

## General Job Application

Please take your time to fill out all areas of the application. Be as complete and accurate as possible. If there is a question you are unsure of, leave it blank. If you are notified that a field is required, please complete it to the best of your knowledge before submitting.

### Personal Information

**Job Title**

Human Resources Director

**First Name**

Ted

**Middle Name**

Allen

**Last Name**

Kirchharr

**Former Last Name****Address**

2221 DuPont Drive

**City**

Pensacola

**State**

Florida

**Zip Code**

32503

**Primary Phone**

8503414674

**Alternate Phone****E-mail Address**

tedkirchharr@cox.net

**Are you a citizen of the United States?**

Yes

**If no, do you have a legal right to work in the U.S.?**

Yes

**Are you willing to relocate?**

Yes

**Desired Salary?**

Salary

**If a specific work schedule has been included in the recruitment posting, are you available to work during the days, times, and/or shifts as indicated?**

Yes

**Do you have a valid driver's License?**

Yes

**Do you have a Commerical Driver's License Endorsement?**

No

**Driver's License State**

Florida

### Education Information

**School 1****School/University Name**

University of West Florida

**Major**

Political Science

**Degree**

Bachelors

**City**

Pensacola

**State**

Florida

**Date Start (mm/dd/yyyy)**

1/1/1974

**Date End (mm/dd/yyyy)**

12/31/1975

**Did you graduate?**

Yes

**School 2**

**School/University Name**  
Central Michigan University

**Major**  
Administration

<b>Degree</b>	<b>City</b>	<b>State</b>
Masters	Mt. Pleasant	Michigan
<b>Date Start (mm/dd/yyyy)</b>	<b>Date End (mm/dd/yyyy)</b>	<b>Did you graduate?</b>
8/1/1986	12/31/1988	Yes

**School 3**

**School/University Name**

**Major**

<b>Degree</b>	<b>City</b>	<b>State</b>
<b>Date Start (mm/dd/yyyy)</b>	<b>Date End (mm/dd/yyyy)</b>	<b>Did you graduate?</b>

Please list any additional education below.

**Employment Information**

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<b>Date Start (mm/dd/yyyy)</b>	<b>Date End (mm/dd/yyyy)</b>	
1/3/2017	5/30/2019	
<b>Employer</b>		
Studer Group		
<b>Position Title</b>		
Senior Director		
<b>Address</b>	<b>City</b>	<b>State</b>
350 W Cedar	Pensacola	Florida
<b>Zip</b>	<b>Primary Phone</b>	<b>Supervisor</b>
32501	8504395839	Dr. Janet Pilcher
<b>Hours Per Week</b>	<b>Salary</b>	<b>Number of Employees Supervised</b>
65	135000	0

**Duties**  
Executive coaching, leadership development training, strategic planning, employee engagement, customer service

**Reason for leaving?**

Reduction in Force

**May we contact for reference?**

Yes

**Ted Kirchharr | Candidate ID: 1291689 | tedkirchharr@cox.net | 8503414674**

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**Date Start (mm/dd/yyyy)**                      **Date End (mm/dd/yyyy)**

10/1/2003    9/30/2016

**Employer**

Landrum Human Resources

**Position Title**

Vice President, Chief Operating Officer

**Address**

6723 Plantation Road

**City**

Pensacola

**State**

Florida

**Zip**

32504

**Primary Phone**

8504765100

**Supervisor**

H. Britt Landrum, JR

**Hours Per Week**

60

**Salary**

130000

**Number of Employees Supervised**

60

**Duties**

Responsible for sales, human resources, benefits, risk management for the company. We provided HR services to 11,000 employee in 45 states.

**Reason for leaving?**

Better opportunity

**May we contact for reference?**

Yes

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**Date Start (mm/dd/yyyy)**                      **Date End (mm/dd/yyyy)**

1/1/2048    9/30/2002

**Employer**

School District of Escambia County

**Position Title**

Assistant Superintendent, Operations

**Address**

75 N. Pace Blvd

**City**

Pensacola

**State**

Florida

**Zip**

32505

**Primary Phone**

8504326121

**Supervisor**

Jim Paul, Superintendent

**Hours Per Week**

60

**Salary**

90000

**Number of Employees Supervised**

2000+

**Duties**

Responsible for building maintenance, facilities planning and construction, transportation, school food service, IT, central warehouse

**Reason for leaving?**

Better opportunity

**May we contact for reference?**

Yes

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**Date Start (mm/dd/yyyy)**                      **Date End (mm/dd/yyyy)**

**Employer**

**Position Title**

**Address**    **City**    **State**

**Zip**    **Primary Phone**    **Supervisor**

**Hours Per Week**    **Salary**    **Number of Employees Supervised**

**Duties**

**Reason for leaving?**

**May we contact for reference?**

Yes

## **Skills & Certifications**

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### **Professional Certifications and Licenses**

**Office & Other Skills: Including supervision skills, other languages or information regarding the career/occupation you wish to bring to the employer's attention.**

## **References**

### **Reference 1**

<b>Reference Type</b>	<b>Reference Name</b>	<b>Position</b>
Professional	H. Britt Landrum, JR	Founder
<b>Address</b>	<b>City</b>	<b>State</b>
6723 Plantation Road	Pensacola	Florida
<b>Zip</b>	<b>Email</b>	<b>Telephone:</b>
32504	blandrum@landrumhr.com	850) 572-3313

