submitted by:

Submitted On: 2023-08-23 17:54:27

Submission IP: (174.239.81.127)
proxy-IP (raw-IP)

Assigned To: Human Resources

Due Date: Open

Status: Open

Priority: Normal

Attachments

- [Grady Hartzog.docx](#) - 2023-08-23 05:54:28 pm

LEVY COUNTY BOARD OF COUNTY COMMISSIONERS
APPLICATION FOR EMPLOYMENT
P.O. BOX 310
BRONSON, FL 32621
TELEPHONE: (352) 486-5218 EXT. 3
FAX: (352) 486-5167



Instructions: 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:**

Director

*** Department:**

Construction

Please type in the position for which you are applying for.

Please type in the Department Name.

PERSONAL INFORMATION

*** Last Name:**

Hartzog

*** First Name:**

Grady

*** Middle Name:**

William

*** Street Address:**

600 NE 812th St

Home Phone:

Ex. (123) 456-7890

Cell Phone:

Ex. (123) 456-7890

*** City:**

Old Town

*** State:**

Florida

*** Zip Code:**

32680

*** County:**

Dixie

*** Email:**

gradyhartzog@gmail.com

Type the County you reside in.

*** Are you at least 18 years of age?**

Yes

*** Do you have a valid Florida Drivers License?**

✓

Yes

*** Class:**

E - Regular License A

B C

Endorsements:

* Have you ever worked under a different name?

If you selected "Yes" Name:

Yes No

Type Name if you selected "Yes".

* 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 No

* Relatives Employed by Levy County: Do you have relatives by blood or marriage including elected officials, working for the Board of County Commissioners or other elected officials in Levy County Government

Yes (If yes, please complete below) No

Full Name of Relative:

Dept. or Office Location:

Relationship:

* Have you ever been employed by Levy County Commissioners?

Yes (If yes, please complete below) No

Dates Employed:

Department:

Supervisor Name:

Reason for Leaving:

Please enter to and from dates.

* 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? 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.

Yes (If yes, please complete below) No

Offense:

Date:

Place:

Disposition:

MM/DD/YYYY

Format: MM/DD/YYYY

* 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 High School High School Graduate Tech School 2 Year College Some College Some Grad School
 Doctorate Bachelors Master's MD, DDS, JD Post GED

High School or Issuing Equivalent:

* Graduated:

Newberry High School

Yes No

Type the name of School and State.

Undergraduate College or Universities:

Graduated:

Yes No

Credit Hours Completed:

Type of Diploma or Degree/Major Field or Study:

Type the name of School and State.

Type the number of Credit Hours Completed.

Graduate School:

Graduated:

Yes No

Credit Hours Completed:

Type of Diploma or Degree/Major Field of Study:

Type the name of School and State.

Type the number of Credit Hours Completed.

Technical Vocational or Bus.
School:

Graduated:
 Yes No

Credit Hours
Completed:

Type of Diploma or Degree/Major Field or
Study:

Type the name of School and State.

Type the number of Credit
Hours Completed.

* List any past accomplishments, honors, or assignments which may be relevant for the job for which you are applying:

Essentials of Facilities certification, project manager certification, supervisor certification and experience with government projects.

If none, please type N/A.

* Special training, knowledge, skills or abilities related to the position in which you are applying:

Countless hours of government of certifications on project management

If none, please type N/A.

LICENSES-CERTIFICATIONS-REGISTRATIONS

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

Name of License/Certification/Registration:

Issued By:

Number:

Issue Date:

Expiration Date:

State:

Enter the License/Certification/Registration
Number.

Enter the Date Issued.

Enter the Expiration Date (if any).

Enter the State Issued.

Name of License/Certification/Registration:

Issued By:

Number:

Issue Date:

Expiration Date:

State:

Enter the License/Certification/Registration
Number.

Enter the Date Issued.

Enter the Expiration Date (if any).

Enter the State Issued.

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:

Phone

From Mo./Yr.

To Mo./Yr.

City of Newberry

3524722161

01/22

Present

Street Address:

City:

State:

Zip:

Starting Pay:

Ending Pay:

52,000

55,000

Job Title:

Number of Employees Supervised:

May we Contact this Employer?

