

# APPLICATION FOR EMPLOYMENT



City of  
**Darlington**  
*South Carolina*

## AN EQUAL OPPORTUNITY EMPLOYER

We are pleased that you are interested in applying for a position with the City of Darlington.

The City of Darlington does not discriminate in hiring or employment on the basis of race, color, religious creed, national origin, sex, ancestry or on the basis of age against persons whose age is between 40 and 70 or on the basis of a handicap not limiting the applicant's ability to perform satisfactorily the job available. No question on this form is intended to secure information to be used for such discrimination.

We will give this application every consideration. However, in accepting it, the City makes no commitment of employment to the applicant.

# CITY OF DARLINGTON

## APPLICATION FOR EMPLOYMENT



TODAY'S DATE: \_\_\_\_\_

AVAILABILITY DATE: \_\_\_\_\_

### DESIRED EMPLOYMENT

Department you are interested in:  Water  Street & Sanitation  
 Administration  Parks & Recreation  Other \_\_\_\_\_  Any

Position you are seeking: \_\_\_\_\_ Pay: \_\_\_\_\_

Name of relatives or friends employed here: \_\_\_\_\_

Have you ever applied to or have been employed by the City of Darlington? YES or NO (CIRCLE ONE)

If Yes, provide dates and position: \_\_\_\_\_

### PERSONAL INFORMATION

NAME \_\_\_\_\_  
FULL NAME

DATE OF BIRTH \_\_\_\_\_ SOCIAL SECURITY # \_\_\_\_\_

If hired can you furnish proof of age? YES or NO (circle one)

ADDRESS \_\_\_\_\_  
STREET, CITY/STATE ZIP

PHONE NUMBER \_\_\_\_\_ EMAIL \_\_\_\_\_

### ADDITIONAL INFORMATION

Do you have a valid motor vehicle operator's license? YES or NO (CIRCLE ONE)

Has it ever been revoked? YES or NO (CIRCLE ONE)

If so, please explain \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Do you have another job or "sideline" business? YES or NO (CIRCLE ONE)

If so, please state the type of business or job and hours you work  
\_\_\_\_\_  
\_\_\_\_\_

What family or other responsibilities or obligations might affect your attendance?

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



**EDUCATION**

EDUCATION	SCHOOL NAME	LOCATION	HIGHEST GRADE COMPLETED
GRADE SCHOOL			
HIGH SCHOOL			
COLLEGE			
OTHER TRAINING			

ADDITIONAL EDUCATION \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**MILITARY SERVICE**

BRANCH \_\_\_\_\_ RANK \_\_\_\_\_ DATES OF SERVICE (MM/YEAR - MM/YEAR) \_\_\_\_\_

DUTIES DURING YOUR SERVICE \_\_\_\_\_

ARE YOU A MEMBER OF THE NATIONAL GUARD? YES or NO (CIRCLE ONE)  
 If yes, STANDBY OR READY (CIRCLE ONE)

**EMPLOYMENT HISTORY**

LIST THE LAST 3 (THREE) EMPLOYERS STARTING WITH THE MOST RECENT

EMPLOYMENT DATES	NAME/ADDRESS/PHONE	WAGES	POSITION	REASON FOR LEAVING
From: To:	Name: Address: Phone:	_____/hr _____ Hrs/Wk		
From: To:	Name: Address: Phone:	_____/hr _____ Hrs/Wk		
From: To:	Name: Address: Phone:	_____/hr _____ Hrs/Wk		

ADDITIONAL INFORMATION \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_



**BACKGROUND INFORMATION**

Have you ever been convicted of a felony? YES or NO (CIRCLE ONE)

If Yes, Please explain in detail: \_\_\_\_\_  
\_\_\_\_\_

May we contact your current employer? YES or NO (CIRCLE ONE)

Have you ever been discharged or forced to resign from any job? YES or NO (CIRCLE ONE)

If Yes, Please explain: \_\_\_\_\_  
\_\_\_\_\_

Have you drawn unemployment insurance in the past year? YES or NO (CIRCLE ONE)

If yes, date and amount of the last benefit check \_\_\_\_\_

**SCHEDULING & AVAILABILITY**

If you were offered a position, how would you get to work? \_\_\_\_\_

Shifts you are willing to work \_\_\_\_\_ FULL TIME or PART TIME  
(CIRCLE ONE)

If part-time, what days and hours are you available: \_\_\_\_\_

Are you willing to work Saturdays? YES or NO (CIRCLE ONE) Overtime? YES or NO (CIRCLE ONE)

**EMERGENCY CONTACT INFORMATION**

NAME \_\_\_\_\_ PHONE NUMBER \_\_\_\_\_

ADDRESS \_\_\_\_\_

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I certify that the information I have provided is true and that I have not knowingly withheld any fact that would affect my application. Any misrepresentation, falsification or willful omission in any detail shall be sufficient reason for refusal of employment or dismissal after employment regardless of time. If employed by the City of Darlington, I agree and understand that my employment can be terminated, with or without cause, and with or without notice, at any time, at the option of either the City of Darlington or myself.

PRINTED NAME \_\_\_\_\_

SIGNATURE/DATE \_\_\_\_\_