

# York Technical College

## EMPLOYMENT APPLICATION

RETURN TO: York Technical College, 452 South Anderson Road, Rock Hill, SC 29730

THE LANGUAGE USED IN THIS DOCUMENT DOES NOT CREATE AN EMPLOYMENT CONTRACT BETWEEN THE EMPLOYEE AND THE AGENCY. THIS DOCUMENT DOES NOT CREATE ANY CONTRACTUAL RIGHTS OR ENTITLEMENTS. THE AGENCY RESERVES THE RIGHT TO REVISE THE CONTENT OF THIS DOCUMENT, IN WHOLE OR IN PART. NO PROMISES OR ASSURANCES, WHETHER WRITTEN OR ORAL, WHICH ARE CONTRARY TO OR INCONSISTENT WITH THE TERMS OF THIS PARAGRAPH CREATE ANY CONTRACT OF EMPLOYMENT.

### 1. APPLYING FOR:

Job Title

Type of Position You Will Accept: Permanent Temporary Either

Type of Employment You Will Accept: Permanent Temporary Either

Indicate the Hours Available for Work Day Night Either

Are You Willing to Accept a Position With Varying Shifts? YES NO

List County Codes of Counties Where You Are Willing to Work (See Page 6)

Are You a Current Member of the S.C. State Retirement System? YES NO

Are you a Current State Employee? YES NO If Yes, What Agency

Is There a Minimum Salary You Will Accept? YES NO If Yes, What is the Amount: \$

What is the Earliest Date You Could Begin Work?

### 2. HOW DO WE CONTACT YOU?

Social Security Number Your Name

Mailing Address

City County State Zip Code

Home Phone Business Phone

Fax Number E-mail Address

### 3. TELL US ABOUT YOUR EDUCATION:

High School (Name) Location

Diploma Other Highest Grade Completed

College / University Location

Degree Year Degree Obtained Credits

College/University Location

Degree Year Degree Obtained Credits

College/University Location

Degree Year Degree Obtained Credits

College/University Location

Degree Year Degree Obtained Credits

## Job-Related Training and Course Work

List any skills, licenses, and certificates which are related to the job you seek (including words per minute typing speed and computer software proficiency).

## 4. TELL US ABOUT YOUR WORK EXPERIENCE:

Describe your work experience in detail, beginning with your current or most recent job. Include military service (indicate rank) and job related volunteer work, if applicable. Provide an explanation for any gaps in employment. **All information in this section must be complete. A résumé may be attached, but not substituted for completing this section.**

### 1. Name of Present Employer

Address Phone

Job Title

Number Supervised Supervisor's Name

From To Hours Per Week Salary

May we contact this employer?  Yes  No Reason for Leaving

Job Duties (give details)

### 2. Your Next Most Recent Employer

Address Phone

Job Title

Number Supervised Supervisor's Name

From To Hours Per Week Salary

Reason for Leaving

Job Duties (give details)

### 3. Your Next Most Recent Employer

Address Phone

Job Title

Number Supervised Supervisor's Name

From To Hours Per Week Salary

Reason for Leaving

Job Duties (give details)

4. Your Next Most Recent Employer

Address Phone

Job Title

Number Supervised	Supervisor's Name	Hours Per Week	Salary
From	To		

Reason for Leaving

Job Duties (give details)

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5. Your Next Most Recent Employer

Address Phone

Job Title

Number Supervised	Supervisor's Name	Hours Per Week	Salary
From	To		

Reason for Leaving

Job Duties (give details)

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6. Your Next Most Recent Employer

Address Phone

Job Title

Number Supervised	Supervisor's Name	Hours Per Week	Salary
From	To		

Reason for Leaving

Job Duties (give details)

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Do you possess a valid driver's license?    Yes    No    State    If yes, provide

Number    Expiration Date    Class:(check one)    A    B    C    D    E    F

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Do you have any relatives employed with the State of South Carolina? If yes, please provide names below:

Name	Relation	Agency
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Name	Relation	Agency
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Have you ever been convicted of a criminal offense?      Yes      No

Note: Omit minor vehicle violations and any offense committed before your 17 birthday, which was finally adjudicated in juvenile court or under a youthful offender law. Conviction of a criminal offense is not a bar to employment in all cases. Each conviction is evaluated individually.

