



NEWBERRY COUNTY
1309 COLLEGE STREET, P.O. BOX 156
NEWBERRY, SC 29108



APPLICATION FOR AN AT-WILL & EEO EMPLOYER

We consider applicants for all positions without regard to race, creed, color, religion, sex, national origin, age, marital or veteran status, disability, political affiliation, or legally protected status. We will give this application every consideration. However, in accepting it, the County of Newberry makes no commitment of employment to the applicant. This application pertains only to the position applied for below.

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.

(Please print or write in black ink)

DATE OF APPLICATION: _____

POSITION APPLIED FOR: _____ Name: _____
 (Last) (First) (Middle) (Social Security Number)

Address: _____ City: _____ State _____ Zip _____

Home Phone _____ Business Phone _____ Cell Phone _____ E-mail Address _____

Do you possess a valid driver's license? ___ Yes ___ No No#: _____ Expires: _____ Class (circle) A B C D E F M G

Relatives employed with the County? ___ Yes ___ No If yes, Name _____ Dept _____ Relation _____

Have you ever been employed by Newberry County? ___ Yes ___ No What Year? _____ Date available for work _____

Were you in the armed forces? ___ No ___ Yes Dates: From _____ To _____ List Branch & Rank at discharge _____

EDUCATION:

| High School/ Location | Highest Year Completed | Did you graduate? | Degree Received | Date Attended |
|--------------------------|------------------------|-------------------|-----------------|---------------|
| | | | | From: To: |
| College and Location | Highest Year Completed | Did you graduate? | Degree Received | Date Attended |
| | | | | From: To: |
| Trade/ Vocational School | Highest Year Completed | Did you graduate? | Degree Received | Date Attended |
| | | | | From: To: |

Are you currently registered or licensed for a profession in South Carolina? ___ Yes ___ No Profession/Craft, license & expiration _____

List any skills, licenses, certificates or work experience, which have prepared you for or are related to the position you seek ,i.e.,
 (typing speed, shorthand, computer software proficiency) _____

Are you legally authorized to work in the US? ___ Yes ___ No

Have you been convicted of a criminal offense? ___ Yes ___ No

If yes, list *charges: _____

| | | | |
|-------------------|------------------------|-------------|---------------------------|
| Conviction | Where convicted | Date | Disposition/Status |
|-------------------|------------------------|-------------|---------------------------|

Have you ever been terminated or forced to resign from a job? If yes, please explain: _____

Give the names of two people, not relatives, who are familiar with your work:

Name _____ Phone _____ Name _____ Phone _____

***Note: Omit minor vehicle violations and any offense committed before your 17th birthday, which was finally adjudicated in juvenile court or under a youthful offender law. Conviction of a criminal offense is not a bar to employment in all cases. Each conviction is evaluated individually.**

WORK HISTORY:

Begin with your present or most recent position. List all positions held, including military service, if any. Please answer all questions in this section in complete detail. **Do not substitute this section with a résumé**; attach additional sheets if more space is needed. **We may call your previous employers.**

1. Name of Company _____ Phone # _____
 Address _____
 Starting Date _____ Job Title _____ Salary: \$ _____ Per _____
 Ending Date _____ Job Title _____ Salary: \$ _____ Per _____
 Reason for Leaving: _____ May we contact this Employer? _____
 Name & Title of Supervisor _____ Description of duties: _____

2. Name of Company _____ Phone# _____
 Address _____
 Starting Date _____ Job Title _____ Salary: \$ _____ Per _____
 Ending Date _____ Job Title _____ Salary: \$ _____ Per _____
 Reason for Leaving: _____ May we contact this Employer? _____
 Name & Title of Supervisor _____ Description of duties: _____

3. Name of Company _____ Phone# _____
 Address _____
 Starting Date _____ Job Title _____ Salary: \$ _____ Per _____
 Ending Date _____ Job Title _____ Salary: \$ _____ Per _____
 Reason for Leaving: _____ May we contact this Employer? _____
 Name & Title of Supervisor _____ Description of duties: _____

PLEASE CAREFULLY READ THE FOLLOWING STATEMENTS

Authority to Release Information: By my signature, I consent to the release of information to authorized officers, agents, and/or employees of the County of Newberry which may include but not be limited to information concerning my past work; including my official personnel files; attendance records; evaluations; educational records including transcripts; military service; law enforcement records; and/or any personnel records deemed necessary. In addition, I consent to authorize appropriate officers, agents, and/or employees of the County of Newberry to make inquiries of third parties such as credit bureaus. I further release the organization, educational entity, present and former employers, law enforcement organization, and all third parties from any and all claims of whatever nature that I may have as a result of any inquiry or response given to such inquiries made in connection with my application for employment, and such persons or organizations may rely on a photocopy or a faxed copy of this release as fully as if it were a signed original.

Signature _____ Date _____

Certification of Applicant: I affirm, agree and/or understand that all statements on this form are true and accurate; any misrepresentation or omission of facts may result in my being disqualified or my being discharged should I already be employed by any Newberry County Department; my background may be investigated, including a fingerprint check; I may be required to successfully pass a medical examination as a condition of employment; if I have requested herein that my present employer not be contacted, an offer of employment may be conditioned upon receipt of acceptable information and verification from such employer prior to beginning work; copies of this form may be furnished to other Newberry County Department Heads. I understand that if hired, I am employed at-will and may be discharged at anytime, without notice.

Signature _____ Date _____

