



GEORGETOWN COUNTY WATER AND SEWER DISTRICT

Post Office Box 2730, Pawleys Island, SC 29585

EMPLOYMENT APPLICATION

APPLICANT INSTRUCTIONS

Thank you for your interest in a career with Georgetown County Water and Sewer District. The following is provided to assist you in completing an application for consideration of available positions. If you need help in filling out this application, every effort will be made to accommodate your needs in a reasonable amount of time.

1. Please read and complete all parts of the application. If you have a resume, you may include that with your application, however, do not write "See Resume" on your application. Incomplete applications will not be considered. Be sure to read and sign the Disclosure and Authorization / Consent and Release page.
2. Included in this application packet is an Applicant Data Questionnaire. The information gathered is voluntary and will be kept confidential. An applicant will not be subject to any adverse treatment for refusing to complete the questionnaire.

SOUTH CAROLINA EMPLOYMENT AT WILL DISCLOSURE

THIS APPLICATION DOES NOT CREATE AN EXPRESS OR IMPLIED CONTRACT OF EMPLOYMENT BETWEEN YOU AND GEORGETOWN COUNTY WATER AND SEWER DISTRICT.

CONTACT INFORMATION

NAME _____ DATE _____

POSITION APPLIED FOR: _____

CURRENT ADDRESS _____
Street

City _____ State _____ Zip _____

PRIOR ADDRESS (if less than 2 years at present address) _____
Street

City _____ State _____ Zip _____

HOME PHONE: _____ WORK PHONE _____

MOBILE PHONE: _____ Date You Would Be Available To Start? _____

For Which Schedules Are You Available? Weekdays Weekends Evenings Overtime

Would You Accept Full Time Work? Yes No Part Time? Yes No

Salary Requirement _____

RIGHT TO WORK

Do You Have A Legal Right To Be Employed In The U.S.?

Yes (If yes, proof will be required) No

Are You At Least 18 Years Of Age? Yes No

EMPLOYMENT HISTORY

MOST RECENT / PRESENT EMPLOYER

Are You Currently Working For This Employer? Yes No If Yes, May We Contact? Yes No

COMPANY NAME _____ FROM _____ TO _____

ADDRESS _____ TITLE _____

CITY _____ ST ____ ZIP _____ SUPERVISOR NAME _____

PHONE () _____ SALARY _____

DUTIES _____

REASON FOR LEAVING _____

SECOND MOST RECENT EMPLOYER

COMPANY NAME _____ FROM _____ TO _____

ADDRESS _____ TITLE _____

CITY _____ ST ____ ZIP _____ SUPERVISOR NAME _____

PHONE () _____ SALARY _____

DUTIES _____

REASON FOR LEAVING _____

THIRD MOST RECENT EMPLOYER

COMPANY NAME _____ FROM _____ TO _____

ADDRESS _____ TITLE _____

CITY _____ ST ____ ZIP _____ SUPERVISOR NAME _____

PHONE () _____ SALARY _____

DUTIES _____

REASON FOR LEAVING _____

FOURTH MOST RECENT EMPLOYER

COMPANY NAME _____ FROM _____ TO _____

ADDRESS _____ TITLE _____

CITY _____ ST ____ ZIP _____ SUPERVISOR NAME _____

PHONE () _____ SALARY _____

DUTIES _____

REASON FOR LEAVING _____

Have you ever been discharged or forced to resign from any position? Yes No If yes, please explain _____

EDUCATION

Please circle the highest grade completed: 9 10 11 12 13 14 15 16 16+

SCHOOL	CITY / STATE	MAJOR	GRADUATED
High School			<input type="checkbox"/> Yes <input type="checkbox"/> No
College			<input type="checkbox"/> Yes <input type="checkbox"/> No
Other			<input type="checkbox"/> Yes <input type="checkbox"/> No

Please list any other skills or course work that may be job related or that you feel would be of value to this position or Georgetown County Water and Sewer District _____

Professional License or Membership: (You need not disclose membership in any professional organization that may reveal information regarding race, color, creed, sex, religion, national origin, ancestry, age, disability, marital status or any other protected status.)

JOB RELATED SKILLS

Do you have a valid driver's license? Yes No State: _____ Driver's License #: _____

Do you have a valid commercial driver's license (CDL)? Yes No
State: _____ Driver's License# _____

Has your license, permit, or privilege ever been suspended or revoked? YES NO If yes, provide details: _____

Word Processing: Programs or Software Used _____

Spreadsheet: Programs or Software Used: _____

Please describe any other types of software or computer experience relevant to the position for which you are applying:

SECURITY

If your school or employment records are under a different name than given on page 1, please list

Within the past ten (10) years, have you been convicted of crime (other than a minor traffic violation)?

YES NO If yes, please explain. Note: A "yes" answer will not necessarily bar you from employment. The nature, severity, and date of offense in relation to the position for which you are applying are considered. _____

REFERENCES

Include only individuals familiar with your work ability. Do not include relatives or names of supervisors listed above.

NAME	ADDRESS	PHONE	YEARS KNOWN	RELATIONSHIP

EQUAL OPPORTUNITY EMPLOYER

Georgetown County Water and Sewer District is an equal opportunity employer and does not discriminate against otherwise qualified applicants on the basis of race, color, creed, religion, ancestry, age, sex, marital status, national origin, disability or handicap, or veteran status.

APPLICANT'S CERTIFICATION

I understand that if an employment offer is made to me, that it will be conditional upon pre-employment verifications and results. These may include drug testing, medical review and employment, academic, and background checks. If I request herein that my present employer not be contacted, an offer of employment will also be conditioned upon acceptable information and verification from such employer prior to beginning work. The results of these tests or checks may result in the offer of employment being rescinded.

If hired, I agree to abide by all of the company rules and regulations, and understand that, if employed, my employment may be terminated with or without cause, and with or without notice, at any time, at the option of either Georgetown County Water and Sewer District or me. I understand that no representative of Georgetown County Water and Sewer District other than the Board of Directors, has the authority to enter into any agreement for employment for any specified period of time, or to make any agreement contrary to the foregoing.

I certify that all answers given by me are true, accurate, and complete. I understand that any misrepresentation, deception, or false statement made in this Employment Application (or any other accompanying or required documents) will be cause for denial of employment, and if not discovered by Georgetown County Water and Sewer District until after my becoming employed, is grounds for, and may result in, my immediate termination.

I hereby release Georgetown County Water and Sewer District, current and past employers and references named herein (or in an accompanying resume), from liability or damage resulting from providing information requested.

I acknowledge that I have read and understood the above statements and hereby grant permission to confirm the information supplied on this application by me.

APPLICANT SIGNATURE

DATE