

Figure 9.7

Job Application

EMPLOYMENT APPLICATION

A	BACKGROUND
CHECK	WILL BE
	CONDUCTED



861 Riverland Drive

Charleston SC 29412

PLEASE TYPE OR PRINT ALL ANSWERS IN INK

PERSONAL DATA

Position(s)		
Desired: _____		

Date Available: _____	() Full Time	() Part Time
() Temporary		

Name: _____			
(Last)	(First)	(Middle)	
Address: _____			
Street	(City/Town)	(State)	(Zip Code)
Primary Phone (Include Type & Area Code): _____ Secondary:			

EDUCATION AND TRAINING

Circle Highest Grade Completed:	Did you Graduate	High
School Equivalent Test		
7 or less 8 9 10 11 12 College 1 2 3 4	Yes_____ No_____	Date/State
Awarded _____		

	Type of School Name City & State	Diploma Field or Degree	Major Average	Grade	Dates Attended	
					From Mo/Yr	To Mo/Yr
Last High School Attended						
Colleges Attended						
Other Schools (Graduate, Trade, Business, etc.)						
List Special Skills, Training, or Experience that would be of special benefit in the job for which you are applying.						

1. Do you have a valid Drivers License? Yes_____ No_____ State:_____ Drivers
License #_____

AN EQUAL OPPORTUNITY EMPLOYER

EMPLOYMENT HISTORY

In the spaces provided below, give your employment history beginning with your present or most recent employer and list all positions held, including military, part-time, summer, volunteer work and any periods of unemployment. An explanation of any period of unemployment should be included under No. 7

2A. Company Name_____

Type of Business:_____

Company Address_____

Supervisor:_____ Company Phone No._____

Dates of Employment: From (Mo/Yr)_____ To (Mo/Yr)_____

Position:_____

Reason for Leaving_____

Description of Duties_____

2B. Company Name_____

Type of Business:_____

Company Address_____

Supervisor:_____ Company Phone No._____

Dates of Employment: From (Mo/Yr)_____ To (Mo/Yr)_____

Position:_____

Reason for Leaving_____

Description of Duties_____

2C. Company Name_____

Type of Business:_____

Company Address_____

Supervisor:_____ Company Phone No._____

Dates of Employment: From (Mo/Yr)_____ To (Mo/Yr)_____

Position:_____

Reason for Leaving_____

Description of Duties_____

2D. Company Name_____

Type of Business:_____

Company Address_____

Supervisor:_____ Company Phone No._____

Dates of Employment: From (Mo/Yr)_____ To (Mo/Yr)_____

Position:_____
Reason for Leaving_____
Description of Duties_____

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GENERAL INFORMATION

3. CRIMINAL TRAFFIC AND/OR CIVIL COURT RECORD: Have you ever been convicted of an offense in an adult court other than for a minor traffic violation?

Yes_____ No_____ (If answer is YES, give complete details under item 7. A conviction will not necessarily exclude you from employment consideration.)

4. Are you legally eligible for employment in the U.S.A? Yes_____ No_____ (Verification will be required if hired.)

5. Have you ever been an applicant or employee of Charleston County Park & Recreation Commission?

a. If Applicant - Date of Application:_____ Position
 Applied for:_____

Held: _____

6. Indicate source from which you first learned of this

[illegible]

In order to prevent a delay in the processing of your application, please be sure you have signed and dated this application and answered every question clearly and completely.

PLEASE READ AND SIGN BELOW

The facts set forth in my application for employment are true and complete. I understand that if I am employed, any false statement on this application may result in my dismissal. I further understand that this application is not intended to be a contract of employment, nor does this application obligate the employer in any way if the employer decides to employ me. I understand and agree that my employment is at-will and can be terminated by either party with or without notice, at any time, for any reason or no reason.

Signature of Applicant

Date

The U.S. Government requires that we verify your eligibility for U.S. employment. As evidence of eligibility and identity, the government requires new hires to submit originals of one document from Group “A” OR one document from BOTH Group “B” and Group “C” below.

Please check the evidence you will submit to us, should an offer of employment be made.

UNDER FEDERAL LAW, YOUR INABILITY TO PRODUCE ADEQUATE PROOF OF

ELIGIBILITY AND IDENTITY (WITHIN 3 DAYS OF EMPLOYMENT) WILL RESULT IN
YOUR TERMINATION FROM AGENCY EMPLOYMENT.

Group A

☐ U.S. Passport

☐ Certificate of U.S. Citizenship

☐ Certificate of Naturalization

☐ Unexpired foreign passport with
unexpired work authorization
endorse-
ment of the Attorney General

☐ Alien Registration card with
photo

☐ Other- please specify:

Group B

☐ State driver's license with
photo

☐ U.S. Military Card

☐ Other form of State ID with
photo

☐ Photo ID approved by
Attorney
General

☐ Other- please specify:

Group C

☐ Social Security Card (original)

☐ U.S. Birth Certificate bearing seal
or

other certification

☐ Other document approved by
Attorney

General authorizing employment by

the applicant in the U.S.

☐ Other- please specify:

THIS APPLICATION WILL BE CONSIDERED CURRENT FOR 3 MONTHS

THANK YOU FOR MAKING APPLICATION FOR EMPLOYMENT WITH THE
CHARLESTON COUNTY PARK AND RECREATION COMMISSION

The Charleston County Park and Recreation Commission is an Equal Employment Opportunity Employer. Our jobs are open to all qualified applicants regardless of age, national origin, race, sex, religion or disability. Please complete the following, as the information requested will be used to monitor and report the status of our equal employment and affirmative action programs to various government agencies.

1. SEX: Male_____ Female_____ 2. AGE:_____

3. BIRTHDATE:_____

4. Are you Hispanic or Latino: Yes_____ No_____

If your answer to question # 4 was “no”, please identify your race:

Please indicate the racial or ethnic group with which you identify yourself:

American Indian or Alaskan Native _____ Asian_____ Black or African American_____

Native Hawaiian or Pacific Islander_____ White _____ Two or more races_____