

Employment Policies

Drug and Smoke Free Workplace
 Direct Deposit of Pay
 Pre-Employment Background Investigation
 Pre-Employment Drug Screening

Application Must be Complete to be
 Considered for Employment and Must
 Be Completed in Black Ink.

County of Edgefield
Application for Employment
 124 Courthouse Square, Edgefield, SC 29824
 Equal Opportunity Employer

App No. _____ Assigned by Personnel

Date: _____

Positions for which I am applying:

- 1) _____
- 2) _____
- 3) _____

| | | | | | | | |
|--|--|------------------|--|---|--|---|--|
| Last Name: | | First Name: | | Middle: | | Other name you may be known as: | |
| Present Address: | | City and State: | | Zip Code: | | County: | |
| Date Available: | | Salary Expected: | | Are you legally eligible for employment in the US? <input type="checkbox"/> Yes <input type="checkbox"/> No | | Phone: 1) _____ 2) _____ | |
| Work Status Desired Full Time <input type="checkbox"/> Part Time <input type="checkbox"/> | | Hours Available: | | Shifts? <input type="checkbox"/> Yes <input type="checkbox"/> No | | Weekends? <input type="checkbox"/> Yes <input type="checkbox"/> No | |
| | | | | | | Overtime? <input type="checkbox"/> Yes <input type="checkbox"/> No | |
| Were you previously employed by Edgefield County? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, state when and where employed: _____ . What department? _____ . When? _____ . | | | | | | | |
| Do you have any relatives working for Edgefield County? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes – Name: _____ Relationship: _____ No two members of an immediate family may be employed in the same department if one would be supervising the other or have any influence over the position. | | | | | | | |
| Do you have a valid SC Driver's License? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes – State: _____ Number: _____ Class II: <input type="checkbox"/> Yes <input type="checkbox"/> No Class III: <input type="checkbox"/> Yes <input type="checkbox"/> No CDL: <input type="checkbox"/> Yes <input type="checkbox"/> No | | | | | | | |
| Have you ever been convicted, pled guilty, or pled nolo contendere to any crime other than a minor traffic violation? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, explain the charge(s), date(s), and disposition(s) in detail: (Conviction is not an automatic bar from employment – circumstances will be considered.) | | | | | | | |
| Have you ever been bonded in prior employment? <input type="checkbox"/> Yes <input type="checkbox"/> No. If YES, list name(s) of employer(s): _____ | | | | | | | |

| EDUCATION | Name & Location of School | Course of Study | Years Completed | Did You Graduate? |
|------------------------------|---------------------------|-------------------------------|-----------------|-------------------|
| Elementary | | | to | |
| High School | | | to | |
| College | | Major: _____ Degree: _____ | to | |
| Post Graduate | | Major: _____ Degree: _____ | to | |
| Technical / Business / Other | | | to | |

| | | | |
|---------------|--|--|--|
| SKILLS | Typing: <input type="checkbox"/> Yes <input type="checkbox"/> No _____ wpm Shorthand: <input type="checkbox"/> Yes <input type="checkbox"/> No _____ wpm Word Processing: <input type="checkbox"/> Yes <input type="checkbox"/> No _____ wpm | Dictaphone: <input type="checkbox"/> Yes <input type="checkbox"/> No Computer: <input type="checkbox"/> Yes <input type="checkbox"/> No Data Entry: <input type="checkbox"/> Yes <input type="checkbox"/> No | Note: Test may Be required! |
|---------------|--|--|--|

Were you in the Armed Forces? Yes No If YES, Branch: _____ Dates of Duty: _____
 Rank at Discharge: _____ List duties and special training: _____

| PERSONAL REFERENCES | | | | |
|---|---------|------------|------------------|--------------|
| List three references who are not relatives or previous employers | | | | |
| Name | Address | Occupation | Years Acquainted | Phone Number |
| 1) _____ | _____ | _____ | _____ | _____ |
| 2) _____ | _____ | _____ | _____ | _____ |
| 3) _____ | _____ | _____ | _____ | _____ |

List any qualifications you have other than employment history for the position you are applying: _____

(Please Do Not Write Below This Line)

PRE-EMPLOYMENT INFORMATION FORM

Qualified applicants are considered for employment and employees are treated during employment without regard to race, religion, sex, national origin, age, marital status, or disability.

To help us comply with Federal/State Equal Employment Opportunity recordkeeping, reporting and other legal requirements, please answer questions on the back of this form.

This Pre-Employment Information will be kept in a Confidential File, separate from the attached Application for Employment

Edgefield County is an Equal Employment Opportunity Employer