

Application for Employment

203 W. Main Street Union, SC 29379 Office 864-429-1600 HR@countyofunion.com

EQUAL OPPORTUNITY EMPLOYER

osition Applied for		Date of Application						
Last Name	First		Middle					
Social Security Number								
Street Address	Street Address							
City	State	tate			Zip Code			
Telephone# ()	Other# ()		E-mail	ia .			
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	r desired sa	laray range	e?\$			
Type of employment desired- Full Time Part Time Temp. Seasonal								
Are you able to perform the essential functions of the job for which you are applying(with or w/o reasonable accom.)? 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 adressed at a later stage to the extent permitted by law. Yes No Need more info. about the job's "essential" functions to respond								
Driver's License #	if driving ma	ay be requir	ed in positic	n for whic	h you are	applying		
Have you ever pled "quilty" or "no contest" to or been convicted of a crime?						No		
If yes, please provide date(s) & details-	7							
Do you have outstanding student loans?	4		8.		Yes	No		
9 6 d	Skills	& Qualifica	tions					
Summarize any special training, skills, licenses	&/or certifi	cates that m	ay assist yo	u in perfor	ming			
this position:								
Computer skills (circle all that apply. Include so	oftware title	s & yrs of ex	(perience.)					
Word Processing		E-mail						
Spreadshet		Interest						
Presentation		Other		7-y-1-14				
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								

C+		oyment History nployer, & provide the following information					
Employer	Telephone	Dates employed					
St. Address	City State	mthyr to mthyr					
Starting job title/final job title		Compensation (starting)					
		Hourly \$ Salary \$					
Immediate supervisor/title (for most recent position held)		Commision/Bonus/Other \$					
May we contact?							
Why did you leave?		•					
Summarize the type of work perf	ormed & job responsibilites.						
Employer	Telephone	Dates employed					
		mthyr to mthyr					
St. Address	City State	,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,					
Starting job title/final job title		Compensation (starting)					
		Hourly \$ Salary \$					
Immediate supervisor/title (for m	nost recent position held)	Commission/Bonus/Other\$					
		· · · · · · · · · · · · · · · · · · ·					
May we contact?							
Why did you leave?							
	,						
Summarize the type of work perf	ormed & job responsibilities						
out	,						
Employer	Telephone	Dates employed					
St. Address	City State	mthyr to mthyr					
Starting job title/final job title		Compensation (starting)					
		Hourly \$ Salary \$					
Immediate supervisor/title (for m	ost recent position held)	Commission/Bonus/Other\$					
May we contact?							
Why did you leave?							
Summarize the type of work perf	ormed & job responsibilities						

Educational Background									
Starting w/ your most recent school att	ended, 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						
		eferences							
List name & telephone #'s of 3 business previous supervisors. If not, applicable,		-							
Name		sonal references who are <i>no</i> Relationship to You	Telephone	Yrs. Known					
- 1									
Application 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 & 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 is to be considered for employment, it will be necessary for me to reapply & filliout 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 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 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 if I am hire, I will be required to provide proof of identity & legal authorization to work in the US & that the federal immigration law									
I understand that any info. provided by me that is foun- cause to (i) eliminate me from further consideration for the employers service, whenever it is discovered.	r employment or, (ii) may ro								
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 Application Statement									
Signature of Applicant		· .							

Date