



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) 226-0355

DATE: March 22, 2022
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.

Depending on the position being hired for, 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!

Jennifer Ryan
Talent Acquisition Administrator
City of Fort Myers
P.O. Box 2217
Fort Myers, FL 33902
phone: 239/321-7066
fax: 239/226-0355



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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



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PARENT / GUARDIAN PERMISSION FORM

I/We _____ as parent(s) and/or Guardian(s) of
_____ do hereby give permission to the City of Fort
Myers to transport my child by means of City vehicle.

Travel will include a tour of City facilities for all Student Aides. Depending on the department the Student Aide is assigned to, they may travel for other business purposes during their employment with the City of Fort Myers.

Minor/Applicant's Signature: _____

Parent(s) or Guardian(s) Signature: _____

Date: _____

*If you have any questions regarding the information above, please contact Human Resources at (239)321-7066.



CITY OF FORT MYERS RESIDENCY VERIFICATION FORM

To qualify for the City of Fort Myers **“Step Up to Work 2022”** 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 2022”** 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 or before closing of the posting:**

- **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

Applicant's Name (Please Print)

Parent(s) / Guardian(s) Signature

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

Date



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March 22, 2022

RE: 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



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T- SHIRT ORDER FORM

Each Student Aide will be provided three (3) City of Fort Myers T-shirts to be worn during their scheduled workdays. Please circle your selection below so we can be sure to order the correct size:

*****PLEASE CIRCLE YOUR T-SHIRT SIZE*****



Student Aide's Name (print): _____

Small Medium Large X-Large 2XL 3XL 4XL

Parent(s) or Guardian(s) Signature: _____

Date: _____

*If you have any questions regarding the information above, please contact Human Resources at (239) 321-7066.