



City of Miami DOCUMENTS SUBMISSION FORM

By completing and submitting this form, you are agreeing that you have read, understand, and will comply with the terms outlined below.

Instructions: Fill out this form in its entirety if documents are required for the position for which you have applied, and you have not already attached documents to your online application. Failure to do so will result in your documents not being accepted. Submit this form through the United States Postal Service, via courier or in person, with legible copies of the documents to accompany your City of Miami employment application to:

THE CITY OF MIAMI EMPLOYMENT OFFICE • 444 SW 2nd Ave., Suite 129, Miami, FL 33130

Mailed documents must be postmarked by the recruitment closing date. Documents submitted in person must be submitted by the closing date. Documentation Requirements are listed on the job posting for each position for which you are applying.

Last Name:	First Name:	Middle Init:	Date: <input type="text"/> <input type="text"/> <input type="text"/>
Last 4 Digits of Social Security:	Number of pages being submitted (including this form):		

Position(s) Applying For:

To avoid disqualification, applicants must submit legible copies of all required documents by the recruitment closing date.

When submitting proof of education beyond high school graduation, proof must be provided in the form of transcripts that reflect academic major and degree conferred, if degree does not reflect the academic major on its face. Original sealed transcripts may be required prior to commencing the selection or on-boarding process.

Should it be determined before or after hire that documents submitted as a part of the application process be falsified or altered in a manner that affects the document's authenticity, completeness or correctness, that shall serve as grounds for disqualification, or if hired, termination from employment with the City of Miami.

Applications submitted to the City of Miami are subject to inspection in accordance with the provisions of Florida's Public Records Act.