

APPLICATION FOR EMPLOYMENT

RICHLAND COUNTY GOVERNMENT

Human Resources Department

2020 Hampton Street, Room 3058

Columbia, SC 29204

Ph: 803-576-2110 – Fax: 803-576-2119 - Employment Website – www.rcgov.us

DATE: _____

POSITION APPLIED FOR: _____
ONLY ONE POSITION PER APPLICATION

INSTRUCTIONS TO APPLICANT:

Please type or print legibly in ink all information except signature. Incomplete applications will not be accepted. Applications must have all sections completed and the form signed by the applicant. An application must be completed for each vacancy. A résumé may be attached but not substituted for completing the application.

All qualified applications will be referred to the department where the vacancy is located. That Department Head is responsible for the review and evaluation of applications and recommending the most qualified applicants to be selected for an interview.

Applications will remain active until the vacancy is filled. If you wish to remain informed of positions available at Richland County, please visit our website at www.rcgov.us.

Thank you for your interest in Richland County Government.

PERSONAL DATA

NAME (Last, First, MI):			
SOCIAL SECURITY NUMBER:		DATE OF APPLICATION:	
MAILING ADDRESS:			
CITY:	STATE:	ZIP CODE:	COUNTY NUMBER:
HOME PHONE #:	WORK PHONE #:	MAY WE CALL YOU AT WORK:	
ARE YOU LEGALLY AUTHORIZED TO WORK IN THE UNITED STATES?		YES _____	NO _____
DO YOU HAVE RELATIVES EMPLOYED BY RICHLAND COUNTY?		YES _____	NO _____
IF SO, NAME(S) /RELATION _____			
WHAT DEPARTMENT _____			
DO YOU POSSESS A VALID DRIVERS LICENSE?		YES	NO
		NUMBER	EXP. DATE
HAVE YOU BEEN CONVICTED OR PLED NO CONTEST OF A CRIME OTHER THAN MINOR TRAFFIC VIOLATIONS (I.E. PARKING TICKET)? YES ____ NO ____			
**IF YES: CHARGES _____			
WHERE CONVICTED	DATE	DISPOSITION/STATUS	

**NOTE: CRIMINAL OFFENSES INCLUDE FELONIES, MISDEMEANORS AND SUMMARY OFFENSES. EXAMPLES: DRIVING UNDER THE INFLUENCE OF INTOXICATING BEVERAGES, DRUGS, FRAUDULENT OR BAD CHECKS, DISTURBING THE PEACE, LEAVING THE SCENE OF AN ACCIDENT, ROBBERY, ETC. 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. THE NATURE, SEVERITY AND DATE OF THE OFFENSE IN RELATION TO THE POSITION FOR WHICH YOU ARE APPLYING ARE CONSIDERED. FAILURE TO ACCURATELY REPORT OFFENSES WILL BE CONSIDERED SERIOUSLY BY THE COUNTY AND GROUNDS FOR DISQUALIFICATION FROM CONSIDERATION AND/OR TERMINATION IF EMPLOYED.

EDUCATION

Starting with High School, provide **COMPLETE** information on all schools attended, including special courses or schools.

	School/Institution and Location	Major/Minor Subject Areas	Graduate	Degree/ Diploma
High School or Equivalent			Yes ___ No ___	
College/University			Yes ___ No ___	
College/University			Yes ___ No ___	
College/University			Yes ___ No ___	
Technical School			Yes ___ No ___	

SKILLS

DO YOU HAVE PERSONAL COMPUTER/SOFTWARE SKILLS?	YES	NO
DO YOU HAVE WORD PROCESSING SKILLS? WPM:	YES	NO
DO YOU HAVE DATA ENTRY SKILLS?	YES	NO
SUPERVISORY EXPERIENCE/TRAINING?	YES	NO
TECHNICAL EXPERIENCE/TRAINING?	YES	NO
MILITARY EXPERIENCE/TRAINING?	YES	NO

LIST ANY EQUIPMENT, SOFTWARE OR MACHINES, WITH WHICH YOU ARE PROFICIENT, RELATED TO THE POSITION FOR WHICH YOU ARE APPLYING:

LIST ANY PROFESSIONAL LICENSES OR CERTIFICATIONS:

PROFESSION/CRAFT:	CERTIFICATION OR LICENSE NUMBER:	DATE OF CERTIFICATION:	EXPIRATION DATE:
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EMPLOYMENT DATA

TYPE OF EMPLOYMENT YOU WILL ACCEPT:	FULL-TIME	PART-TIME
WILL YOU ACCEPT A POSITION WITH VARYING SHIFTS?	YES	NO
		IF NO, LIST HOURS PREFERRED:
MINIMUM SALARY YOU WILL ACCEPT:	PER	EARLIEST DATE YOU COULD BEGIN WORK:

EMPLOYMENT RECORD

List ALL work history starting with your present or last position. List any self-employment, temporary, and military jobs. Account for ALL periods of unemployment. This section must be accurate and complete. If more space is needed, attach additional sheets in the same format, including your name and social security number on each sheet. **DO NOT SUBSTITUTE A RESUME FOR AN APPLICATION.**

