



# CITY OF BARNWELL SOUTH CAROLINA

# Application for Employment

We consider applicants for all positions without regard to race, color, religion, creed, gender, national origin, age, disability, marital or veteran status, or any other legally protected status.

(Please Print)

Position(s) Applied For		Date of Application	
How did you Learn About Us?	Advertisement Employment Agency	Relative Friend	Inquiry Other _____
Last Name	First Name	Middle Name	
Address	Number	Street	City State Zip Code
Telephone Number(s)		Social Security Number	

Best time to contact you at home is: .....:..... AM/PM

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 \_\_\_\_\_ Under SC Law, The City of Barnwell maintains employment applications on all candidates for a period of two years following the date of the application. Applicants may apply for jobs in other departments within those two years if they feel so qualified.

Have you ever been employed with us before? ..... Yes\_\_\_ No\_\_\_

If Yes, give date \_\_\_\_\_

Do any of your friends or relatives, other than spouse, work here? ..... Yes\_\_\_ No\_\_\_

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  
*Proof of citizenship or immigration status will be required upon employment.....* Yes\_\_\_ No\_\_\_

Date available for work \_\_\_/\_\_\_/\_\_\_ What is your desired salary range? \_\_\_\_\_

Are you available to work:

Full-Time (please indicate 1 2 3 shift)

Part-Time (please indicate mornings afternoons evenings)

Temporary (please indicate dates available \_\_\_/\_\_\_/\_\_\_ - \_\_\_/\_\_\_/\_\_\_)

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

Can you travel if a job requires it? ..... Yes\_\_\_ No\_\_\_

*Continued on the next page...*

**INSTRUCTIONS FOR ANSWERING THE NEXT TWO QUESTIONS**

Do not include convictions that were sealed, eradicated, erased, annulled by a court, or expunged, or convictions that resulted in referral to a diversion program.

Within the past 7 years, have you plead guilty or no contest to, or been convicted of any criminal offense related to the position of which you are applying, other than the applicable exceptions listed above?    Yes\_\_\_    No\_\_\_

Have you ever been arrested for any matters related to the position of which you are applying, for which you currently are out on bail or on your own recognizance pending trial?    Yes\_\_\_    No\_\_\_

**CRIMINAL OFFENSES ONLY:** If you answered Yes, to either of the above two questions, please provide the date(s) and explain in accordance with the above instructions so that individual circumstances can be considered.

*Criminal convictions or arrests will not automatically disqualify an applicant from a particular job. The City will consider the nature of the crime, its seriousness, the substantial relation to the position’s functions and qualifications, the number of occurrences, the applicant’s age at the time of the crime, the time elapsed since the crime, the applicant’s entire work and educational history, employment references and recommendations, and the business necessity of any exclusion when required by law.*

**EDUCATION**

	Name & Address Of School	Course of Study	Years Completed	Diploma Degree
GED				
High School				
Undergraduate College				
Graduate Professional				
Other (Specify)				

Describe any specialized training, apprenticeship, skills and extra-curricular activities.


Describe any job-related training in the United States military.


## 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, disabilities or other protected status.

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

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

## ADDITIONAL INFORMATION

List professional, trade, business or civic activities and offices held.  
*You may exclude membership which would reveal gender, race, religion, national origin, age, ancestry, disability or other protected status:*


### **Other Qualifications**

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


### **Specialized Skills (Check Skills/Equipment Operated)**

<input type="checkbox"/> Terminal	<input type="checkbox"/> Spreadsheet	Production/Mobile Machinery (list)	Other (list)
<input type="checkbox"/> PC/MAC	<input type="checkbox"/> Word Processing	<input type="checkbox"/> Backhoe Operation	_____
<input type="checkbox"/> Typewriter	<input type="checkbox"/> Shorthand	_____	_____
		_____	_____

*State any additional information you feel may be helpful to us in considering your application.*


### **REFERENCES**

1.	( )
2.	( )
3.	( )