### **Reference 2**

<b>Reference Type</b>	<b>Reference Name</b>	<b>Position</b>
Prior Employer	Dr. Janet Pilcher	Managing Director
<b>Address</b>	<b>City</b>	<b>State</b>
350 W. Cedar Street	Pensacola	Florida
<b>Zip</b>	<b>Email</b>	<b>Telephone:</b>
32501	janet.pilcher@studereducation.com	(850) 221-7811

**Reference 3**

Reference Type	Reference Name	Position
Personal	Richard Faessel	Director
Address	City	State
350 W. Cedar Street	Pensacola	Florida
Zip	Email	Telephone:
32501	richard.faessel@studereducation.com	(850) 723-6372

**ACKNOWLEDGMENT STATEMENTS**

If you understand and agree with the statement, please confirm by answering each statement below.

**If you retired from a State of Florida administered retirement plan (FRS) within the past year, your retirement benefits may be severely impacted if reemployed by an FRS covered employer such as the City of Pensacola. Have you retired from such a plan in the past year?**

Yes

**Have you worked for the City of Pensacola before?**

No

**If you have worked for the City of Pensacola before, where and when?**

**Do you have relatives working for the City of Pensacola?**

No

**If so, provide the names of all relatives and their relationship to you (i.e., spouse, parent, child, grandparent, grandchild, sibling, in-law, niece, nephew, aunt, uncle, step parent, step child, etc.).**

**VETERAN PREFERENCE: A DD214 or approved documentation that provides discharge type and service dates is required for all preference claims. If claiming disability preference, a DD214 AND a less-than-one-year old letter from the Department of Veterans' Affairs that states the percentage of disability is required. By making a selection below, I understand it is my responsibility to provide documentation with this application. If I need assistance, I can call 850-435-1660. I am claiming veteran's preference**

No

**If you are claiming veteran preference, was your discharge from active duty in the United States military under honorable conditions?**

Not Applicable

**How did you learn about this job?**

City of Pensacola website

**APPLICANT STATEMENT:** I certify that all statements made here and attached to, are correct, true, and complete to the best of my knowledge. I understand that I am responsible for the accuracy and completeness of information and that any omissions, falsifications, misstatements, or misrepresentation could disqualify me for employment and if hired, could be grounds for dismissal later. I consent to the release of information to authorized City employees for employment purposes, information about my ability, employment history, and fitness for employment by employers, schools, law enforcement agencies, and other individuals and organizations; this consent continues into my employment if hired. I understand that a background check may be required for this position and that I may be required to disclose information regarding my background and ability to perform the job for which I am applying. Based on the requirements of the position, certain criminal activity could exclude me from employment consideration. I consent to the release of background and/or criminal history for employment purposes. I understand the City of Pensacola is a Drug-Free Workplace (FL Statute 112.0455) and that I agree to be tested for controlled substances; refusing to submit or a positive test result will eliminate me from consideration under this announcement. After an offer of employment, I consent to be medically examined. I release the City, its officers, agents, and employees from liability arising from or in connection with a medical exam, the use of test results as part of the application process, the background investigation, and polygraph (if applicable). I understand the application submitted for City employment and information obtained about me may be public record unless exempted by law; if I am eligible for exemption under Chapter 119, Florida Statutes, I am responsible for notifying Human Resources. Effective 8/1/2014, the City of Pensacola is an E-Verify employer. E-Verify is a program that electronically confirms an employee's eligibility to work in the United States after completion of the Employment Eligibility Verification Form (Form I-9). I understand, that if hired, my employment eligibility will be verified through E-Verify.

I Agree

I understand the minimum qualifications and the starting salary, and if I have any questions about either, I will contact Human Resources at 8504351660.

I agree I have thoroughly read the information contained in the job bulletin for this posting.

It is my responsibility to document my work experience, education, etc. in the sections of the online application (not refer to a resume) to show that I meet the minimum qualifications. And, I must provide proof of required education, certifications, licenses, etc.

I understand that I must qualify for the position for which I am applying.

The City of Pensacola conducts background and driver license checks as required for each position.

I hereby authorize the collection of this information as part of the employment or promotional screening process.

## Signature

*Ted A. Kirchharr*

Date Signed: 7/10/2019 1:13 PM

Date Submitted: 7/10/2019 1:15 PM

IP Address: 68.1.112.83

## Human Resources Director

*Responses to these questions are not enough to demonstrate you have the knowledge or requirements as they pertain to the topic(s). You must ALSO list your experience in your application.*

**What is the highest degree you have received from an accredited college or university in Human Resources, Business Administration, Public Administration or a closely related field?**

Master's Degree (or higher)

**Do you have a minimum of five (5) years human resources supervisory or managerial experience?**

Yes

**How many years do you have working with collective bargaining units and labor relations?**

6+ years

**Please check the valid and up-to-date Human Resources related certifications you currently have. (Check all that apply)**

None of the above

**How many years of human resources generalist experience do you have working in the public sector (Federal, State, or related government)?**

Less than one year

**Do you have experience managing a compensation function in HR and/or implementing compensation and classifications reviews?**

Yes

**Do you have experience designing, developing, and implementing human resources or administrative policies or practices?**

Yes

**Please list other currently valid Human Resources related certifications you have that were not listed in the previous question.**