

Chesterfield County,  
South Carolina



# Application for Employment

Upon completion of this application, it is preferred that you attach and email it to [apply@chesterfieldcountysc.com](mailto:apply@chesterfieldcountysc.com) with the subject as “Application for (the job you are applying for)”. You may also print and hand deliver or mail your application to the address listed below. Thank you for your interest in employment with Chesterfield County.

Chesterfield County HR Department  
178 Mill St.,  
Chesterfield, SC 29709

Phone: 843-623-2535  
Fax: 843-623-3945  
E-mail: [apply@chesterfieldcountysc.com](mailto:apply@chesterfieldcountysc.com)



# Chesterfield County

## Application for Employment

Equal access to programs, services and employment is available to all persons. Those applicants requiring reasonable accommodation to the application and/or interview process should notify a representative of the Human Resources Department (843) 623-2534.

Name \_\_\_\_\_ Social Security # \_\_\_\_\_  
Last First Middle

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

Telephone # \_\_\_\_\_ Cellular/Other # \_\_\_\_\_ E-mail Address \_\_\_\_\_

Position(s) applied for \_\_\_\_\_ Date of application \_\_\_\_\_

Referral Source (Please check the appropriate category and name the source.)

Walk-in \_\_\_\_\_ School \_\_\_\_\_  
Employee \_\_\_\_\_ Job Fair \_\_\_\_\_  
Advertisement \_\_\_\_\_ Staffing Agency \_\_\_\_\_  
Company's Website \_\_\_\_\_ Government \_\_\_\_\_  
Employment Agency \_\_\_\_\_  
Other Internet \_\_\_\_\_ Other \_\_\_\_\_

If necessary, best time to call you is? ..... AM PM  
Home Cellular/Other

May we contact you at work?..... Yes No  
If yes, work number and best time to call:  
\_\_\_\_\_ AM PM

If you are under 18 and it is required,  
can you furnish a work permit? ..... Yes No  
If no, please explain: \_\_\_\_\_

Have you submitted an application here before?.... Yes No  
If yes, give date(s) and position(s):  
\_\_\_\_\_

Have you ever been employed here before?..... Yes No  
If yes, give dates: From \_\_\_\_\_ To \_\_\_\_\_

Is this application a request for reemployment  
following an extended military leave of  
absence from this company?..... Yes No

Are you legally eligible for employment in this  
country?..... Yes No

Date available for work..... \_\_\_\_\_

What is your desired salary range of hourly rate of pay?  
\$ \_\_\_\_\_ Per \_\_\_\_\_

Type of employment desired: Full-Time Part-Time  
Educational Co-Op Seasonal Temporary

Will you relocate if job requires it?..... Yes No

Will you travel if job requires it?..... Yes No  
If they have been explained to you, are you  
able to meet the attendance requirements of  
the position?..... N/A Yes No

Will you work overtime if required? ..... Yes No  
If no, please explain:  
\_\_\_\_\_

Are you able to perform the "essential functions" of the job for which  
you are applying (with or without reasonable accommodation)?

**This question is not designed to elicit information about an applicant's disability. Please do not provide information about the existence of a disability, particular accommodation, or whether accommodation is necessary. These issues may be addressed at a later stage to the extent permitted by law.**

Yes No Need more information about the job's  
"essential functions" to respond

Driver's license number required if driving may be required in the job  
for which you are applying:  
\_\_\_\_\_ State \_\_\_\_\_

Have you ever been bonded?..... Yes No

**Answering "yes" to the following question does not constitute an automatic bar to employment. Factors such as date of the offense, seriousness and nature of the violation, rehabilitation and position applied for will be taken into account.**

Have you ever pleaded "guilty" or "no contest" to  
or been convicted of a crime?..... Yes No

If yes, please provide date(s) and details:  
\_\_\_\_\_

Have you entered into an agreement with any former employer or other  
party (such as a noncompetition agreement) that might, in any way,  
restrict your ability to work for our company?.... Yes No

If yes, please explain:  
\_\_\_\_\_



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### Employment History

Starting with your most recent employer, provide the following information.

Employer	Telephone #	Month / Year	Month / Year
Street Address		City State	
Starting job title/final job title		Dates employed: _____ to _____	
Immediate supervisor and title (for most recent position held)		May we contact for reference? Yes No Later	
Why did you leave?		Commission/Bonus/Other Compensation \$ _____	
		<b>Compensation (Starting)</b>	
		Hourly	Salary \$ _____ per
		<b>Compensation (Final)</b>	
		Hourly	Salary \$ _____ per

Summarize the type of work performed and job responsibilities.

What did you like most about your position?

What were the things you like least about the position?

