



Town of Edisto Beach

2414 Murray Street / Edisto Beach / South Carolina / 29438

APPLICATION FOR EMPLOYMENT

PERSONAL DATA

PLEASE COMPLETE IN INK.

- A. Name: Last: _____ First: _____ Middle: _____
- B. Address: Street: _____ Apartment: _____
City: _____ State: _____ Zip: _____
- C. Telephone: Home: (____) _____ Work: (____) _____ Cell: (____) _____
- D. How did you learn of the position? Newspaper ☐ TV ☐ Jobsline ☐ Internet ☐
Other (Please Specify) _____
- E. Have you ever applied with the Town of Edisto Beach before? Yes ☐ No ☐
If yes, when? _____ What position? _____
- F. Have you ever worked for the Town of Edisto Beach before? Yes ☐ No ☐
If yes, when? _____ What position? _____
- G. Do you have any relative(s) employed by the Town of Edisto Beach? Yes ☐ No ☐
If yes, give: Name: _____ Relation: _____ Department: _____
- H. Have you ever been convicted of a crime (other than minor traffic violations)?* Yes ☐ No ☐
If yes, provide: Charge: _____ Place: _____
Date: _____ Disposition: _____
- I. Are there any charges/indictments now pending against you? * Yes ☐ No ☐
If yes, explain: _____

*NOTE: A "YES" answer to the two questions above will not necessarily bar you from employment. The nature, severity and date of the offense in relation to the position for which you are applying are considered.

- J. Do you have a valid driver's license? Yes ☐ No ☐
- K. Do you have a valid commercial driver's license? Yes ☐ No ☐
- L. Have you ever been denied a license, permit or privilege to operate a motor vehicle? Yes ☐ No ☐
If yes, provide details: _____
- M. Has your license, permit or privilege ever been suspended or revoked? Yes ☐ No ☐
If yes, provide details: _____

EDUCATION

	NAME	CITY/STATE	Choose Highest Year Completed	Did you Graduate? Yes No		DEGREE/MAJOR
HIGH SCHOOL				<input type="checkbox"/>	<input type="checkbox"/>	N/A
COLLEGE				<input type="checkbox"/>	<input type="checkbox"/>	
TECHNICAL				<input type="checkbox"/>	<input type="checkbox"/>	
OTHER				<input type="checkbox"/>	<input type="checkbox"/>	

NAME:

POSITION:

DATE:

EMPLOYMENT DATA

- A. Position applying for: _____
- B. Minimum Acceptable Salary: \$ _____
- C. Would you accept: Full Time: Yes ☐ No ☐
 Part Time: Yes ☐ No ☐
 Temporary Yes ☐ No ☐
- D. Please indicate days available for work:
Monday ☐ Tuesday ☐ Wednesday ☐ Thursday ☐ Friday ☐ Saturday ☐ Sunday ☐
- E. Do you have transportation to and from work? Yes ☐ No ☐
- F. What hours are you available for work? From: _____ To: _____
- G. If necessary, will you work overtime? Yes ☐ No ☐ Will you work shifts? Yes ☐ No ☐
- H. Have you ever been denied bonding? Yes ☐ No ☐ If Yes, give details: _____

- I. List any professional licenses you hold that are applicable to position applied for:
Type: _____ License No: _____ Expiration Date: _____
- J. Skills: Typing: Yes ☐ No ☐ WPM: _____
 Transcription: Yes ☐ No ☐
 Computer: Yes ☐ No ☐ Software: _____ How Long: _____
- K. Please list any other pertinent experience, skills, training or volunteer experience that you have which are related to the position for which you are applying:

- L. Date you are available to start: _____

EMPLOYMENT HISTORY

- A. Are you presently employed? Yes ☐ No ☐ May we contact you at work? Yes ☐ No ☐
- B. Have you ever been discharged or forced to resign from any position? Yes ☐ No ☐
If yes, please explain: _____

C. INSTRUCTIONS: READ CAREFULLY BEFORE COMPLETING THE REMAINDER OF THIS SECTION. IT IS IMPORTANT THAT THIS SECTION BE COMPLETED IN DETAIL IF YOUR EXPERIENCE IS TO BE FAIRLY EVALUATED.

1. Give specific information about the nature and responsibilities of each position you have held. Use a separate block for each position, even if it is with the same employer.
2. List all employment including military service, part-time and self-employment. Include all periods of unemployment except those during which you were a full-time student at an academic or technical institution.
3. **A RESUME MAY NOT BE SUBSTITUTED FOR THIS SECTION.** However, a resume may be attached upon full completion of this application.
4. Start with the most recent position and work back to first position you held.
5. If space is too limited for listing all your employment record, you may use an additional sheet of paper following the same format used on the next page. Sign/print your name and include with this application.

