

00244 - Volunteer

Contact Information -- Person ID: 10091044

Name: Roberta L Cutting Address: P.O. Box 2944
 Zephyrhills, Florida 33539
 Email: roberta_cutting@yahoo.com
 Notification Preference: Email
 Home Phone: (352) 206-5787 Alternate Phone:
 Person ID: 10091044 Former Last Name:
 Month and Day of Birth: 01/20

Personal Information

Driver's License: Yes, Florida , C35273659520-0 , Class E
 Can you, after employment, submit proof of your legal right to work in the United States? Yes
 What is your highest level of education? Associate's Degree

Preferences

Preferred Salary:
 Are you willing to relocate? No
 Types of positions you will accept: Internship
 Types of work you will accept: Part Time
 Types of shifts you will accept: Day

Objective

My objective is to work as a paralegal intern and perform the duties I am assigned as part of the paralegal position.

Education

College Did you graduate: No
Pasco/Hernando Community College
 www.phcc.edu College Major/Minor: Paralegal Studies
 5/2010 - 12/2011 Degree Received: No Degree
 Dade City, Florida

College Did you graduate: Yes
Pasco/Hernando Community College
 www.phcc.edu College Major/Minor: Office System Technology
 5/1995 - 12/1999 Degree
 Dade City, Florida Degree Received: Associate's

Work Experience

In charge of the art gallery Hours worked per week: 15
 6/2011 - Present Monthly Salary: \$425.00
 Name of Supervisor: Diana Hanson
 Pasco/Hernando Community College May we contact this employer? Yes
 www.phcc.edu
 New Port Richey, Florida
 (352) 567-6701

Duties

Bring people into the gallery and describe the artists and the art displayed in the gallery.

Reason for Leaving

Still employed

Certificates and Licenses

Type: Office System Technology Certificate

Number:

Issued by: Pasco/Hernando Community College

Date Issued: 5 /1995 Date Expires: 9 /1998

Skills

Office Skills

Typing:

Data Entry:

Additional Information

Additional Information

If I need to provide other information, please let me know at the time of the interview and I will do whatever I can to oblige.

My resume and references will be furnished upon request.

References

Resume

Text Resume

Attachments

Agency-Wide Questions

1. Q: Have you been previously employed by the Pasco County Clerk & Comptroller's office?
A: No

2. Q: If you were previously employed by the Clerk's office give the dates of employment, the position (s) held and your name while employed (if different from your present name). Enter N/A if you have not worked in the Clerk's office before.
A: N/A

3. Q: Are you related to anyone who is currently working for the Office of the Clerk of Circuit Court?
A: No

4. Q: Have you ever been convicted, pled guilty, or pled no contest to reckless driving or DUI's?
A: No

5. Q: Have you ever been convicted, pled guilty, or pled no contest to any misdemeanor or felony?
A: No

6. Q: Have you ever entered into a pre-trial intervention "P.T.I" or domestic violence "D.V.P." program?
A: No

7. Q: If you answered yes to any of the previous questions regarding traffic or criminal history, please state the circumstances with regard to each. If you answered no, please enter N/A.
A: N/A

8. Q: Are you able to perform the essential functions (with or without accommodations) of the position (s) for which you are applying as described in the job description?
A: Yes

9. Q: Do you hold a Real Estate License?

A: No

10. Q: An active Real Estate License and or Private Investigator License could create a conflict of interest while employed with the Clerk's office, would you be willing to place it on inactive status? If you do not have a Real Estate License or Private Investigators License please enter N/A.

A: NA

11. Q: Are you able to type at least 30 correct words per minute?

A: Yes

12. Q: How did you learn about this position?

A: other

13. Q: Please explain source:

A: Pasco/Hernando Community College and my own research

14. Q: May we contact you at work

A: Yes

15. Q: If we may contact you at work, please provide the work number. Enter N/A if unemployed or if you do not want to be contacted at work.

A: 352-206-5787

16. Q: Desired work location.

A: Dade City, FL

17. Q: Hours desired:

A: Part-Time

18. Q: I understand a reference check will be completed on each applicant prior to employment; and hereby authorize the Clerk & Comptroller to contact any of the provided references (minimum reference requirement is 2 personal and 2 professional references) regarding my suitability for employment.

A: Yes

19. Q: I also authorize all said persons or entities to provide the Clerk & Comptroller with all information deemed pertinent to my former employment.

A: Yes

20. Q: I authorize investigation of all statements contained in this application and understand the misrepresentation or omission of facts called for could result in disqualification for employment or dismissal.

A: Yes

21. Q: I understand that all answers to the following supplemental questions are subject to verification, and must be substantiated by WORK experience listed on the application. Failure to provide proper information may render this application ineligible for consideration.

A: Acknowledged

22. Q: In the past 10 years have you been convicted, pled guilty, or pled no contest to any traffic infractions?

A: No

23. Q: I understand that I may be considered to serve in a voluntary capacity by the office of the Clerk & Comptroller and acknowledge that I am ineligible to participate in any fringe benefit programs except those statutorily required. I further understand that I serve at the pleasure of the Clerk & Comptroller.

A: Yes

Supplemental Questions

1. Q: Which best describes your level of education?

A: Associate's Degree

2. Q: Which best describes your number of years of clerical experience which includes data entry?

A: More than 3 years, less than 4 years

3. Q: How many years experience do you have working with confidential or sensitive information?

A: More than 4 years, less than 6 years

4. Q: Please select all that apply for your work experience.

A: Legal

5. Q: Please select the department(s) you would be interested in for your volunteering opportunity.

A: Not sure at this time