

## EMPLOYMENT APPLICATION



CITY OF DELRAY BEACH  
100 NW 1st Avenue  
Delray Beach, Florida 33444  
561-243-7125  
<https://www.delraybeachfl.gov/home>

Jones, Jennifer  
01190 VOLUNTEER COMMITTEE / ADVISORY BOARD MEMBER

Received: 4/8/20 9:20 PM  
For Official Use Only:  
QUAL: \_\_\_\_\_  
DNO: \_\_\_\_\_  
☐ Experience  
☐ Training  
☐ Other: \_\_\_\_\_

## PERSONAL INFORMATION

POSITION TITLE: VOLUNTEER COMMITTEE / ADVISORY BOARD MEMBER		EXAM ID# : 01190
NAME: (Last, First, Middle) Jones, Jennifer		SOCIAL SECURITY NUMBER: N/A
ADDRESS: (Street, City, State/Province, Zip/Postal Code) 1740 Palm Cove Blvd, Apt 108, Delray Beach, Florida 33445		EMAIL ADDRESS: Jennjones1999@gmail.com
HOME PHONE: 5613056447	ALTERNATE PHONE: 5613446022	NOTIFICATION PREFERENCE: Email
DRIVER'S LICENSE: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	DRIVER'S LICENSE: State: FL Number: [REDACTED]	LEGAL RIGHT TO WORK IN THE UNITED STATES? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

## PREFERENCES

MINIMUM COMPENSATION: \$0.00 per hour; \$0.00 per year	ARE YOU WILLING TO RELOCATE? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Maybe
WHAT TYPE OF JOB ARE YOU LOOKING FOR? Regular	
TYPES OF WORK YOU WILL ACCEPT: Part Time, Per Diem	
SHIFTS YOU WILL ACCEPT: Day, Evening, Rotating, Weekends	
OBJECTIVE: I believe that serving on city boards is among the most noble ways to contribute to Delray Beach. I want to extend my work as a voice for my community. Being an active member or serve as advisory on a board would not only educate me further on the inner workings of our city, but will create pathways where I can work directly with the organization that impact our residents the most. This will allow for a more direct path to improving living conditions for our Working Class residents.	

## EDUCATION

Nothing Entered For This Section

## WORK EXPERIENCE

DATES: From: 5/2010 To: Present	EMPLOYER: TiiP Services, Inc	POSITION TITLE: Founder, President
ADDRESS: (Street, City, State/Province, Zip/Postal Code) Pompano Beach, Florida		
HOURS PER WEEK: 40		
DUTIES: Prepares individual and corporate taxes. Processes all payroll, book keeping, and account receivables and payable. Manages over 3000 immigration and tax clients. Handles human resources. Assists, prepares and files various immigration applications and pending cases. Provides document translations, as well as conducted Judicial and Private In-person Interpretation throughout South Florida.		
DATES: From: 6/2011 To: 6/2013	EMPLOYER: Fifteenth Circuit Court District of Palm Beach County Court System	POSITION TITLE: Freelance In Person Interpreter
ADDRESS: (Street, City, State/Province, Zip/Postal Code) West Palm Beach, Florida, 33401		
MAY WE CONTACT THIS EMPLOYER? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		
HOURS PER WEEK: 40		
DUTIES: Conducts Simultaneous, Continuous and Sight Translation Covers Palm Beach and Broward Counties		
DATES: From: 2/2003 To: 5/2010	EMPLOYER: Bernavil Multi-Services, Inc	POSITION TITLE: Co-Founder, Vice-President
ADDRESS: (Street, City, State/Province, Zip/Postal Code) Pompano Beach, Florida		
HOURS PER WEEK: 40		

**DUTIES:**

Processed all payroll, bill payments, data processing and human resources aspect of the business. Conducted all In-person Interpretation. Provided document translations. Prepared individual and corporate tax return. Assisted, prepared and filed various immigration applications and pending cases.

