

EMPLOYMENT APPLICATION

Barnwell County Government

57 Wall Street, Room 223, Barnwell, SC 29812

Telephone: (803) 541-1013 • Website Address: <https://www.barnwellcountysc.us/>

All applicants are considered without regard to race, color, religion, sex, national origin, age, veteran status, or disability.

PLEASE TYPE OR PRINT ALL ANSWERS IN INK **PERSONAL DATA**

1. Name: _____
(Last) _____ (First) _____ (Middle) _____

List other names by which you have been known: _____ Social Security Number _____

2. Address: _____
(Street) _____ (City/Town) _____ (State) _____ (Zip Code) _____

3. Phone: (Include Area Code) Home: (_____) _____ Business: (_____) _____

4. Email Address: _____

POSITION APPLIED FOR _____ Date Available to Work _____
(Applications accepted **ONLY** for openings advertised)

5. EDUCATION AND TRAINING

LIST HIGHEST GRADE COMPLETED: 7 OR LESS 8 9 10 11 12 13 14 15 16 17 18 AWARDED _____		DID YOU GRADUATE? YES NO	HIGH SCHOOL EQUIVALENT TEST (GED) YES NO STATE
TYPE OF SCHOOL	SCHOOL NAME CITY AND STATE	DIPLOMA OR DEGREE AWARDED	MAJOR FIELD
LAST HIGH SCHOOL ATTENDED			
COLLEGES ATTENDED			
OTHER (MILITARY, TRADE BUSINESS, GRADUATE SCHOOL, ETC.)			

SPECIAL QUALIFICATIONS: INCLUDE TECHNICAL/PROFESSIONAL LICENSES AND NUMBERS; ACADEMIC AND/OR PROFESSIONAL CREDENTIALS.

6. SKILLS

COMPUTER EXPERIENCE _____
(e.g., data entry, word processing, spreadsheets)

SOFTWARE USED _____
(e.g., Word, Excel, Access)

KEYBOARDING ____ KEY STROKES PER MINUTE ____ OTHER _____

7. Do you possess a valid Driver's License?

YES NO STATE _____ DRIVER'S LICENSE NUMBER _____ CLASS _____

8.

EMPLOYMENT HISTORY

A brief description of duties for each position is required below. Additional details may be provided by attaching a resume, if desired. Please provide 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.

A. NAME AND ADDRESS OF COMPANY	FROM (MO./YR.)	TO (MO./YR.)	REASON FOR LEAVING	SALARY	
				BEGINNING	ENDING
	SUPERVISOR'S NAME:				
TELEPHONE NUMBER: ()	BRIEF DESCRIPTION OF DUTIES:				
POSITION TITLE:					
B. NAME AND ADDRESS OF COMPANY	FROM (MO./YR.)	TO (MO./YR.)	REASON FOR LEAVING	SALARY	
				BEGINNING	ENDING
	SUPERVISOR'S NAME:				
TELEPHONE NUMBER: ()	BRIEF DESCRIPTION OF DUTIES:				
POSITION TITLE:					
C. NAME AND ADDRESS OF COMPANY	FROM (MO./YR.)	TO (MO./YR.)	REASON FOR LEAVING	SALARY	
				BEGINNING	ENDING
	SUPERVISOR'S NAME:				
TELEPHONE NUMBER: ()	BRIEF DESCRIPTION OF DUTIES:				
POSITION TITLE:					
D. NAME AND ADDRESS OF COMPANY	FROM (MO./YR.)	TO (MO./YR.)	REASON FOR LEAVING	SALARY	
				BEGINNING	ENDING
	SUPERVISOR'S NAME:				
TELEPHONE NUMBER: ()	BRIEF DESCRIPTION OF DUTIES:				
POSITION TITLE:					

May we contact the employers listed above? YES NO

If NOT, please indicate which employer you do not wish us to contact: _____

9. CRIMINAL, TRAFFIC, AND/OR CIVIL COURT RECORD

A. Have you ever been convicted of, pled guilty or pled nolo contendere (no contest) to a felony?

YES NO If answer is YES, please give complete details. (A conviction will not necessarily exclude you from employment consideration.)

DATE	DETAILS

B. In the past five (5) years, have you ever been convicted of, pled guilty, or pled nolo contendere (no contest) to a misdemeanor?

YES NO If answer is YES, please give complete details (A conviction will not necessarily exclude you from employment consideration.)

DATE	DETAILS

10. Have you ever been an employee of Barnwell County Government?

Employment Dates: _____ Position Held/Department: _____

11. List three references employment related.

Name/Title

Company Name

Phone Number

_____	_____	_____
_____	_____	_____
_____	_____	_____

GENERAL INFORMATION

IN ORDER TO PREVENT A DELAY IN THE PROCESSING OF YOUR APPLICATION, PLEASE BE SURE TO SIGN AND DATE THIS FORM AND ANSWER EVERY QUESTION CLEARLY AND COMPLETELY.

Each applicant considered for employment in a County position must meet the minimum requirements established for that position. This may include the successful completion of a verbal/written examination and a drug screen.

In compliance with the Title VI of the Consumer Protection Act, this is to advise you that as part of our processing of employment applications, an inquiry may be made concerning an applicant's credit standing, general reputation, character, and personal characteristics. This information may be from previous employers, personal references, law enforcement agencies, and/or consumer reporting agencies. Upon an applicant's written request, additional information as to the nature and scope of any report will be provided.

SIGNATURE AND CERTIFICATION

I hereby affirm that the information provided on this application (and accompanying resume and/or documentation, if any) is true and complete to the best of my knowledge. I also understand that falsified information or significant omissions may disqualify me from further consideration for employment and may be considered justification for dismissal if discovered at a later date. I further understand that this application becomes the property of Barnwell County Government and will not be returned.

I authorize persons, schools, my current employer (if applicable), and previous employers and organizations named in this application (and accompanying resume and/or documentation, if any) to provide any relevant information that may be required to arrive at an employment decision.

I understand that should I be offered a position, my employment can be terminated, with or without cause, at any time at the discretion of either the County of Barnwell or myself.

Signature: _____ Date: _____

**WE THANK YOU FOR APPLYING FOR EMPLOYMENT WITH
BARNWELL COUNTY GOVERNMENT, AN EQUAL OPPORTUNITY EMPLOYER.**