

Any person offered a County position will be required to take a Drug Test. A physical will be required of all who are employed by the County.

Prospective employees will receive consideration without discrimination because of race, creed, color, sex, age, national origin or disability.



EMPLOYMENT APPLICATION

AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER

Please Print in ink or type

Submit by U.S. Mail, FAX or Email:
 Human Resources Department
 13 East Canal Street
 Sumter, SC 29150
 (803) 774-2827 FAX
 tjefferson@sumtercountysc.org

Date: _____

Position applying for: _____

Department: _____

PERSONAL INFORMATION

Name _____
 First Middle Last Social Security Number

Present Address _____
 Street City State Zip Code

Previous Address _____
 Street City State Zip Code

Phone Number (Day) _____ (Evening) _____ (Other) _____

Are you a current Sumter County employee or have you worked for Sumter County in the past? Yes No If so, when? _____ What Department? _____

Your name when employed (if different from present) _____

Do you have a valid driver's license? Yes No License No. _____ State _____ Expiration Date _____ Restrictions _____

Do you have a valid CDL? Yes No License No. _____ State _____ Expiration Date _____ Restrictions _____

Have you been convicted of a: Felony Yes No Misdemeanor Yes No

If yes, please explain and give dates: _____

Have you ever been fired or asked to resign from a job? Yes No If yes, give date, name and address of employer, and reason _____

(A firing or forced resignation does not automatically mean that you cannot be employed. The circumstances, time elapsed, and recent employment record will be considered. However, failure to be completely honest and accurate about such circumstances may cause your application to be disqualified for employment.)

EDUCATION HISTORY

High School attended: _____ City and State: _____ Highest Grade Completed: _____

Do you have a high school diploma or GED? Yes No Date Received: _____

NAME AND ADDRESS	Dates Attended		Degree Pending	Mo/Yr Degree or Certificate	Degree Completed (B.A. etc.) or Certificate	Major and Minor Fields of Study
	From Mo/Yr	To Mo/Yr				
College						
Graduate Work						
Other (i.e., business, technical, military, etc.)						

Please list professional memberships, certificates, licenses, honors, fellowships, etc. _____

This information will NOT be used for making employment decisions, and will NOT be kept with your application for employment. It is needed to analyze and assure compliance with State and Federal Equal Employment Opportunity laws, and to meet reporting requirements.

CHECK APPROPRIATE BLOCKS FOR THE FOLLOWING: Date of Birth: _____ Martial Staus: _____

Male Female Are you disabled? Yes No DEFINITION OF DISABLED: "Disabled person" means any person who has a physical or mental impairment which substantially limits one or more major life activities, has a record of such an impairment, or is regarded as having such an impairment.

Racial or ethnic group with which you identify. (Check ONLY one.)
 White (includes persons of Arabian descent)
 Black (includes Jamaicans, Bahamians, and other Caribbeans of Africa but not Hispanic or Arabian descent)
 Hispanic (includes persons of Mexican, Puerto Rican, Cuban, Central or South American or other Spanish origin or culture)
 Asian American (includes Pakistanis, Indians and Pacific Islanders)
 American Indian (includes Alaskan natives)

The following information will help us to learn of the most effective way of informing interested persons of the job opportunities with Sumter County. Please check ONE of the following as to how you learned of employment opportunities with Sumter County.
 From a relative/friend From a Sumter County employee
 Sumter County Website Other (please specify) _____

