



CITY OF BEAUFORT
POST OFFICE DRAWER 1167
BEAUFORT, SC 29901-1167
 (843) 525-6016 FAX (843) 525-7013
 Web Address: www.cityofbeaufort.org

APPLICATION FOR EMPLOYMENT

POSITION APPLYING FOR: _____

PERSONAL DATA

Name _____ Email Address _____
 Address _____ City, State, Zip _____
 Home Telephone () _____ Business Telephone () _____
 Driver's License # and State _____ CDL # and Class _____
 Person to contact in case of an emergency _____ Relationship _____
 Address _____ City, State, Zip _____ Telephone () _____

EDUCATIONAL DATA

EDUCATION	NAME AND LOCATION	NUMBER OF YEARS COMPLETED	DID YOU GRADUATE?	DIPLOMA OR DEGREE	MAJOR OR COURSE OF STUDY
High School					
Business/Trade/ Technical School					
College					
Graduate School					
Other					

SPECIAL SKILLS

List any special skills or qualifications you have (including certifications, licenses, etc.). _____

FOR OFFICIAL USE ONLY

Type of Test	TEST		Date	INTERVIEW NOTIFICATION	
	Results/Score			Time	Comments

Each question must be answered completely. List work history including, part-time, temporary, self-employment and military service beginning with your present or most recent position.

1	<p>Name of Company _____ Address _____</p> <p>Starting Date _____ Entry Job Title _____ Entry Salary \$ _____ Per MO Yr</p> <p>Ending Date _____ Ending Job Title _____ Ending Salary \$ _____ Per MO Yr</p> <p>Detailed Description of Duties _____ _____ _____</p> <p>Name and Title of Supervisor _____</p> <p>May we contact this employer? _____ Telephone Number () _____</p> <p>Reason for leaving _____ _____</p>
2	<p>Name of Company _____ Address _____</p> <p>Starting Date _____ Entry Job Title _____ Entry Salary \$ _____ Per MO Yr</p> <p>Ending Date _____ Ending Job Title _____ Ending Salary \$ _____ Per MO Yr</p> <p>Detailed Description of Duties _____ _____ _____</p> <p>Name and Title of Supervisor _____</p> <p>May we contact this employer? _____ Telephone Number () _____</p> <p>Reason for leaving _____ _____</p>
3	<p>Name of Company _____ Address _____</p> <p>Starting Date _____ Entry Job Title _____ Entry Salary \$ _____ Per MO Yr</p> <p>Ending Date _____ Ending Job Title _____ Ending Salary \$ _____ Per MO Yr</p> <p>Detailed Description of Duties _____ _____ _____</p> <p>Name and Title of Supervisor _____</p> <p>May we contact this employer? _____ Telephone Number () _____</p> <p>Reason for leaving _____ _____</p>

Each question must be answered completely. List work history including, part-time, temporary, self-employment and military service beginning with your present or most recent position.

4

Name of Company _____ Address _____

Starting Date _____ Entry Job Title _____ Entry Salary \$ _____ Per

Ending Date _____ MO Yr Ending Job Title _____ Ending Salary \$ _____ Per
MO Yr

Detailed Description of Duties _____

Name and Title of Supervisor _____

May we contact this employer? _____ Telephone Number () _____

Reason for leaving _____

5

Name of Company _____ Address _____

Starting Date _____ Entry Job Title _____ Entry Salary \$ _____ Per

Ending Date _____ MO Yr Ending Job Title _____ Ending Salary \$ _____ Per
MO Yr

Detailed Description of Duties _____

Name and Title of Supervisor _____

May we contact this employer? _____ Telephone Number () _____

Reason for leaving _____

6

Name of Company _____ Address _____

Starting Date _____ Entry Job Title _____ Entry Salary \$ _____ Per

Ending Date _____ MO Yr Ending Job Title _____ Ending Salary \$ _____ Per
MO Yr

Detailed Description of Duties _____

Name and Title of Supervisor _____

May we contact this employer? _____ Telephone Number () _____

Reason for leaving _____

Have you ever been employed by the City of Beaufort?

Yes No

If so, what year? _____

Are you related to anyone presently employed by the City of Beaufort?

Yes No

If "yes", give name and relationship _____

PERSONAL REFERENCES

Please provide the names, addresses and telephone numbers of three persons, not relatives or former employers, who know you.

NAME _____ ADDRESS _____ TELEPHONE _____

NAME _____ ADDRESS _____ TELEPHONE _____

NAME _____ ADDRESS _____ TELEPHONE _____

All applicants are required to answer the following questions prior to being considered for employment with the City.