1. Title of present or recent position _____ From Month _____ Year _____ To Month _____ Year _____

Employer _____ Phone _____

Address _____

Supervisor's Name _____ Title _____ May we contact? _____

Hours per week _____ Salary (weekly, monthly, annual) _____

Name on Employment Record if different from present name _____

Reason for Leaving _____

Duties _____

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2. Title of position _____ From Month _____ Year _____ To Month _____ Year _____

Employer _____ Phone _____

Address _____

Supervisor's Name _____ Title _____ May we contact? _____

Hours per week _____ Salary (weekly, monthly, annual) _____

Name on Employment Record if different from present name _____

Reason for Leaving _____

Duties _____

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EMPLOYMENT RECORD (continued)

3. Title of position _____ From Month _____ Year _____ To Month _____ Year _____
 Employer _____ Phone _____
 Address _____
 Supervisor's Name _____ Title _____ May we contact? _____
 Hours per week _____ Salary (weekly, monthly, annual) _____
 Name on Employment Record if different from present name _____
 Reason for Leaving _____
 Duties _____

=====
 4. Title of position _____ From Month _____ Year _____ To Month _____ Year _____
 Employer _____ Phone _____
 Address _____
 Supervisor's Name _____ Title _____ May we contact? _____
 Hours per week _____ Salary (weekly, monthly, annual) _____
 Name on Employment Record if different from present name _____
 Reason for Leaving _____
 Duties _____

REFERENCES

Give name and addresses of three people, not relatives, who are familiar with your work.

Name	Address	Phone Number

Have you ever been asked or forced to resign from any job? Yes _____ No _____ If yes, what position and reason, please explain: _____
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APPLICANT CERTIFICATION

1. I affirm, agree and/or understand all statements on this form are true and accurate; and any misrepresentation or omission of facts may result in exclusion from further consideration and/or, if hired, termination of employment. If I have requested that my present employer not be contacted, I understand an offer of employment may be contingent upon information and verification of other former employers, prior to beginning work.
2. I agree to conform to the rules and regulations of the County. According to the State of South Carolina Law, I understand my employment with Richland County will be at-will.
3. I hereby consent to authorized representatives of Richland County Government contacting any of my former employers or educational institutions that I have attended and any other person or organization they determine may have information concerning my past and present work. I understand this would include my official personnel files, attendance records, background information, evaluations, educational records, military service, law enforcement records and/or any personal records deemed necessary. I also understand Richland County may make inquiries of third parties such as credit bureaus. I further release the organization, educational entity, present and former employers, law enforcement organizations and all third parties from any and all claims, of whatever nature, that I may have, as a result of any inquiry or response to such inquiries, made in connection with my application for employment. I understand that any information obtained by Richland County in the course of those contacts will be treated with the strictest of confidence. However, I understand it is not possible to guarantee total confidentiality.
4. I understand and acknowledge that Richland County requires all applicants who are tentatively selected for employment to submit to and pass a drug test, and that failure to take the test, failure to cooperate in taking the test, failure to follow test procedures, or testing positive for the use of illegal drugs or substances will result in disqualification from employment.

The drug test will be by urinalysis and if the collector of the test sample believes that there is a reasonable possibility that I have or will tamper with or substitute the urine sample, the sample or an additional sample may be collected under conditions in which a person of the same gender of the applicant may witness the collection.

Signature _____

Date _____

Richland County is sensitive to the needs of qualified applicants and employees with disabilities. Richland County is also willing to make reasonable accommodations to assist such applicant and employee.

EEO STATEMENT

Richland County Government is an equal opportunity employer, and government policy requires that consideration be given to all applicants without regard to race, color, military status, religion, sex, national origin, age, a legally defined disability to a qualified applicant or other status as protected by law.

EEO Data Reporting Form

The federal government requires the following information to be collected for statistical reporting as a part of Richland County's Affirmative Action Program. All responses are voluntary. Refusal to answer will not result in adverse treatment of any applicant. This information is not used in the employment process nor released in a manner which identifies the individual. **The form will be removed by the Recruitment Office prior to being forwarded to the respective department for consideration.**

Today's Date: _____

A. Social Security No.: _____ - _____ - _____

B. Last Name: _____ First Name: _____

C. Position for which you are applying:

Title: _____ Department: _____

D. Sex (check) appropriate box Male Female

E. Race (check) appropriate box

White/Non Hispanic	<input type="checkbox"/>
American Indian/Alaskan native	<input type="checkbox"/>
Black/Non Hispanic	<input type="checkbox"/>
Asian/Pacific Islander	<input type="checkbox"/>
Hispanic	<input type="checkbox"/>

F. Date of Birth: _____

G. Do you have any disabling conditions for which you desire reasonable accommodations? Yes No

H. Veteran: Vietnam Era Veteran Check () Yes No Date of last separation _____

Disabled Veteran (Disability of 30 per centum or more administered by the VA; or discharged or released for disability) Yes No

I. How did you become aware of this position vacancy: _____