Facilities Supervisor

12

Yes No

Supervisor Name:

Supervisor's Phone Number:

Reason for Leaving:

Travis Parker

3524722161

Better opportunity

Duties and Responsibilities:

All maintenance thru out the city. Lawn maintenance, janitorial and inmate crews.

| | | | | | |
|-------------------------|--------------|-----------------------------------|-------------|--|--------------------|
| Company Name: | | Phone | | From Mo./Yr. | To Mo./Yr. |
| | | Ex. (123) 456-7890 | | | |
| Street Address: | City: | State: | Zip: | Starting Pay: | Ending Pay: |
| Job Title: | | | | Number of Employees Supervised: | |
| Supervisor Name: | | Supervisor's Phone Number: | | Reason for Leaving: | |
| | | Ex. (123) 456-7890 | | | |

Duties and Responsibilities:

| | | | | | |
|-------------------------|--------------|-----------------------------------|-------------|--|--------------------|
| Company Name: | | Phone | | From Mo./Yr. | To Mo./Yr. |
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| | | Ex. (123) 456-7890 | | | |

Duties and Responsibilities:

Veterans' Preference

Applicants seeking Veteran's Preference should attach the Veteran's Preference Request Form and a Copy of their DD 214 to this Application

* Do you wish to Claim Veterans' Preference?

Yes (If Yes, please complete below)

No

Branch:

Entry Date:

Discharge Date:

REFERENCES

List 3 References who are NOT Relatives.

| * Name: | * Complete Address: | Phone | * Occupation: | * Years Known: |
|--------------|--|------------|-----------------------|----------------|
| Lyles Corbin | SR 26 <small>Include Zip Code.</small> | 3525355675 | Logger/Business owner | 25 |
| Todd Bryant | Hwy 19 <small>Include Zip Code.</small> | 3524933246 | Insurance | 20 |
| Brian Gore | Buck bay <small>Include Zip Code.</small> | 3524932419 | Lieutenant/Prison | 20 |

ACKNOWLEDGEMENT

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

* I authorize any person, school, current employer (except as expressly noted), past employer(s), and organizations named in this application form (and accompanying resume or other documentation, if any) to provide Levy County with relevant information and opinion, personal or otherwise, that may be useful in making a hiring decision. I release all parties from all liability for any damage that may result from furnishing information and opinion to you. Additionally, I understand that Levy County may conduct a background check as well as check a check of any social media pages I may have.

I Acknowledge

* Levy County is a Drug-Free Workplace. I understand that as a condition of employment I may be required to take a post-offer/pre-employment alcohol/drug test. I further understand that, if management suspects that I am unable to perform my job without endangering others or myself at any time during my employment, I may be required to take an alcohol/drug test.

I Acknowledge

* I hereby acknowledge that I have read the above statements and understand them. I certify that I, the undersigned applicant, have personally completed this application. I declare that the facts contained in the application (or any resume or other documents submitted) are true and complete to the best of my knowledge. I understand that any misrepresentations or omissions may disqualify me from further consideration for employment, and will result in my dismissal from employment, if discovered at a later date.

I Acknowledge

* Applicant Signature:

* Date:

Grady Hartzog

08/23/2023

Format: MM/DD/YYYY

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

GRADY HARTZOG

16823 NW 94th Ave, Alachua, Florida · (352) 359-7769
gradyhartzog@gmail.com

Career objective: Seeking sales position, preferably outside sales

EXPERIENCE

MARCH 2020 – PRESENT

SALES MANAGER, COMMERCIAL GATES AND ELECTRIC

Specialized in the sale of gates and fences. Meeting with customers discussing options and giving estimates, sales calls, handling advertising, collecting payments, and overseeing all aspects of sales, including overseeing installers and scheduling installations.

FEB 2015 – MARCH 2020

GENERAL MANAGER, COHART ENTERPRISE, INC

Sales, supervising, customer service, collecting payments, payroll, accounts payable, advertising and motivating employees. Everyday operations were dependent upon performance and sales are directly related to customer service and knowledge.

JULY 2012 – FEB 2015

SALES MANAGER, JOHNSON AND SON TREE SERVICE

Everyday operations included sales, overseeing employees, ensuring safety of working environment and collecting payments. Customer service was provided with both residential and commercial customers.

MAY 1994 – NOVEMBER 2011

GENERAL MANAGER, BADCOCK FURNITURE

Everyday operations included customer service, payroll, accounts payable and receivable, sales, collections, credit approvals, arranging furniture deliveries and sometimes repossessions.

EDUCATION

HIGH SCHOOL DIPLOMA, NEWBERRY HIGH SCHOOL

SKILLS

- Customer Service
- Customer Care
- Outside Sales
- Problem Resolution
- Financial Management
- Collection Management
- Microsoft office
- Sales
- Management Experience
- Credit Analysis
- Quick Books