

Work History

In the space provided below, give your employment history beginning with your **PRESENT** or most recent employer and list all positions held, including military, part-time, summer, and volunteer work. Details on any period of unemployment must be included. **IF ADDITIONAL SPACE IS REQUIRED, PLEASE ATTACH ADDITIONAL SHEETS USING THE SAME FORMAT. A personal resume CANNOT BE SUBSTITUTED FOR THIS APPLICATION;** however, you may attach a resume as a supplement. You must complete **ALL** parts of the employment application for your application to be considered complete.

Name of employer: _____

Address of employer: _____

City: _____ State: _____ Zip Code: _____

Date of employment: _____ Title of Position: _____

Part-time: ___ Full-time ___ Number of hours worked per week: _____

Beginning salary: _____ Present or last salary: _____

Name and title of supervisor: _____
(Name) (Title)

Description of duties and responsibilities:

Reason for leaving: _____

May we contact this employer? ___ Yes ___ No

Name of employer: _____

Address of employer: _____

City: _____ State: _____ Zip Code: _____

Date of employment: _____ Title of Position: _____

Part-time: ___ Full-time ___ Number of hours worked per week: _____

Beginning salary: _____ Present or last salary: _____

Name and title of supervisor: _____
(Name) (Title)

Description of duties and responsibilities:

Reason for leaving: _____

May we contact this employer? ___ Yes ___ No

Additional Information

Answer the following questions by placing an "X" in the proper column.	YES	NO
Have you ever been employed by the City of Liberty?		
Are you related by blood or marriage to anyone now employed by the City of Liberty? If "yes." Give the name and relationship and the Department in which the relative works. Name: _____ Department: _____		
Have you ever been convicted of a felony? Note: A "yes" response does not automatically disqualify you from Employment. The date and nature of the offense and the type of job for which you are applying will be considered. If "yes," please give complete details. .		
If you are applying for a position that requires a driver's license, are you licensed by the State of South Carolina to operate a vehicle?		
Are you active in the United State military or a veteran?		

PLEASE READ THE FOLLOWING STATEMENT CAREFULLY:

DECLARATION OF APPLICATION

I, at this moment, certify that there are no willful misrepresentations, omissions, or falsifications in the foregoing statements and answers to questions and that the information I have provided in this employment application, including application inserts and résumé, is subject to verification by the City of Liberty. I know that should an investigation disclose any misrepresentation, omission, or falsification, my application may be rejected, or my employment may be terminated if I am already employed. I, at this moment, release former employers from all liability for divulging such information. I agree to submit to pre-employment drug testing. I understand that testing positive for use of an illegal drug, abuse of a legal drug, use of an un-prescribed legal drug, refusal to take the test, or failure to keep the scheduled appointment for the test will generally result in denial of employment with the City of Liberty.

DATE: _____ **APPLICANT SIGNATURE:** _____

Please email the application to the Human Resources Department for the City of Liberty

blocke@libertysc.com

or by mail

P.O. Box 716

Liberty, S.C. 29657