



WILLIAMSBURG COUNTY EMPLOYMENT APPLICATION

Office of Personnel/Benefits
 201 W. Main Street
 Kingstree, SC 29556
 843.355.9321

**PLEASE PRINT ALL INFORMATION REQUESTED
EXCEPT SIGNATURE**

Name: _____ Date: _____

Current Address: _____

Number Street City St/Zip

Telephone: _____

If under 18, please list age: _____

Position Applied for: _____

Salary desired: _____

Days/hours available to work:

No Pref _____ Thurs _____

Mon _____ Fri _____

Tues _____ Sat _____

Wed _____ Sun _____

How many hours can you work weekly? _____ Can you work nights? _____

Employment desired __ Full-time only __ Part-time only __ Full or Part-time

When available for work? _____

Type of Schools	Name of Schools	Location	Number of year	Major/degree
High school				
College				
Business/Trade				
Professional				

HAVE YOU EVER BEEN CONVICTED OF A CRIME? YES NO

If yes, explain number of conviction(s), nature of offense(s) leading to conviction(s), how recently such offense(s) was/were committed, sentence(s) imposed, and type(s) of rehabilitation.

DO YOU HAVE A DRIVER'S LICENSE? YES NO

What is your means of transportation to work? _____

Driver's license number _____ State of issue _____

Operator CDL Chauffeur

Expiration date _____

Have you had any accidents during the past 3 years? How many? _____

Have you had any moving violations during the past 3 years? How many? _____

Please list two references other than relatives or previous employers.

Name _____ Name _____

Position _____ Position _____

Company _____ Company _____

Address _____ Address _____

Telephone _____ Telephone _____

An application form sometimes makes it difficult for an individual to adequately summarize a complete background. Use the space below to summarize any additional information necessary to describe your full qualifications for the specific position for which you are applying.

HAVE YOU EVER BEEN IN THE ARMED FORCES? YES NO

ARE YOU NOW A MEMBER OF THE NATIONAL GUARD? YES NO

Specialty _____ Date entered _____ discharge Date _____

Work Experience – Please list your work experience for the ***past 10 years*** beginning with your most recent job held. If you were self-employed, give firm name. **Attach additional sheets if necessary.**

Name of Employer Address City, State, Zip Code Phone Number Supervisor - Position -	Employment Dates	Pay or Salary
	From:	Start:
	To:	Final:

Reason for leaving (be specific):

List job duties, skills learned or used, advancement or promotions:

Name of Employer Address City, State, Zip Code Phone Number Supervisor - Position -	Employment Dates	Pay or Salary
	From:	Start:
	To:	Final:

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List job duties, skills learned or used, advancement or promotions:

Name of Employer Address City, State, Zip Code Phone Number Supervisor Position -	Employment Dates	Pay or Salary
	From:	Start:
	To:	Final:

Reason for leaving (be specific):

List job duties, skills learned or used, advancement or promotions:

May we contact your present employer? Yes No

Did you complete this application yourself? Yes No

If not, who did? _____

I certify that information contained in this application is true and complete. I understand that false information may be grounds for not hiring me or for immediate termination of employment at any point in the future if I am hired. I authorize the verification of any or all information listed above.

Signed: _____

Date: _____

I HEREBY GIVE PERMISSION TO ANY POLICE DEPARTMENT OR GOVERNMENT AGENCY TO FURNISH ANY INFORMATION CONCERNING MYSELF, CONTAINED IN THEIR FILES.

DATE: _____ SIGN: _____

FULL NAME: _____
LAST FIRST MI

SOCIAL SECURITY # _____ DOB _____

HEIGHT _____ WEIGHT _____ COLOR OF HAIR _____ COLOR OF EYES _____

CITY POLICE:

COUNTY SHERIFF'S DEPARTMENT

WILLIAMSBURG COUNTY PERSONNEL OFFICE
201 W. MAIN STREET
KINGSTREE, SC 29556
843.355.9321