CITY OF SIMPSONVILLE
118 NE Main Street
Simpsonville, South Carolina 29681
(864) 967-9526

APPLICATION FOR EMPLOYMENT

(An Equal Opportunity Employer)

We consider applicants for all positions without regard to race, color, religion, sex, national origin, citizenship, age, mental or physical disabilities, veteran/reserve/national guard or any other similarly protected status. We also comply with all applicable laws governing employment practices and do not discriminate on the basis of any unlawful criteria. ***WE ARE AN AT-WILL EMPLOYER, MEANING THAT EITHER THE EMPLOYER OR THE EMPLOYEE MAY END THE EMPLOYMENT RELATIONSHIP AT ANY TIME AND FOR ANY OR NO REASON.***

BASIC INFORMATION: Please print

Name of position you are applying for: _____ **Date:**_____

Full-Time ☐ **Part-time** ☐ **Temporary** ☐ **Rotating Shifts** ☐

Last Name:	**First Name:**	**Middle Name:**

Address:	**City:**	**State:**	**Zip Code:**

Telephone #:	**Mobile#:**	**E-mail Address:**

Salary Requirements:_____ **Date Available:**_____

Have you submitted an application here before? ☐ Yes ☐ No If **yes**, give date(s) and position(s)_____

Have you ever been employed here before? ☐ Yes ☐ No If **yes**, give dates From:___/___/___ to ___/___/___

Will you work overtime if requested? ☐ Yes ☐ No If no, please explain_____

Driver's license number:_____State_____

Answering "yes" to the following question does not constitute an automatic bar to employment. Factors such as date of the offense, seriousness and nature of the violation, rehabilitation, and position applied for will be considered.

Have you ever pled "guilty" or "no contest" to, or been convicted of a crime other than a minor traffic violation? ☐ Yes ☐ No If **yes**, please provide date(s) and details:_____

EMPLOYMENT HISTORY

Employer:_____ Telephone #:_____
Address:_____ City:_____ State_____
Job Title:_____ Supervisor:_____
May we contact Supervisor for reference? ☐ Yes ☐ No
Why did you leave?_____
_____
Summarize the type of work performed and job responsibilities:_____
_____
What did you like the most about your position?_____
_____
What did you like least about your position?_____
_____
Dates employed: from_____ to_____
Hourly Rate $_____ Yearly Salary $_____

Employer:_____ Telephone #:_____
Address:_____ City:_____ State_____
Job Title:_____ Supervisor:_____
May we contact Supervisor for reference? ☐ Yes ☐ No
Why did you leave?_____
_____
Summarize the type of work performed and job responsibilities:_____
_____
What did you like the most about your position?_____
_____
What did you like least about your position?_____
_____
Dates employed: from_____ to_____
Hourly Rate $_____ Yearly Salary_____

Employer:_____ Telephone #:_____
Address:_____ City:_____ State_____
Job Title:_____ Supervisor:_____
May we contact Supervisor for reference? ☐ Yes ☐ No
Why did you leave?_____
_____
Summarize the type of work performed and job responsibilities:_____
_____
What did you like the most about your position?_____
_____
What did you like least about your position?_____
_____
Dates employed: from_____ to_____
Hourly Rate $_____ Yearly Salary_____

Explain any gaps in your employment, other than those due to personal illness, injury or disability._____
_____
_____

If not addressed above, have you ever been fired or asked to resign from a job? ☐ Yes ☐ No If **yes**, please explain_____
_____

We are an at-will, equal opportunity employer

SKILLS AND QUALIFICATIONS

Summarize any skills, special training, licenses and/or certificates that may assist you in performing the position for which you are applying._____

_____

Computer Skills (check appropriate boxes. Include software titles and years of experience.)

