

City of Venice
Administrative Services Department

ATTENTION JOB APPLICANTS

- As part of its Drug Free Workplace program, the City of Venice requires successful candidates for employment to consent to and pass a pre-employment substance examination. For further information regarding screening requirements for successful City job applicants, please call or visit the City's Administrative Services Department.
- The City of Venice will not hire any person who has used tobacco or nicotine products in the past 12 months. During the pre-employment physical process, the health care provider will be testing for use of tobacco products. If this test is positive, the offer of employment will be cancelled.
- To be considered for any position, applicants should apply with the City of Venice, at 401 W. Venice Ave. Administrative Services Department hours are 8:00 a.m. to 4:00 p.m. Monday through Friday, during which time applicants may pick up and submit applications.
- On line applications are also accepted at www.venicegov.com. Minimum Qualifications must be met in order to be considered eligible for further recruitment processes.
- In accordance with the Immigration Reform Act, appropriate identification documents verifying eligibility for employment will be required for those applicants who are hired.
- Reasonable accommodations will be made during the employment process for qualified applicants with disabilities, when the City is made aware of the need for such accommodations.
- Veterans Preference documentation (Form DD-214) must be submitted at the time of application.

- All applicants who receive a conditional offer of employment will be subject to a criminal records check to determine if they have been convicted of any serious misdemeanor or felony. If the position requires the operation of a City vehicle applicants will be subject to a background check to determine their drivers license is valid, and whether they have been convicted of Driving Under the Influence (DUI) or any other traffic offenses. Conviction of DUI or any traffic offenses or other crime will not necessarily result in non-selection of the position, but may result in a conditional appointment to the position.
- City employees in positions which require the operation of a City vehicle shall be subject to annual driving record reviews. Conviction of serious or multiple traffic offenses during non- work time while driving a non-City vehicle will not necessarily result in an employee being terminated from employment, but may result in the employee being required to comply with special terms and conditions for continued employment with the City.