



Union County
 210 West Main St.
 Union, SC 29379
 864-429-1600
 khorne@countyofunion.com

Employment Application

Applicant Information

Full Name: _____ Date: _____
Last First M.I.

Address: _____
Street Address Apartment/Unit #

City State ZIP Code

Phone: _____ Email: _____

Date Available: _____ Social Security No.: _____ Desired Salary: \$ _____

Position Applied for: _____

Are you a citizen of the United States? YES NO If no, are you authorized to work in the U.S.? YES NO

Have you ever worked for this company? YES NO If yes, when? _____

Have you ever been convicted of a felony? YES NO

If yes, explain: _____

Education

High School: _____ Address: _____

From: _____ To: _____ Did you graduate? YES NO Diploma: _____

College: _____ Address: _____

From: _____ To: _____ Did you graduate? YES NO Degree: _____

Other: _____ Address: _____

From: _____ To: _____ Did you graduate? YES NO Degree: _____

References

Please list three professional references)

Full Name: _____ Relationship: _____

Company: _____ Phone: _____

Address: _____

Full Name: _____ Relationship: _____

Company: _____ Phone: _____

Address: _____

Full Name: _____ Relationship: _____

Company: _____ Phone: _____

Address: _____

Previous Employment

Company: _____ Phone: _____

Address: _____ Supervisor: _____

Job Title: _____ Starting Salary: \$ _____ Ending Salary: \$ _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference? YES NO

Company: _____ Phone: _____

Address: _____ Supervisor: _____

Job Title: _____ Starting Salary: \$ _____ Ending Salary: \$ _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference? YES NO

Company: _____ Phone: _____

Address: _____ Supervisor: _____

Job Title: _____ Starting Salary: \$ _____ Ending Salary: \$ _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference? YES NO

Military Service

Branch: _____ From: _____ To: _____

Rank at Discharge: _____ Type of Discharge: _____

If other than honorable, explain: _____

Other Skills and Qualifications

Summarize any special training, skills, license, or certifications that may assist you in performing your duties:

Computer or other technological skills:

Applicant Statement

I certify that all information that I have provided in order to apply for and secure work with Union County is true, complete and correct. I expressly authorize, without reservation, Union County, it's representatives, employees or agents to obtain information from all references (personal and professional), employees, public agencies, licensing authorities and education institutions and to otherwise verify the accuracy of all information provided by me in this application, in my resume or ay my job interview. I hereby waive any and all rights and claims I may have regarding Union County, its agents, employees or representatives for seeking, gathering, and using truthful and non-defamatory information in a lawful manner in the employment process and all other person's corporations or organizations for furnishing such information. I understand that Union County does not unlawfully discriminate in its employment practices on any basis prohibited by applicable local, state or federal law. This application does not constitute an agreement or contract for employment. I understand that if any information provided by me is found to be false, incomplete or misrepresented I may be eliminated from further consideration for employment, or may result in my discharge if the information is found to be false after being hired. By signing below, I acknowledge that I will consent to all pre-employment testing required by Union County, including but not limited to: Drug Screening, Criminal Records Check and Motor Vehicle Records Check.

I certify that I have read and fully understand and accept the terms of the forgoing Applicant Statement.

Signature of Applicant: _____

Date: _____