☐ Word Processing_____	Years:_____	☐ Internet_____	Years:_____
☐ Spreadsheet _____	Years:_____	☐ Other_____	Years:_____
☐ Presentation _____	Years:_____	☐ Other_____	Years:_____
☐ E-mail _____	Years:_____	☐ Other_____	Years:_____

EDUCATIONAL BACKGROUND

SCHOOL	NAME AND ADDRESS OF SCHOOL	MINOR/MAJOR	CIRCLE LAST YEAR COMPLETED	DID YOU GRADUTATE?	LIST DIPLOMA OR DEGREE
HIGH			1 2 3 4	☐ Yes ☐ No	
COLLEGE			1 2 3 4	☐ Yes ☐ No	
OTHER (SPECIFY)			1 2 3 4	☐ Yes ☐ No	

PERSONAL REFERENCES

List name and telephone number of three personal references who are not related to you, not a City employee, and are not previous supervisors.

Name	Title	Relationship to you	Telephone	Number of Years Known

How did you hear about us?

☐ Advertisement_____ ☐ Walk-in_____ ☐School_____

☐ Private Employment Agency/Government Employment Agency_____

☐ Company's Website_____ ☐ Staffing Agency_____ ☐Other _____

Are you: ☐ related to ☐ a neighbor of ☐ a friend of any City of Simpsonville employee?

If yes, whom:_____How? _____

_____

We are an at-will, equal opportunity employer

JOB RELATED INFORMATION

To what job-related organizations (professional, trade, etc.) do you belong? Exclude memberships that would reveal, race, color, religion, sex, national origin, citizenship, age, mental or physical disabilities, veteran/reserve/national guard or any other similarly protected status.

Organization Offices Held

_____

_____

_____

List special accomplishments, publications, awards, etc. Exclude information that would reveal, race, color, religion, sex, national origin, citizenship, age, mental or physical disabilities, veteran/reserve/national guard or any other similarly protected status.

_____

_____

Is there any other job-related information you want us to know about you? For example: foreign language(s)_____

_____

APPLICANT STATEMENT

I certify that all information I have provided in order to apply for and secure work with The City of Simpsonville is true, complete and correct.

I expressly authorize The City of Simpsonville, its representatives, employees and agents to contact and obtain information from all references (personal and professional), employers, public agencies, licensing authorities and educational institutions and to otherwise verify the accuracy of all information provided by me in this application, resume or job interview. I hereby waive any and all rights and claims I may have regarding the City of Simpsonville, its agents, employees and representatives, for seeking, gathering and using truthful and non-defamatory information, in a lawful manner, in the employment process and all other persons, corporations or organizations for furnishing such information about me.

I understand that this application remains current for only 1 year. At the conclusion of that time, if I have not heard from the City of Simpsonville and still wish to be considered for employment, it will be necessary for me to reapply and fill out a new application.

If I am hired, I understand that I am free to resign at any time, with or without cause and with or without prior notice, and that The City of Simpsonville reserves the same right to terminate my employment at any time, with or without cause and with or without prior notice, except as may be required by law. This application does not constitute an agreement or contract for employment for any specified period or definite duration. I understand that no supervisor or representative of the City of Simpsonville is authorized to make any assurances to the contrary and that no implied oral or written agreements contrary to the foregoing express language are valid unless they are in writing and signed by the City Administrator of the City of Simpsonville.

I also understand that if I am hired, I will be required to provide proof of identity and legal authorization to work in the United States and that federal immigration laws require me to complete an I-9 Form in this regard.

I understand that any information provided by me that is found to be false, incomplete or misrepresented in any respect, will be sufficient cause to (1) eliminate me from further consideration for employment, or (2) result in my immediate discharge from the employ of the City of Simpsonville, whenever it is discovered.

DO NOT SIGN UNTIL YOU HAVE READ THE ABOVE APPLICANT STATEMENT.

I certify that I have read, fully understand, and accept all terms of the foregoing Applicant Statement.

Signature of Applicant_____**Date**_____

We are an at-will, equal opportunity employer