

(HR Personnel Only) Application #: \_\_\_\_\_



Greenwood County, South Carolina  
Employment Application

(Please Read Carefully and Type)

Position Applied For: \_\_\_\_\_

Greenwood County is an Equal Opportunity Employer and does not discriminate against otherwise qualified applicants on the basis of race, color, creed, religion, ancestry, age, sex, sexual orientation, gender identity, marital status, national origin, veteran status, socioeconomic status, or disability in its operations or hiring practices. The County Engineer is the ADA/504 Coordinator and questions may be directed to him/her at:

528 Monument Street, Room B03, Greenwood, SC 26946

Greenwood County is 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.

The purpose of this application is to evaluate the applicant's qualifications and does not guarantee employment with Greenwood County. This application for employment is good for the POSITION APPLIED FOR only. Consideration for employment of other advertised positions will require a separate application.

Personal Information

Name: \_\_\_\_\_  
Last First Middle

Primary Phone No: \_\_\_\_\_ Secondary Phone No: \_\_\_\_\_

Present Address: \_\_\_\_\_  
Street City State Zip Code

Email Address: \_\_\_\_\_

Are you at least 18 years of age and legally eligible for employment in the US? Y\_\_\_ N\_\_\_

Work Status Desired: Full Time\_\_\_ Part Time\_\_\_ Hours Available: \_\_\_\_\_

Are you willing to work: Shifts Y\_\_\_ N\_\_\_ Weekends Y\_\_\_ N\_\_\_ Overtime Y\_\_\_ N\_\_\_

Is there any reason you cannot be bonded? Y\_\_\_ N\_\_\_ If yes, explain:

\_\_\_\_\_  
\_\_\_\_\_

Have you ever been convicted, pled guilty or pled no contest to a crime other than a minor traffic violation?  
**PLEASE NOTE:** A conviction does not preclude your application from being considered. The reason for conviction or plea and the position for which you are being considered will be evaluated. However, if you provide any false information, misleading information, or withhold information, your application may be rejected.

Y \_\_\_ N \_\_\_ If yes, please provide details (include date, location, nature of charge, and disposition):

\_\_\_\_\_  
\_\_\_\_\_

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**Only fill out this section if the position you are applying for requires driving.**

Do you have a valid driver's license? Y \_\_\_ N \_\_\_

If yes, provide the license number: \_\_\_\_\_ State: \_\_\_\_\_

Check applicable driver's license class: A \_\_\_ B \_\_\_ C \_\_\_ D \_\_\_ E \_\_\_ F \_\_\_ CDL \_\_\_ (indicate class of CDL also)

Do you have proficient computer skills? Y \_\_\_ N \_\_\_

List skills you possess that you think will make you the best applicant for this position:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Please list any foreign languages you can speak, read, and/or write and indicate if you are fluent/good/fair:

Speak: \_\_\_\_\_

Read: \_\_\_\_\_

Write: \_\_\_\_\_

Does any member(s) of your immediate family currently work for Greenwood County: Y \_\_\_ N \_\_\_ If yes, please provide their names and department if possible:

\_\_\_\_\_

Have you ever been employed by Greenwood County? Y \_\_\_ N \_\_\_ If yes, dates of employment and position:

\_\_\_\_\_

If hired, when could you begin work? \_\_\_\_\_

**Education and Training**

School	Name/Address	No. of Years Completed	Diploma/Degree
High			
College			
Graduate			
Other			

High School Equivalency Test: Date Passed: \_\_\_\_\_ State Awarded: \_\_\_\_\_

**Military Record**

Have you ever been in the U. S. Armed Forces? Y \_\_\_ N \_\_\_ If yes, what branch? \_\_\_\_\_

Date of duty: From \_\_\_\_\_ To: \_\_\_\_\_ Rank at Discharge: \_\_\_\_\_

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**Employment History**

List your **ENTIRE EMPLOYMENT** history beginning with your most recent employment; **BE SURE TO ACCOUNT FOR PERIODS OF UNEMPLOYMENT**. Attach additional sheets as necessary. Do **NOT** write "SEE RESUME".

May we contact your present employer for a reference? Y \_\_\_ N \_\_\_

Dates of Employment	Name/Address	Position	Salary	Reason for Leaving



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Applicant's Certification and Agreement

I, \_\_\_\_\_ hereby certify that the information set forth in the  
Legal First and Last Name (Type)  
above employment applications are true and complete to the best of my knowledge and authorize Greenwood County to verify their accuracy and to obtain reference information on my work performance. I acknowledge that Greenwood County has the authority to conduct an internet and social media search. This search may be used to gain knowledge on my professionalism outside of the workplace and any illegal or unethical activities that I may publish, allow to be published, or allow to be associated with me online. I hereby release Greenwood County from any/all liability of whatever kind and nature which, at any time, could result from obtaining and having an employment decision based on such information.

I understand that, if employed, falsified statements of any kind or omissions of facts called for on this application shall be considered sufficient basis for dismissal.

I understand that should an employment offer be extended to me and accepted that I will fully adhere to the policies, rules and regulations of employment of the Employer. I further understand that neither the policies, rules, regulations of employment, nor anything said during the interview process shall be deemed to constitute the terms of an implied employment contract.

I understand that any employment offered is at will and that either I or the Employer may terminate my employment at any time with or without notice or cause. It is further understood that this "at-will" employment relationship may not be changed by any written document or by conduct unless such change is specifically acknowledged in writing by an authorized executive of Greenwood County.

I hereby further authorize that a photocopy of this authorization may be considered as valid as an original.

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date

Electronic Signature Agreement

\_\_\_ By checking this box, I certify the name entered into each of the "Applicant's Signature" fields above serves as the legal equivalent of my manual signature on this employment application for Greenwood County. Therefore, the electronic signature can be treated as such in a court of law. I also agree that no certification authority or other third party verification is necessary to validate my electronic signature and that the lack of such certification/verification will not affect the enforceability of my electronic signature on this document.

Direct any questions/concerns to:

Greenwood County Human Resources  
Park Plaza Suite 102 Phone: (864) 942-8502  
600 Monument Street, Box P-103 Email: hr@greenwoodsc.gov  
Greenwood, SC 29646 Hours: Mon-Fri 8:30 A.M. to 5:00 P.M.