Have you ever been convicted, pled guilty, or pled no contest to a crime, other than a minor traffic offense? Yes No

If yes, please describe. Please note that conviction is not a bar to employment. The nature of the crime and its relation to the position applied for will be considered. _____

Do you have any pending criminal charges against you? If so, please describe the nature of the charges. _____

PLEASE READ THE FOLLOWING STATEMENTS CAREFULLY AND SIGN.

I certify that all answers given herein are true and complete to the best of my knowledge.

I hereby authorize the City of Beaufort to conduct whatever investigation it deems necessary to confirm statements submitted on this application. If the investigation determines any untrue statements or answers, I accept this as sufficient reason for refusal to hire.

I authorize and request each person, former employer, firm, or corporation, given as reference, to answer any and all questions related to my current and past work performance, character or skills. I hereby release from liability, the employer and its representatives for seeking such information and all persons, corporations or organizations for furnishing such information.

In the event of employment, I understand that false or misleading information given on my application or during my interview (s), may result in dismissal. I also understand, that I am required to abide by all rules and regulations of my employer.

As prerequisite to my employment, I agree that I will consent to and undergo testing to detect the presence of drugs and/or alcohol. If employed by the City of Beaufort, I further agree, as a condition of my employment, that at such time or times during my employment as the City of Beaufort shall require, I will consent to and undergo testing for the presence of drugs and/or alcohol. I also agree that at the time of any such examinations, I will execute all forms of consent and release of liability as are usually and reasonable attendant to such examination. Finally, I agree that the results of any such examination shall be made available to the City of Beaufort or its agents.

I agree to submit myself, upon request, for a physical examination by a physician selected by the City and understand that failure to meet the physical requirements may disqualify me for employment. In the event of my employment, I understand that I have the right to quit or leave my employment with proper notification and I further understand, my employer has the right to terminate my employment at any time for any reason in accordance with my employer's Personnel Policies.

Applicant's Signature _____ Date _____

ALL APPLICANTS NOT CONTACTED WITHIN 30 WORKING DAYS AFTER APPLICATION CLOSING DATE, MAY CONSIDER THE POSITION FILLED.



CITY OF BEAUFORT

EEO REPORTING AND PERSONNEL RESEARCH QUESTIONNAIRE

Date: ___/___/_____

Name: _____

Position Applied For: _____

Dear Applicant:

The City of Beaufort is an Equal Opportunity Employer and considers applicants for all positions without regard to race, religion, color, political affiliations, disability, national origin, gender or age; except when either gender, age or physical condition is a bona fide occupational qualification. We ask applicants to supply the following information in order to satisfy Equal Opportunity reporting and personnel research requirements. However, you do not have to complete this form to be considered for employment. Any information volunteered will be kept confidential and will not be used to make hiring decisions.

This form will be removed prior to being forwarded to the hiring authority.

Race: (Check appropriate box)

American Indian/Alaskan Native

Asian/Pacific Islanders

Black/Non Hispanic

Hispanic

White/Non Hispanic

Sex: (Check appropriate box)

Male

Female

Please check the source which caused you to make an application:

Newspaper:

The Beaufort Gazette

The Carolina Morning News

The Gullah Sentinel

The Post and Courier

The STATE Newspaper

Other: _____

Website:

Beaufort Gazette Website

<http://www.beaufortgazette.com/>

City of Beaufort Website

<http://cityofbeaufort>

LowCountrynow.com

<http://www.lowcountrynow.com>

LowCountryWOW

<http://www.lcwow.com/>

RegionalHelpWanted.Com

<http://regionalhelpwanted.com/corporate/>

SC Employment Security Commission

<http://www.sces.org/Jobs>

Other: _____

Other Sources:

City Employee

City Hall Job Board

Job Service @ 914 Boundary Street

Other: _____

Submit this page with your application.

FOR INTERNAL OFFICE USE ONLY
SCREENING AND INTERVIEWING REPORT

TO: INTERVIEWER

The criteria used in selecting applicants for interviews must be applied consistently to all applicants. Selection of an applicant should not be based on race, religion, creed, sex, age, disability, or national origin. This form must be completed, signed and returned to the Human Resources Department after you have selected the applicant that is best suited for the vacant position.

Name of Applicant

Department

Position

TO BE COMPLETED BY THE INTERVIEWER.

1. Was the applicant interviewed? Yes _____ No _____

A. If yes, date interviewed. _____

Comments: _____

B. If no, why not? _____

2. Is applicant recommended for hire? Yes _____ No _____

A. If yes, why? _____

B. If no, why not? _____

Listed below are only examples of reasons for denial of employment:

- 1. Unable to reach for interview.
- 2. Did not show up for interview.
- 3. Cannot meet work schedule.
- 4. Less related experience than person considered/selected.
- 5. Less related training/education that person considered/selected.
- 6. Less skills than person selected.
- 7. Failure to pass required test(s).
- 8. Other (Specify) _____

Interviewer's Signature

Date