(1) (Current or most recent position)

Employer's Name: _____

City: _____ State: _____

Telephone Number: (____) _____ Ext: _____

Position Title: _____

May we contact? Yes ☐ No ☐

Supervisor's Name: _____

Dates employed in this position:

Mo: _____ Yr: _____ ~~-TO-~~ Mo: _____ Yr: _____

Starting Salary: _____ Last Salary: _____

Name on employment records if different from present name: _____

Description of specific duties

(2) (Current or most recent position)

Employer's Name: _____

City: _____ State: _____

Telephone Number: (____) _____ Ext: _____

Position Title: _____

May we contact? Yes ☐ No ☐

Supervisor's Name: _____

Dates employed in this position:

Mo: _____ Yr: _____ ~~-TO-~~ Mo: _____ Yr: _____

Starting Salary: _____ Last Salary: _____

Name on employment records if different from present name: _____

Description of specific duties

(3) (Current or most recent position)

Employer's Name: _____

City: _____ State: _____

Telephone Number: (____) _____ Ext: _____

Position Title: _____

May we contact? Yes ☐ No ☐

Supervisor's Name: _____

Dates employed in this position:

Mo: _____ Yr: _____ ~~-TO-~~ Mo: _____ Yr: _____

Starting Salary: _____ Last Salary: _____

Name on employment records if different from present name: _____

Description of specific duties

(4) (Current or most recent position)

Employer's Name: _____

City: _____ State: _____

Telephone Number: (____) _____ Ext: _____

Position Title: _____

May we contact? Yes ☐ No ☐

Supervisor's Name: _____

Dates employed in this position:

Mo: _____ Yr: _____ ~~-TO-~~ Mo: _____ Yr: _____

Starting Salary: _____ Last Salary: _____

Name on employment records if different from present name: _____

Description of specific duties

Use additional sheet if necessary

Use additional sheet if necessary

REFERENCES

List three (3) references. Do not include current or past employers, relatives or past/present employees of the Town of Edisto Beach. Provide full name, address (city & state) and phone number.

NAME	ADDRESS	PHONE NO.
1.		
2.		
3.		

PLEASE READ THE FOLLOWING STATEMENTS CAREFULLY AND SIGN

- The Town of Edisto Beach is an **Equal Opportunity Employer** and as such will recruit and hire employees without regard to race, religion, color, national origin, sex, age, political affiliation or disability except when physical condition is a *bona fide* occupational qualification.
- This application must be filled out in detail. Failure to complete all sections, or to sign this form, may result in its being returned for completion, causing delay or possible disqualification.
- This application will remain active for six (6) months from the date submitted.
- I understand and agree that acceptance of this application in no way obligates the Town of Edisto Beach to employ me or that there are any positions available.
- As an applicant for employment with the Town of Edisto Beach, I have furnished information for use in determining my qualifications for employment. I hereby authorize the Town of Edisto Beach to conduct a thorough background investigation to further support the statements contained herein.
- I hereby release the Town of Edisto Beach, current and past employers and references named herein (or in accompanying resume), from liability or damage resulting from providing information requested.
- If I request herein that my present employer not be contacted, an offer of employment will be conditioned upon acceptable information and verification from such employer prior to beginning work.
- I agree to submit to a drug screen for the position. The results of such analysis may be grounds for disqualifying me or terminating my employment.
- I agree to have a physical examination (town paid) as required for my position and understand that any offer of employment is contingent upon my passing this physical examination.
- I understand and agree that if employed, I will be an employee "at will" and will have the right to terminate my employment at any time, with or without notice and with or without cause, and that the town shall have the same right.
- No supervisor or official is authorized to make an oral or written assurance or promise of continued employment.
- If employed, I agree to abide by all present and subsequently issued personnel policies and rules of the town.
- I understand that if hired, I must meet the eligibility verification requirements of the Federal Immigration and Naturalization Service and submit appropriate documentation to satisfy the requirements of completing INS Form I-9. (A list of acceptable documents is available through the Human Resources Department. However, the most commonly used ID is (1) a Passport or (2) a Social Security Card and Driver's License.)
- I hereby affirm that all statements made herein are true and correct to the best of my knowledge and understand that any misrepresentation may result in my being disqualified from further consideration or being terminated should I already be employed by the Town of Edisto Beach.
- My signature conveys that I have read, understand and agree to all the statements listed above.

Signature: _____

Date: _____

APPLICANT: Please complete this tab. (This tab is detached by the Human Resource Personnel before application is sent to hiring department.

EEO REPORTING AND PERSONNEL RESEARCH

NOTE: The information requested in this section is not used to evaluate your application. This information is needed to satisfy Equal Employment Opportunity reporting and personnel research requirements.

<u>Last</u>	<u>First</u>	<u>Middle</u>
Name:		
Date of Birth:		NOTE: The 1972 Human Affairs Law prohibits discrimination based on age.
Race (check one): White <input type="checkbox"/> Black <input type="checkbox"/> Hispanic <input type="checkbox"/> Asian or Pacific Islander <input type="checkbox"/> American Indian or Alaskan Native <input type="checkbox"/>		
<input type="checkbox"/> Male <input type="checkbox"/> Female		Marital Status: <input type="checkbox"/> Single <input type="checkbox"/> Married
POSITION APPLIED FOR: _____		Today's Date:



Town of Edisto Beach
2414 Murray Street
Edisto Beach, SC 29438
(843) 869-2505

(Date)

AUTHORIZATION FOR RELEASE OF CRIMINAL HISTORY INFORMATION

Name of Individual: _____
Last First Middle/Maiden

Name of Employer Authorized to Request Information: Town of Edisto Beach

Social Security Number of Applicant: _____

Date of Birth: _____

Address of Applicant: _____

I, _____ am aware that my background is to be investigated for potential employment, and hereby authorize and request the release of any and all information which you have concerning me to the above employer, its subsidiaries, or its agents upon presentation of this release or copy hereof.

I hereby release any and all of the above and the Town of Edisto Beach from any and all liability for damages of whatever kind which may at any time result to me, my heirs, family, or associates because of compliance with this authorization and request to release information, or any attempt to comply with it.

(Signature)

(Date)

(Witness)

(Date)