

Application for Employment

Print

Submitted by:

Submitted On: 2022-07-15 14:32:07

Status: Open

Priority: Normal

Assigned To: Human Resources

Due Date: Open

Attachments

- [Rachel Smith Cover Letter 7.2021.docx](#) - 2022-07-15 02:32:07 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:

Grants Coordinator – Legislative Liaison

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

* Department:

Commission Office

Please type in the Department Name.

PERSONAL INFORMATION

* Last Name:

Smith

* First Name:

Rachel

* Middle Name:

Walker

* Street Address:

19072 NE 30th PI

Home Phone:

407-861-0312

Cell Phone:

407-861-0312

* City:

Williston

* State:

FL

* Zip Code:

32696

* County:

Levy

* Email:

virtualgirlfriday@hotmail.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?

Yes No

If you selected "Yes" Name:

Rachel Barnard, Rachel Walker

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:

Avon High School, Ohio

Yes No

Type the name of School and State.

Undergraduate College or Universities:

Graduated:

Credit Hours Completed:

Type of Diploma or Degree/Major Field or Study:

Western Governor's University

Yes No

100

Bachelor of Business Management

Type the name of School and State.

Type the number of Credit Hours Completed.

Graduate School:

Graduated:

Credit Hours Completed:

Type of Diploma or Degree/Major Field of Study:

Western Governor's University

Yes No

100

Master's of Business Administration

Type the name of School and State.

Type the number of Credit Hours Completed.

Technical Vocational or Bus. School:

Graduated:

Credit Hours Completed:

Type of Diploma or Degree/Major Field or Study:

Yes No

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:

N/A

If none, please type N/A.

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

Proficient in all office applications

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.

Deseret Cattle & Citrus

407-892-3672

4/2012

8/2021

Street Address:

City:

State:

Zip:

Starting Pay:

Ending Pay:

13754 Deseret Lane

Saint Cloud

FL

34773

12.00

22.00

Job Title:

Number of Employees Supervised:

May we Contact this Employer?

Production Clerk

0

Yes No

Supervisor Name:

Supervisor's Phone Number:

Reason for Leaving:

Gary Walker

407-892-3672

moving

Duties and Responsibilities:

•Create, maintain, and distribute a variety of reports to cattle management and the controllership team including Conception rate, Body Condition Scoring (BCS), Interval and cattle cull sales, weekly feed, monthly cattle inventory reports, and ad hoc. •Receive feed orders, create POs, and schedule delivery to the units. •Weekly collection, tracking, and analysis of feed usage with management; alert key stake holders before overages occur or when feed is not in line with protocol. •Manage the work order system and prepare biweekly recap for management meetings. •Administer and track animal welfare, handling, and sustainability. •Coordinate cattle shipping, truck scheduling, and perform all other shipping responsibilities in accordance with the plan requirements for calves, replacement heifers, replacement bulls and cull sales. •Review and assist in preparation of all shipping paperwork to ascertain that appropriate documentation is available for all cattle movement. •As a Safety Co-Chair, coordinate with safety committee on administrating incident reporting, creating monthly trainings, and take meeting minutes. •Cross-train in other relevant skills to be able to assist in miscellaneous assignments and projects.

Company Name:

Phone

From Mo./Yr.

To Mo./Yr.

Deseret Cattle & Citrus

407-892-3672

04/12

04/13

Street Address:

City:

State:

Zip:

Starting Pay:

Ending Pay:

13754 Deseret Lane

Saint Cloud

FL

32696

\$12.00

\$13.00

Job Title:

Number of Employees Supervised:

Receptionist

0

Supervisor Name:

Supervisor's Phone Number:

Reason for Leaving:

Scott Smith

407-892-3672

promoted

Duties and Responsibilities:

•Provide ongoing administrative support to senior executives, driving organizational success through the management of daily operations and special projects. •Manage executive calendars, strategically coordinating meetings, appointments, events, and travel arrangements. •Compose and proofread memos,

letters, reports, and presentations, providing accurate, concise, and error-free communication. Plan, coordinate, and finalize details for travel arrangements and business development events. Spearhead training and development program for new employees. Serve as primary point of contact for an average of 30 incoming phone calls per day, addressing inquiries and resolving concerns. front office

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.** _____
 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:

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:
Hope Collins	13754 Deseret Lane, Saint Cloud, FL 34773	407-837-0285	clerk	5
Include Zip Code.				

* Name:	* Complete Address:	Phone	* Occupation:	* Years Known:
Michelle Gerber	13754 Deseret Lane, Saint Cloud, FL 34773	321-223-2954	clerk	9
Include Zip Code.				

* Name:	* Complete Address:	Phone	* Occupation:	* Years Known:

Include Zip Code.

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:

Rachel W. Smith

07/15/2022

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

Upload a File

No file chosen

Resume/Copies of Certifications/Licenses

RACHEL SMITH

19072 NE 30th Pl, Williston, FL 32696 · 407-861-0321

virtualgirlfriday@hotmail.com · <https://www.linkedin.com/in/rachel-smith-43200920/>

DEAR HIRING MANAGER,

Upon learning about the Grants Coordinator – Legislative Liaison position, I was eager to contact you with much interest. When reviewing the job description, I was excited to see how well my experience aligns with your company's needs and position requirements. I feel your core mission and culture, suit what I offer as a professional.

As an adept Executive Assistant, I have a well-rounded skill set in MS Office Suite and honed talents in adapting to fast-paced work environment and possess a strong attention to detail and accuracy, making me an ideal fit for the position. Further, I am a recognized expert in collaboration and a communicative collaborator. My previous roles have strengthened my capabilities in communication and critical thinking, including a keen attention to detail and accuracy. I learn new technology quickly! While I have not been extensively involved in the process of pulling permits on the ranch, we have an attorney that does so, I do magnificent in managing red tape, proper paperwork processes and have confidence that I will be able to quickly get up to speed on the process.

I am excited at the prospect of bringing my talents to your organization. I look forward to hearing from you, at your earliest convenience, to discuss how my experience and qualifications will prove valuable in the Grants Coordinator – Legislative Liaison role.

My previous experience working as Production Clerk for Deseret Cattle & Citrus, gave me administrative support experience. I have an excellent track record of organization, filing, database creation, data input and analysis, making travel arrangements, managing several calendars, and coordinating meetings, taking minutes, and preparing presentations. My expertise in Microsoft suite and ability to learn new software quickly, make me a great addition to your team.

I have raised 5 children and there are some gaps in my employment. This is due to me taking time to care for my children. My child-rearing experience has enhanced my talents in leadership, teamwork, determination, and prioritization as I managed multiple schedules, trained others, enforced rules and provided around-the-clock care. I am now settled and have been back to the workforce for 8+ years. My husband and I currently reside in central Florida but would like to relocate to be closer to family.

Thank you for your time and consideration.

Sincerely,

Rachel W. Smith

Karen Blackburn

From: noreply=revize.com@turbo-smtp.info on behalf of noreply@revize.com
Sent: Friday, July 15, 2022 2:32 PM
To: Human Resources
Subject: (NEW) [Levy County, FL - #240704] Application for Employment

[Levy County, FL - #240704] Application for Employment

A new submission has been received. Please log in to see the full detail of your submission.

NOTE: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.