**CERTIFICATES AND LICENSES**

Nothing Entered For This Section

**Skills****OFFICE SKILLS:**

Typing:

Data Entry:

**OTHER SKILLS:****LANGUAGE(S):**

Haitian Creole - ☐ Speak ☐ Read ☐ Write

French - ☐ Speak ☐ Read ☐ Write

**ADDITIONAL INFORMATION****Professional Associations**

Volunteer Association and Fund of South Florida

**Public relations Director****Professional Associations**

Ephesus French SDA Church

Maintained weekly reports of church activities, prepared certificates, letters and kept records of Church membership, Board Meeting minutes and Quarterly Church Board reports as church clerk

Manage \$450,000 annual budget as church treasurer

**Honors & Awards**

Bachelor of Arts in English, Graduated Magna Cum Laude August 2019

Associates in Arts, Graduated Cum Laude November 2017

**REFERENCES**

Nothing Entered For This Section

Agency-Wide Questions

- The Board application MUST be completed whether you submit a resume or not. It is important that your application show all the relevant experience and skills you possess that would assist you in serving on this committee or board. Applications must be received no later than ten (10) business days prior to the first City Commission meeting where the nomination for appointment to the board will be considered. Applications may be rejected if incomplete. Resumes alone WILL be rejected. PLEASE NOTE: A) ONCE YOU SUBMIT YOUR APPLICATION, YOU WON'T BE ABLE TO ADD OR CHANGE ANYTHING and you will NOT be able to reapply for the same position(s) during that posting period. B) The City of Delray Beach is a public entity subject to Chapter 119 of the Florida Statutes concerning public records. Therefore, please be advised that all applications are public record and subject to the disclosure provisions of Chapter 119 of the Florida Statutes. In addition, please be advised that applications will remain on file in the City Clerk's Office for a period of two (2) years from the date submitted. It is the applicant's responsibility to ensure that the application on file is current.
1. Acknowledged, I entered all my experience and information in this application. I understand that my application may be rejected if incomplete. Also, I understand that my application needs to be completed whether I submit a resume or not and I understand that resumes alone will be rejected. I have checked my application before submitting and I understand that I won't be able to change or add anything once the application is submitted. I also understand that my application is considered a public record and will remain on file in the City Clerk's Office for a period of two (2) years from the date it was submitted.
2. Declaration of Personal Information Exemption Personal Information provided in this application is public information unless the applicant qualifies for an exemption pursuant to Florida Statutes. You are encouraged to thoroughly read the applicable sub-sections of F.S. 119.071. If you qualify for an exemption, your address and phone number are protected information. If you have any questions, please contact the Clerk's Office at 561-243-7056. Do you qualify for a statutory exemption from public disclosure based upon F.S. 119.071?  
No
3. If you stated yes to the above, please list under which sub-section of F.S. 119.971 do you qualify for a statutory exemption from public disclosure?
4. The City of Delray Beach does not discriminate on the basis of race, color, national origin, sex, religion, age or disability, marital status, family status or sexual orientation in employment or the provision of services.  
Acknowledged
5. I identify my gender as...  
Female
6. Age  
25-40
7. Occupation (If retired, please indicate former occupation or profession.)  
Self Employed
8. How many years have you lived or worked in Delray Beach?  
25yrs
9. Employer name and address  
TiiP Services Inc
10. Home Phone  
5613446022
11. Mobile Phone  
5613056447
12. Business Phone  
9545864351
13. Please contact me at the following phone number  
Home
14. Please contact me at the following address.  
Residential street
15. Do you or any of your family members work for or serve on the board of directors of any organization which has contracted with or applied for funding from the City of Delray Beach?  
No
16. Do you anticipate any involvement of this kind in the future? If yes, please describe the relationship.  
n/a
17. Have you previously been employed by the City of Delray Beach?  
No
18. Have you served on the City Commission in the last year?  
No
19. Are you currently serving or have you previously served on any City boards?  
No
20. If yes to above, then please list the boards that you have served on, and your contributions to each?
21. Do you have any relatives employed by the City of Delray Beach?

