



Application For Employment

City of Walterboro
 Personnel Department
 248 Hampton Street
 Walterboro, SC 29488

We consider applicants for all positions without regard to race, color, religion, sex, national origin, age, marital or veteran status, the presence of a non-job-related medical condition or handicap, or any other legally protected status.

(PLEASE PRINT)

Position(s) Applied For	Full Time <input type="checkbox"/>	Part Time <input type="checkbox"/>	Date of Application
How Did You Learn About Us?			
<input type="checkbox"/> Advertisement	<input type="checkbox"/> Friend	<input type="checkbox"/> Walk- In	
<input type="checkbox"/> Employment Agency	<input type="checkbox"/> Relative	<input type="checkbox"/> Other	
Last Name		First Name	Middle Name
Address Number	Street	City	State Zip Code
Telephone Number(s) - -	Driver's License #	State	Social Security Number - -

If you are under 18 years of age, can you provide required proof of your eligibility to work? Yes No

Have you ever filed an application with us before? Yes No
 If yes, give date

Have you ever been employed with us before? Yes No
 If yes, give date

Are you currently employed? Yes No

May we contact your present employer? Yes No

Are you prevented from lawfully becoming employed in this country because of Visa or Immigration Status? Yes No
Proof of citizenship or immigration status will be required upon employment.

On what date would you be available for work?

Are you available to work: Full Time Part Time Shift Work Temporary

Are you currently on "lay-off" status and subject to recall? Yes No

Can you travel if a job requires it? Yes No

Have you been convicted of a felony within the last 7 years? Yes No
Conviction will not necessarily disqualify an applicant from employment.

If yes, please explain _____

WE ARE AN EQUAL OPPORTUNITY EMPLOYER

Education

	Elementary School					High School				Undergraduate College/ University				Graduate/ Professional			
School Name and Location																	
Years Completed	4 <input type="checkbox"/>	5 <input type="checkbox"/>	6 <input type="checkbox"/>	7 <input type="checkbox"/>	8 <input type="checkbox"/>	9 <input type="checkbox"/>	10 <input type="checkbox"/>	11 <input type="checkbox"/>	12 <input type="checkbox"/>	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>
Diploma/ Degree						<input type="checkbox"/>				<input type="checkbox"/>				<input type="checkbox"/>			
Describe Course of Study																	
Describe any specialized training , apprenticeship, skills, and extra-curricular activities																	
Describe any honors you have received																	
State any additional information you feel may be helpful to us in considering your application																	

Indicate any foreign languages you can speak, read, and/ or write			
	Fluent	Good	Fair
Speak			
Read			
Write			

List professional, trade, business, or civic activities and offices held.
You may exclude memberships which would reveal sex, race, religion, national origin, age, ancestry, or handicap or other protected status.

References

Give name, address, and telephone number of three references who are **not** related to you and are not previous employers.

- 1.
- 2.
- 3.

Do you have any relatives currently employed by the City of Walterboro? Yes No

If so, please provide their name, the relationship, the department in which they are employed, and the position they hold:

Have you ever had any job- related training in the United States Military? Yes No

If Yes, please describe:

Employment Experience

Start with your present or last job. Include any job-related military service assignments and volunteer activities. You may exclude organizations which indicate race, color, religion, gender, national origin, handicap or other protected status.

1.	Employer	Dates Employed		Work Performed
		From	To	
Address				
Telephone Number(s) - -		Hourly Rate/ Salary		
		Starting	Final	
Job Title	Supervisor			
Reason for Leaving				
2.	Employer	Dates Employed		Work Performed
		From	To	
Address				
Telephone Number(s) - -		Hourly Rate/ Salary		
		Starting	Final	
Job Title	Supervisor			
Reason for Leaving				
3.	Employer	Dates Employed		Work Performed
		From	To	
Address				
Telephone Number(s) - -		Hourly Rate/ Salary		
		Starting	Final	
Job Title	Supervisor			
Reason for Leaving				
4.	Employer	Dates Employed		Work Performed
		From	To	
Address				
Telephone Number(s) - -		Hourly Rate/ Salary		
		Starting	Final	
Job Title	Supervisor			
Reason for Leaving				
5.	Employer	Dates Employed		Work Performed
		From	To	
Address				
Telephone Number(s) - -		Hourly Rate/ Salary		
		Starting	Final	
Job Title	Supervisor			
Reason for Leaving				

If you need additional space, please continue on a separate sheet of paper.

Residence History

Start with your present address. Include all addresses for the past fifteen years.

1.	Address Number	Street	City	State	Zip Code
Dates at this address		From	To		
2.	Address Number	Street	City	State	Zip Code
Dates at this address		From	To		
3.	Address Number	Street	City	State	Zip Code
Dates at this address		From	To		
4.	Address Number	Street	City	State	Zip Code
Dates at this address		From	To		
5.	Address Number	Street	City	State	Zip Code
Dates at this address		From	To		

Special Skills and Qualifications

Summarize special job- related skills and qualifications acquired from employment or other experience.



Applicant Data Record

City of Walterboro
Personnel Department
248 Hampton Street
Walterboro, SC 29488

(PLEASE PRINT)

Qualified applicants are considered for all positions, and employees are treated during employment without regard to race, color, religion, sex, national origin, age, marital or veteran status, medical condition or handicap.

As employers/ government contractors, we comply with government regulations and affirmative action responsibilities.

Solely, to help us comply with government record keeping, reporting and other legal requirements, please fill out the Data Record.

This Data is for periodic government reporting and will be kept in a Confidential File separate from the Application for Employment.

Date:

Position(s) Applied For _____

Referral Source: Advertisement Friend Relative
 Employment Agency Other

Name: Last	First	Middle	Phone Number
			- -
Address: Number	Street	City	State Zip Code

Affirmative Action Survey

Government agencies require periodic reports on the sex, ethnicity, handicapped and veteran status of applicants. This data is for analysis and affirmative action only. Submission of information about a handicap is voluntary.

Check one: Male Female

Check one of the following:

Race/ Ethnic: White Black Hispanic

American Indian/ Alaskan Native Asian/ Pacific Islander

Check if any of the following are applicable:

Vietnam Era Veteran Disabled Veteran Handicapped Individual