

City of North Charleston, SC

APPLICATION FOR EMPLOYMENT—RECREATION DEPARTMENT

APPLICANT INFO

DATE	SSN	
LAST NAME	FIRST NAME	M.I.
STREET ADDRESS		
CITY	STATE	ZIP CODE
(AREA CODE) PHONE NUMBER	(AREA CODE) CELL PHONE	

IMPORTANT INFORMATION

We consider applicants for all positions without regard to race, color, religion, sex, national origin, age, marital or veteran status, the presence of a non-job related medical condition or handicap or any other legally protected status. We are an Equal Opportunity Employer.

All applications for seasonal and regular part-time employment must be returned to the Recreation Department located on the 2nd floor at 2500 City Hall Lane, North Charleston, SC 29406.

HIRING QUESTIONS

- ARE YOU A US CITIZEN? YES NO
- IF NO, ARE YOU LEGALLY ELIGIBLE TO WORK IN THE US? YES NO APPLICANT WILL BE REQUIRED TO PROVIDE DOCUMENTATION OF IDENTITY & EMPLOYMENT ELIGIBILITY PRIOR TO EMPLOYMENT.
- ARE YOU CURRENTLY A FULL-TIME STUDENT? YES NO
- IF YES, PLEASE PROVIDE NAME OF SCHOOL CURRENTLY ATTENDING AND DATE OF ANTICIPATED GRADUATION:
- WILL YOU ATTEND SCHOOL FULL-TIME IN THE FALL? YES NO
- IF YES, PLEASE PROVIDE NAME OF THE SCHOOL AND DATE OF ANTICIPATED GRADUATION:
- ARE YOU ATLEAST 16 YEARS OF AGE OR OLDER? YES NO
- WHAT IS THE EARLIEST DATE THAT YOU CAN BEGIN EMPLOYMENT?
- WHAT IS THE LAST DATE YOU WILL BE ABLE TO WORK BEFORE SCHOOL BEGINS?
- ARE THERE ANY HOURS, SHIFTS, OR DAYS THAT CANNOT WORK? YES NO
- IF YES, PLEASE EXPLAIN:
- DO YOU POSSESS A VALID DRIVERS LICENSE? YES NO
DRIVERS LICENSE NUMBER _____ STATE OF ISSUE _____ EXPIRATION DATE _____
- HAVE YOU EVER BEEN CONVICTED OF A FELONY WITHIN THE LAST 7 YEARS? YES NO CONVICTIONS WILL NOT NECESSARILY DISQUALIFY AN APPLICANT FROM EMPLOYMENT
- IF YES, PLEASE EXPLAIN:
- CURRENT POSITIONS AVAILABLE; PLEASE CIRCLE POSITIONS YOU ARE APPLYING FOR:
PROGRAMS/AFTERSCHOOL STAFF POOL STAFF SUMMER CAMP STAFF SUMMER FEED PROGRAM STAFF
- PLEASE LIST ANY SPECIAL SKILLS YOU POSSESS, SUCH AS FIRST AID OR CPR CERTIFICATION, TENNIS INSTRUCTION, LIFEGUARDING CERTIFICATION, COMPUTER SKILLS):

PREVIOUS EMPLOYMENT/REFERENCES/CONTACT

- HAVE YOU EVER BEEN DISMISSED OR ASKED TO RESIGN FROM A POSITION? YES NO
- IF YES, PLEASE EXPLAIN:
- MAY WE CONTACT YOUR PRESENT EMPLOYER? YES NO
- PLEASE LIST 2 REFERENCES, OTHER THAN RELATIVES, PREVIOUS EMPLOYERS, OR CURRENT/FORMER CITY OF NORTH CHARLESTON EMPLOYEES:

REFERENCE 1 NAME	POSITION	(AREA CODE) PHONE NUMBER
COMPANY NAME		ADDRESS
REFERENCE 2 NAME	POSITION	(AREA CODE) PHONE NUMBER
COMPANY NAME		ADDRESS

- PLEASE LIST AN EMERGENCY CONTACT:

NAME	RELATIONSHIP	(AREA CODE) PHONE NUMBER	ADDRESS
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WORK EXPERIENCE 1 Please include any previous City of North Charleston employment

NAME OF EMPLOYER	PREVIOUS JOB TITLE		
STREET ADDRESS			
CITY	STATE	ZIP	(AREA CODE) PHONE NUMBER
SUPERVISOR'S NAME	EMPLOYED FROM MO/YR	EMPLOYED TO MO/YR	
SPECIFIC REASON FOR LEAVING			

WORK EXPERIENCE 2 Please include any previous City of North Charleston employment

NAME OF EMPLOYER	PREVIOUS JOB TITLE		
STREET ADDRESS			
CITY	STATE	ZIP	(AREA CODE) PHONE NUMBER
SUPERVISOR'S NAME	EMPLOYED FROM MO/YR	EMPLOYED TO MO/YR	
SPECIFIC REASON FOR LEAVING			

WORK EXPERIENCE 3 Please include any previous City of North Charleston employment

NAME OF EMPLOYER	PREVIOUS JOB TITLE		
STREET ADDRESS			
CITY	STATE	ZIP	(AREA CODE) PHONE NUMBER
SUPERVISOR'S NAME	EMPLOYED FROM MO/YR	EMPLOYED TO MO/YR	
SPECIFIC REASON FOR LEAVING			

APPLICANT STATEMENT

I certify that the answers given herein are true and complete to the best of my knowledge. I authorize investigation of all statements contained in this applications for employment as it may be necessary in arriving at an employment decision.

This application for employment shall be considered active for a period of time not to exceed 45 days. Any applicant wishing to be considered for employment beyond this time period should inquire as to whether or not applications are being accepted at that time.

I hereby understand and acknowledge that unless otherwise defined by applicable laws, any employment relationship with the City of North Charleston is of an "at will" nature, which means that the employee may resign at any time and the employer may discharge an employee at any time with or without cause. It is further understood that "at will" employment relationship may not be changed by any written document or by conduct unless such change is specifically acknowledged in writing by an authorized executive of the City of North Charleston.

In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in discharge. I also understand that I am required to abide by all rules and regulations of the City of North Charleston.

Applicant Signature _____

Date _____

FOR OFFICE USE ONLY Do not fill out

ARRANGE INTERVIEW? YES NO

REMARKS: _____
