

SPARTANBURG COUNTY
EMPLOYMENT APPLICATION

Spartanburg County is an equal employment opportunity employer, and makes all employment decisions without regard to disability, handicap, race, color, religion, sex, veteran's status, national origin, citizenship or age. Opportunity for employment with Spartanburg County depends on qualification: and performance.

DATE _____

SOCIAL SECURITY NO.

Mr
Mrs
NAME: Miss

(LAST)

(FIRST)

(Middle or Maiden Name -
if used on any work or
school records)

ADDRESS _____

(STREET ADDRESS/ROUTE)

(P.O. BOX)

(APT. NUMBER)

(CITY/COUNTY)

(STATE)

(ZIP CODE)

TELEPHONE _____

(HOME PHONE)

(BUSINESS PHONE)

May we call you at work?
YES _____ NO _____

Are you 18 years of age or older? Yes No

Are you 21 years of age or older? Yes No

POSITION APPLIED FOR _____ SALARY EXPECTED _____

REFERRAL SOURCE. Advertisement Friend Other _____

DO YOU WANT TO WORK? Fulltime Parttime On Shifts _____

HAVE YOU EVER WORKED FOR SPARTANBURG COUNTY BEFORE? _____ IF YES, WHEN? _____

IF HIRED, ON WHAT DATE WILL YOU BE AVAILABLE TO START WORK? _____

HAVE YOU EVER BEEN BONDED? Yes No If so, for what job? _____

ARE YOU A VETERAN? Yes No If yes, what branch of military service? _____

RECORD OF EDUCATION

School	Name and Address of School	Course of Study	Circle Year Completed				Name of Degree or Certifying	Major/Minor
Elementary			5	6	7	8		
High			1	2	3	4		
College			1	2	3	4		
Other (specify)								

CHECK (IF APPLICABLE) CERTIFICATION, LICENSING, APPRENTICESHIP, OR EXPERIENCE:

CLERICAL SKILLS:

- ADDING MACHINE
 CALCULATOR
 TYPING SPEED _____
 SHORTHAND SPEED _____
 COMPUTER
 ACCOUNTING

COMPLETION OF SC CRIMINAL JUSTICE

VALID SC DRIVER'S LICENSE
 VALID COMMERCIAL DRIVER'S LICENSE (CDL)
 CDL License Class _____

JOURNEYMAN'S CERTIFICATION:

- PLUMBING
 HVAC
 ELECTRICAL

CDL Endorsements:

CDL Restrictions: _____

Describe any specialized skills or training that may be applicable to positions for which you are qualified:

OTHER LICENSE OR CERTIFICATIONS: _____

ARE YOU RELATED TO ANYONE EMPLOYED BY SPARTANBURG COUNTY?

NAME	RELATIONSHIP	DEPARTMENT

IN CASE OF EMERGENCY, PLEASE NOTIFY:

NAME	ADDRESS	TELEPHONE NUMBER

Have you been convicted of a crime other than minor traffic violations?	YES <input type="checkbox"/>	NOTE: A "yes" answer to this question 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.
	NO <input type="checkbox"/>	

IF YES:	Charge(s)	Where Convicted	Date	Disposition or Current Status

PERSONAL REFERENCES (Not former employers or relatives)

Name and Occupation	Address	Phone Number

I hereby certify that the facts in this application are true and accurate and that any misrepresentation or omission of facts may result in my being disqualified or my being discharged. You are hereby authorized to make any investigation of my personal employment, financial or medical history or any other related matters considered necessary.

Date _____ Applicant's Signature _____

APPLICANT NOTICE OF DRUG ABUSE SCREENING

Spartanburg County has approved and administers an Alcohol and Drug Abuse Policy for all county employees and applicants. Compliance with this policy is a condition of employment.

Every offer of employment is conditioned upon the applicant successfully completing a post-offer medical examination which includes an urinalysis test to detect illegal substance use. If an applicant's initial urinalysis test is positive, a confirmation test will be conducted on the same specimen to rule out false-positives. If the confirmation test is positive, the applicant will be advised that he/she did not successfully complete the urinalysis test. A tampered specimen is regarded the same as a positive specimen. Before an applicant can be reconsidered for any position with Spartanburg County government, he/she must receive professional evaluation which may include a rehabilitation program at a facility approved by the county at the applicant's expense.

AT-WILL EMPLOYMENT DISCLAIMER

The contents of this application are not intended to create a contract between the county and any employee. Nothing in the application binds the county or any employee to any specific or definite period of employment, or to any specific procedures, policies, guidelines, ruin, or terms and conditions of employment. As an employee, you are completely free to leave the county at any time you choose, and the county has the same right to end the employment relationship.

I have read and/or been explained and I understand the above statement

Applicant's Signature

Personnel Director/Designee

Additional Comments:
