



Application for Employment

210 W. Main Street
 Union, SC 29379
 Office 864-429-1600
 Fax 864-429-1603
 vnash@countyofunion.com

Equal Opportunity Employer

Equal access to programs, services & employment is available to all persons. Those applicants requiring reasonable accommodation to the application &/or interview process should notify a representative of the Human Resource Dept.

Position Applied for		Date of Application	
Last Name	First	Middle	
Social Security Number			
Street Address			
City	State	Zip Code	
Telephone # ()	Mobile/Other # ()	E-mail	
How Did You Hear About Us?			
If you are under 18, & it is required, can you furnish a work permit?		Yes	No
If no, please explain			
Have you ever been employed here before?		Yes	No
If yes, give dates & positions-			
Are you legally eligible for employment in this country?		Yes	No
Date available for work-		What is you desired salary range? \$	
Type of employment desired- Full Time Part Time Temp. Seasonal Educational Co-Op			
Are you able to perform the essential functions of the job for which you are applying(with or w/o reasonable accom.)? <small>This question is not designed to elicit info. about an applicant's disability. Please do not provide info. about the existence of a disability, particular accom., or whether accom. is necessary. These issues may be addressed at a later stage to the extent permitted by law.</small>			
Yes	No	Need more info. about the job's "essential" functions to respond	
Driver's License #		if driving may be required in position for which you are applying	
Have you ever pled "guilty" or "no contest" to, or been convicted of a crime?		Yes	No
If yes, please provide date(s) & details-			
Do you have outstanding student loans?		Yes	No
Skills & qualifications			
Summarize any special training, skills, licenses &/or certificates that may assist you in performing the position:			
Computer skills (circle all that apply. Include software titles & yrs of experience.)			
Word Processing		E-mail	
Spreadsheet		Interest	
Presentation		Other	

Employment History

Starting w/your most recent employer, & provide the following information.

Employer	Telephone	Dates employed
St. Address	City State	nth. ____ yr. ____ to nth. ____ yr. ____
Starting job title/final job title	Compensation (starting) Hourly Salary \$ _____ per	
Immediate supervisor/title (for most recent position held & may we contact?)	Commission/Bonus/Other \$ _____	
Why did you leave?		
Summarize the type of work performed & job responsibilities.		
Employer	Telephone	Dates employed
St. Address	City State	nth. ____ yr. ____ to nth. ____ yr. ____
Starting job title/final job title	Compensation (starting) Hourly Salary \$ _____ per	
Immediate supervisor/title (for most recent position held & may we contact?)	Commission/Bonus/Other \$ _____	
Why did you leave?		
Summarize the type of work performed & job responsibilities.		
Employer	Telephone	Dates employed
St. Address	City State	nth. ____ yr. ____ to nth. ____ yr. ____
Starting job title/final job title	Compensation (starting) Hourly Salary \$ _____ per	
Immediate supervisor/title (for most recent position held & may we contact?)	Commission/Bonus/Other \$ _____	
Why did you leave?		
Summarize the type of work performed & job responsibilities.		

Educational Background

Starting w/your most recent school attended, provide the following info.

School (include city & state)	Yrs. Completed	Completed	Major/Minor
		diploma degree GED certification	
		diploma degree GED certification	
		diploma degree GED certification	

References

List name & telephone #'s of 3 business/work references who are *not* related to you & are *not* previous supervisors. If not applicable, list 3 school or personal references who are *not* related to you.

Name	Title	Relationship to you	Telephone	Yrs. Known

Applicant Statement

I certify that all info. I have provided in order to apply for & secure work w/this employer is true, complete & correct. I expressly authorize, w/o reservation, the employer, its representatives, employees or agents to contact & obtain the info. from all references (personal & professional), employers, public agencies, licensing authorities & educational institutions & to otherwise verify the accuracy of all info. Provided by me in this application, resume or job interview. I hereby waive any & all rights & all rights & claims I may have regarding the employer, its agents, employees or representatives, for seeking, gathering & using truthful & non-defamatory info., in a lawful manner, in the employment process & all other persons, corporations or organizations for furnishing such info. about me. I understand that this employer does not unlawfully discriminate in employment & no question on this application is used for the purpose of limiting or eliminating any applicant from consideration for employment on any basis prohibited by applicable local, state, or federal law. I understand this application remains current for only 30 days. At the conclusion of that time, if I have not heard from the employer & still wis to be considered for employment, it will be necessary for me to reapply & fill out a new application.

If I am hired, I understand that I am free to resign at any time, with or w/o cause & with or w/o prior notice, & the employer reserves the same right to terminate my employment at any time w or w/o cause & with or w/o cause & with or w/o prior notice, except as may be required by law. This application does not constitute an agreement or contract for employment for any specified period or definite duration. I understand that no supervisor or representative of the employer is authorized to make any assurances to the contrary & that no implied oral or written agreements contrary to the forgoing express language are valid unless they are in writing & signed by the employer's president. I also understand that it I am hired, I will be required to provide proof of identity & legal authorization to work in the US & that the federal immigration laws require me to complete an I-9 Form in this regard.

I understand that any info. Provided by me that is found to be false, incomplete or misrepresented, will be sufficient cause to (i) eliminate me from further consideration for employment or, (ii) may result in my immediate discharge from the employers service, whenever it is discovered.

Do not sign until you have read the above applicant statement.

I certify that I have read, fully understand & accept all terms of the forgoing Applicant Statement.

Signature of Applicant

Date