Employer	Telephone #	Month / Year	Month / Year
Street Address		City State	
Starting job title/final job title		Dates employed: _____ to _____	
Immediate supervisor and title (for most recent position held)		May we contact for reference? Yes No Later	
Why did you leave?		Commission/Bonus/Other Compensation \$ _____	
		<b>Compensation (Starting)</b>	
		Hourly	Salary \$ _____ per
		<b>Compensation (Final)</b>	
		Hourly	Salary \$ _____ per

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Employer	Telephone #	Month / Year	Month / Year
Street Address		City State	
Starting job title/final job title		Dates employed: _____ to _____	
Immediate supervisor and title (for most recent position held)		May we contact for reference? Yes No Later	
Why did you leave?		Commission/Bonus/Other Compensation \$ _____	
		<b>Compensation (Starting)</b>	
		Hourly	Salary \$ _____ per
		<b>Compensation (Final)</b>	
		Hourly	Salary \$ _____ per

Summarize the type of work performed and job responsibilities.

What did you like most about your position?

What were the things you like least about the position?



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### Employment History (continued)

Explain any gaps in your employment, other than those due to personal illness, injury or disability.

If not addressed on previous page, have you ever been fired or asked to resign from a job? ..... Yes No  
 If yes, please explain:

### Skills and Qualifications

Summarize any special training, skills, licenses and/or certificates that may assist you in performing the position for which you are applying.

**Computer Skills** (Check appropriate boxes. Include software titles and years of experience.)

Word Processing _____	Years: _____	Internet _____	Years: _____
Spreadsheet _____	Years: _____	Other _____	Years: _____
Presentation _____	Years: _____	Other _____	Years: _____
E-mail _____	Years: _____	Other _____	Years: _____

### Educational Background

Starting with your most recent school attended, provide the following information.

School (include City & State)	Years Completed	Completed	GPA Class Rank	Major/Minor
		Diploma _____ GED _____ Degree _____ Certification _____ Other _____		
		Diploma _____ GED _____ Degree _____ Certification _____ Other _____		
		Diploma _____ GED _____ Degree _____ Certification _____ Other _____		
		Diploma _____ GED _____ Degree _____ Certification _____ Other _____		

### References

List name and telephone number of three business/work references who are **not** related to you and are **not** previous supervisors. If not applicable, list three school or personal references who are **not** related to you.

Name	Title	Relationship to You	Telephone	Number of Years Known



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### Related Information

To what job-related organizations (professional, trade, etc.) do you belong?

Exclude memberships that would reveal race, color, religion, sex, national origin, citizenship, age, mental or physical disabilities, veteran/reserve, national guard, or any other similarly protected status.

Organization	Offices Held

List special accomplishments, publications, awards, etc.

Exclude information that would reveal race, color, religion, sex, national origin, citizenship, age, mental or physical disabilities, veteran/reserve, national guard, or any other similarly protected status.

In your current or a prior job, have you ever written instructions or directions to be followed by employees or customers?

Yes      No      Not Applicable

If yes, please explain:

Is there any other job-related information you want us to know about you?

### Applicant Statement

I certify that all information I have provided in order to apply for and secure work with this employer is true, complete and correct.

I expressly authorize, without reservation, the employer, its representatives, employees or agents to contact and obtain information from all references (personal and professional), employers, public agencies, licensing authorities and educational institutions and to otherwise verify the accuracy of all information provided by me in this application, resume or job interview. I hereby waive any and all rights and claims I may have regarding the employer, its agents, employees or representatives, for seeking, gathering and using truthful and non-defamatory information, in a lawful manner, in the employment process and all other persons, corporations or organizations for furnishing such information about me.

I understand that this employer does not unlawfully discriminate in employment and no question on this application is used for the purpose of limiting or eliminating any applicant from consideration for employment on any basis prohibited by applicable local, state or federal law.

I understand that this application remains current for only 30 days. At the conclusion of that time, if I have not heard from the employer and still wish to be considered for employment, it will be necessary for me to reapply and fill out a new application.

If I am hired, I understand that I am free to resign at any time, with or without cause and with or without prior notice, and the employer reserves the same right to terminate my employment at any time, with or without cause and with or without prior notice, except as may be required by law. This application does not constitute an agreement or contract for employment for any specified period or definite duration. I understand that no supervisor or representative of the employer is authorized to make any assurances to the contrary and that no implied oral or written agreements contrary to the foregoing express language are valid unless they are in writing and signed by the employer's Administrator/County Council.

I also understand that if I am hired, I will be required to provide proof of identity and legal authorization to work in the United States and that federal immigration laws require me to complete an I-9 Form in this regard.

I understand that any information provided by me that is found to be false, incomplete or misrepresented in any respect, will be sufficient cause to (i) eliminate me from further consideration for employment or (ii) may result in my immediate discharge from the employer's service whenever it is discovered.

### **DO NOT SIGN UNTIL YOU HAVE READ THE ABOVE APPLICANT STATEMENT.**

I certify that I have read, fully understand and accept all terms of the foregoing Applicant Statement.

Signature of Applicant \_\_\_\_\_ Date \_\_\_\_\_