No

22. EXPLANATION: If you entered yes for the question above, what is the name of the relative and your relationship.  
(Please indicate N/A if not applicable)

N/A

23. Are you a registered voter?

Yes

24. How does your education or experience compliment the powers and duties of the Board?

I graduated FAU with a Bachelor of Arts degree in English, with a concentration in multicultural and gender studies. I also received a Minor in Philosophy. I believe that I am best equipped to understand the disparate, as well as the intricate ways local city management can work together to bridge the gaps imposed on us by years of decisions made by people who did not have the working class in mind. Having been self employed since 2003, I also understand the needs and thoughts of the working class. I understand how to run and successfully manage a small organization. As an accountant, I understand budgets and the importance of allocating funds and resources accordingly. I believe I am well equipped to serve on a board because of my passion for people, my desire to serve and my willingness to learn & adapt.

25. Please list any professional certifications, licenses or certificates that you possess that relate to the board for which you are applying.

Certified Haitian Creole Court Interpreter (2011-2013)

26. Valid e-mail address is necessary to be able to receive notifications from City Clerk's department including but not limited to notices to schedule an interview, application received or rejected notices, etc. Most correspondence will be done through e-mail notifications. Please ensure that valid e-mail address shows on your application and that you remember your login information.

Acknowledged. It is my responsibility to provide a valid e-mail address for correspondence and e-mail notifications. I understand that if I don't check my e-mails or forget my login information, I might miss important messages regarding the position I applied for, and/or any tests or pre-requisites that might be required of me, which could result in missing the opportunity to be considered for the position.

27. I understand and agree that: The City of Delray Beach participates in E-Verify and will provide the federal government with your Form I-9 information to confirm that you are authorized to work in the U.S.

I understand and agree

Job Specific Supplemental Questions

1. I am interested in serving on the following committees, boards, groups or authorities. (Select up to 3 committees from the list below:)  
Affordable Housing Advisory Committee, Delray Beach Housing Authority, Kids & Cops Committee, Site Plan Review and Appearance Board
  2. Please list any community activities that relate to this position.  
I am a member of the Set Alliance group, a neighborhood organization that looks out for their community.  
I am the Public relations director of the Volunteer Association and Fund of South Florida, which works closely with the City and its Haitian Community.
  3. List any experience that would assist you in serving on this committee, board, commission, or authority  
Served on my church board, overseeing 400+ members as the church's clerk, treasurer, board member and community leader to some capacity since 1996
  4. Please indicate any activities you are involved with that may present a conflict of interest with the committee, board, commission, or authority you are applying for.  
none
  5. How did you hear about the vacancy on this committee, board, commission, or authority?  
City Commission Member, City of Delray Beach Staff, Other
  6. If "other" was selected for question # 6, please describe here.  
Someone mentioned at one of the commissioner debates that the board sat with vacancies for years (the Affordable Housing one)
  7. Why do you want to serve on this committee, board or commission?  
Because I want to understand where the lack of affordable housing in Delray comes from, and I want to be a part of the solution.
  8. What unique abilities/skillset/perspective would you bring if selected?  
Being a Haitian-American business woman, I understand the various levels of obstacles one may face when looking to improve ones life. My life experience, my connection to my community and my desire to serve all drive me to be a more active part of the solution, instead of being a complainer on the sidelines
  9. Please describe your understanding of the functions and capacity of the board(s), committee(s), or commission to which you are applying?  
Board members come together during regular meetings to review proposals, sites, plans, budget requirements, applications and recommendations that appear before the board for approval or consideration.
  10. Have you ever attended a meeting of the board or committee for which you are applying?  
No
  11. I understand that by applying to this committee, board, commission, or authority, I am offering a reasonable portion of my time to the City of Delray Beach and the requirements that accompany this position, including, but not limited to, routine meetings, hearings and responsiveness to the public.  
Yes, I understand
- 

The following terms were accepted by the applicant upon submitting the online application:

By clicking on the 'Accept' button, I hereby certify that every statement I have made in this application is true and complete to the best of my knowledge. I understand that any false or incomplete answer may be grounds for not employing me or for dismissing me after I begin work. I understand that I will have to produce documentation verifying identity and employment eligibility in the U.S. I understand that I may be required to verify any and all information given on this application. I understand that this completed application is the property of the City of Delray Beach and will not be returned. I understand the City of Delray Beach may contact prior employers and other references. I understand that I must notify the Human Resources Division of any changes in my name, address, or phone number.

This application was submitted by Jennifer Jones on 4/8/20 9: 20 PM