



The City of Fort Myers, Human Resources Department
Physical Address: 1820 Hendry Street, Fort Myers, FL 33901
P.O. Box 2217, Fort Myers, Florida 33902, Phone: (239) 321-7066 Fax: (239) 344-5986

DATE: March 8, 2018

TO: Applicant and Parent(s) / Guardian(s) of Minor Applicants

RE: Pre-Employment Drug Testing and Criminal Background Checks

The City of Fort Myers strives to provide a safe, healthy and productive work environment for employees, by maintaining a Drug-Free Workplace.

All job applicants are tested for the presence of drugs and a criminal background check is done prior to employment.

Due to your son/daughter being a minor, The City of Fort Myers requires parental permission for the administering of the pre-employment drug testing and criminal background check.

Please find attached a permission form, which needs to be signed by you and your son/daughter, **and returned with your application**, giving permission for the drug testing and criminal background checks.

If you have any questions, please do not hesitate to contact Jennifer Ryan at: (239) 321-7066.

THANK YOU!

Ellen Clyatt
Director of Human Resources
City of Fort Myers



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DRUG TESTING PERMISSION FORM

I/We _____ as parent(s) and/or guardian(s) of
Print Name(s) (Circle Parent or Guardian)

_____ do hereby give permission to The City of Fort Myers to administer Drug Testing
Print Name

to my minor child pursuant to The City of Fort Myers Drug Free Workplace Program. I understand that drug testing is a pre-requisite to and a condition of employment.

Minor/Applicant's Signature

(Please Print)

Parent(s)/Guardian(s) Signature
(Circle Parent or Guardian)

(Please Print)

Date

CRIMINAL BACKGROUND CHECK PERMISSION FORM

I/We _____ as parent(s) and/or guardian(s) of
Print Name(s) (Circle Parent or Guardian)

_____ do hereby give permission to The City of Fort Myers to conduct a criminal
Print Name(s)

background check on my minor child. I understand that the criminal check is a pre-requisite to and a condition of employment.

Minor/Applicant's Signature

Please Print

Parent(s)/Guardian(s) Signature
(Circle Parent or Guardian)

Please Print

Date



INCOME VERIFICATION FORM

In order for my/our child to qualify for the City of Fort Myers **"Step Up To Work 2018"** Summer Student Aide Program, I/we understand that our annual household income does not exceed 80% of the area median. I/we as parent(s) and/or guardian(s) of _____ do hereby certify that based on the FY 2017 Income Limits Summary Information for Cape Coral-Fort Myers, Florida Metropolitan Statistical Area provided below, our child qualifies for the "Step Up To Work 2018" Summer Student Aide Program.

**CAPE CORAL-FORT MYERS, FLORIDA MSA
FY 2017 INCOME LIMITS SUMMARY INFORMATION**

FY 2016 Income Limit Category	NUMBER OF PERSONS IN THE HOUSEHOLD							
	1 Person	2 Person	3 Person	4 Person	5 Person	6 Person	7 Person	8 Person
Very Low (80% AMI) Income Limits: ANNUAL INCOME MUST NOT EXCEED THIS AMOUNT	\$32,450	\$37,050	\$41,700	\$46,300	\$50,050	\$53,750	\$57,450	\$61,150

NOTE: THE AMI IS BASED ON HUD HOUSEHOLD INCOME GUIDELINES FOR THE 2017 CAPE CORAL-FORT MYERS METROPOLITAN STATISTICAL AREA: \$57,900.

Applicant's Name (Please Print)

Parent(s) / Guardian(s) Signature

Please Print Name(s)

Date



CITY OF FORT MYERS RESIDENCY VERIFICATION FORM

To qualify for the City of Fort Myers **“Step Up to Work 2018”** Summer Student Aide Program, you must be a resident of and live within the City limits of the City of Fort Myers. I/we as parent(s) and/or guardian(s) of _____ do hereby certify that based on the residency requirement provided herein, our child qualifies for the “Step Up to Work 2018” Summer Student Aide Program.

You must provide proof of your address using one of the following documents and it **must** be submitted at the time of application:

- Current electric bill, water bill, cable bill or land line telephone bill
- Signed lease agreement or statement from landlord on their letterhead verifying occupancy.
- Homestead Exemption Card
- If you are living with relatives or friends – A letter from them listing your name, stating that you are residing at their address **AND** a copy of one of the documents listed above to verify their address.

Applicant's Name (Please Print)

Parent(s) / Guardian(s) Signature

Parent(s) / Guardian(s) Please Print Names

Date



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Human Resources
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March 8, 2018

RE: High School Enrollment Verification Form

To Whom It May Concern,

As a condition for student employment with the City of Fort Myers, please confirm that the following student is enrolled and currently attending school.

Print Student's Name

Print Name of School

Print Name of School Official

Signature of School Official

Title of School Official

Telephone Number

E-Mail Address

Date Signed