

Application for Employment
City of Mauldin

An Equal Opportunity Employer

Human Resources

P.O. Box 249

5 East Butler Road, Mauldin, SC 29662

(864) 288-4910

Federal and State law prohibit discrimination. Our hiring practice is to make employment decisions without regard to race, color, religion, sex, or age. Your opportunity for employment depends solely on your qualifications.

USE INK ONLY – PLEASE PRINT

NAME _____

LAST

FIRST

M

SOCIAL SECURITY #

PRESENT

ADDRESS _____

STREET

CITY

STATE ZIP

PHONE _____

BUSINESS _____

CELL _____

EMAIL _____

Position Applying for _____

Highest level of education completed _____

GED ____ yes ____ no. College Major _____ Degree _____

Driver's License/State _____

Job related certificates or licenses (if law enforcement, are you Certified?)

Machinery or equipment operated _____

Have you ever been convicted of a crime other than a minor traffic violation? If

yes explain _____

10 YEAR EMPLOYMENT HISTORY

1. Begin with most recent position
2. Attach resume if applicable

Name of Company _____ Phone _____

Address _____

Duties _____

Name of Supervisor _____

May we contact? _____ Dates employed _____ to _____

Name of Company _____ Phone _____

Address _____

Duties _____

Name of Supervisor _____

May we contact? _____ Dates employed _____ to _____

Name of Company _____ Phone _____

Address _____

Duties _____

Name of Supervisor _____

May we contact? _____ Dates employed _____ to _____

List three references, names, addresses and phone, not relatives, who you have known at least three years.

1. _____

2. _____

3. _____

PLEASE READ THE FOLLOWING STATEMENT & SIGN

I HEREBY ACKNOWLEDGE THAT ALL STATEMENTS MADE HEREIN ARE TRUE AND CORRECT. I AUTHORIZE THE CITY OF MAULDIN TO CONDUCT WHATEVER INVESTIGATION IT FEELS NECESSARY TO CONFIRM THESE STATEMENTS. ANY UNTRUE STATEMENTS ARE SUFFICIENT GROUNDS FOR REFUSAL TO HIRE OR DISMISSAL.

I AGREE TO SUBMIT MYSELF FOR PHYSICAL EXAMINATION BY THE CITY DOCTOR AND THAT FAILURE TO MEET THE NECESSARY PHYSICAL REQUIREMENTS MAY DISQUALIFY ME FOR EMPLOYMENT.

THE CITY OF MAULDIN IS A DRUG FREE WORKPLACE, AND AS SUCH I WILL BE REQUIRED TO SUBMIT TO A DRUG SCREEN. ONLY A NEGATIVE RESULT WILL BE ACCEPTED.

I AGREE, IF HIRED, EITHER THE CITY OR I MAY TERMINATE MY EMPLOYMENT AT ANY TIME, WITH OR WITHOUT CAUSE. NO POLICY, PRACTICE, PROCEDURE OR CITY OFFICIAL OR REPRESENTATIVE SHALL LIMIT OR ALTER THIS AT-WILL EMPLOYMENT RELATIONSHIP.

SIGNATURE

DATE

COMPLETION OF THIS
SECTION IS VOLUNTARY

In an attempt to ensure the City of Mauldin's continued commitment to Equal Employment Opportunities, we would appreciate your taking a moment to complete the questionnaire below.

The Civil Rights Act of 1964 prohibits discrimination in employment practices because of race, color, religion, sex or national origin. P.L. 90-2002 prohibits discrimination on the basis of age with respect to individuals who are at least 40 but less than 70 years old.

Date: _____

Position: _____

Race (circle one)

Asian	African/American	Hispanic
American Indian	White	Other

Sex (circle one)

Male	Female
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This survey is requested for EEO reporting purposes only and is kept entirely separate from the application.