If yes, please list charge(s)

Where Convicted	Date	Disposition/Status
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Have you ever been terminated or forced to resign from any job?    Yes      No      If Yes, explain

Are you legally authorized to work in the United States?    Yes      No

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Give the names of two people, not relatives, who are familiar with your work.

Name	Address	Phone
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Name	Address	Phone
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**PLEASE CAREFULLY READ THE FOLLOWING STATEMENTS**

**Student Loan:** State law (59-111-50) prohibits employment with the State to people who have defaulted on certain student loans, unless they can prove that satisfactory arrangements have been made for repayment. By my signature, I certify that I am no currently in default on a student loan.

Signature \_\_\_\_\_ Date \_\_\_\_\_

**Authority to Release Information:** By my signature, I consent to the release of information to authorized officers, agents, and/or employees of the State of South Carolina which may include but not be limited to information concerning my past and present work; including my official personnel files; attendance records; evaluations; educational records including transcripts; military service; law enforcement records; and/or any personnel record deemed necessary. In addition, I consent to authorize appropriate officers, agents, and/or employees of the State of South Carolina to make inquiries of third parties such as credit bureaus. I further release the organization, educational entity, present and former employers, law enforcement organization, and all third parties from any and all claims of whatever nature that I may have as a result of any inquiry or response given to such inquiries made in connection with my application for employment.

Signature \_\_\_\_\_ Date \_\_\_\_\_

**Certification of Applicant:** By my signature, I affirm, agree, and understand that all statements on this form are true and accurate. Any misrepresentation, falsification, or material omission of information or data on this application may result in exclusion from further consideration or, if hired, termination of employment. If I have requested herein that my present employer not be contacted, an offer of employment may be conditioned upon acceptable information and verification from such employer prior to beginning work.

Signature \_\_\_\_\_ Date \_\_\_\_\_

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## 5. EEO DATA REPORTING FORM:

The federal government requires the following information to be collected for statistical reporting as a part of the Affirmative Action Program. Refusal to answer will not result in adverse treatment of any applicant. This information is not used in the employment process nor released in a manner which identifies the individual. This form will be removed prior to being forwarded to the hiring authority.

**Today's Date**

**Social Security Number**

**Last Name**

**First Name**

**Middle**

**Title of position for which you are applying**

**Sex** (Check appropriate box)

**Male**

**Female**

**Date of Birth**

**Race** (Check appropriate box)

American Indian / Alaskan Native

Asian / Pacific Islanders

Black / Non Hispanic

Hispanic

White / Non Hispanic

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Will you need reasonable accommodations to participate in the selection procedures (e.g., interview, written tests, or job demonstration)? **Yes** **No**

If yes, please notify the Human Resources Office.

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State agencies are actively supporting the Family Independence Act by hiring welfare and food stamp recipients for certain jobs. Are you currently receiving AFDC benefits or food stamps? **Yes** **No**

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**LIST OF CODE  
NUMBERS OF S.C. COUNTIES**

<b>01 Abbeville</b>	<b>24 Greenwood</b>
<b>02 Aiken</b>	<b>25 Hampton</b>
<b>03 Allendale</b>	<b>26 Horry</b>
<b>04 Anderson</b>	<b>27 Jasper</b>
<b>05 Bamberg</b>	<b>28 Kershaw</b>
<b>06 Barnwell</b>	<b>29 Lancaster</b>
<b>07 Beaufort</b>	<b>30 Laurens</b>
<b>08 Berkeley</b>	<b>31 Lee</b>
<b>09 Calhoun</b>	<b>32 Lexington</b>
<b>10 Charleston</b>	<b>33 McCormick</b>
<b>11 Cherokee</b>	<b>34 Marion</b>
<b>12 Chester</b>	<b>35 Marlboro</b>
<b>13 Chesterfield</b>	<b>36 Newberry</b>
<b>14 Clarendon</b>	<b>37 Oconee</b>
<b>15 Colleton</b>	<b>38 Orangeburg</b>
<b>16 Darlington</b>	<b>39 Pickens</b>
<b>17 Dillon</b>	<b>40 Richland</b>
<b>18 Dorchester</b>	<b>41 Saluda</b>
<b>19 Edgefield</b>	<b>42 Spartanburg</b>
<b>20 Fairfield</b>	<b>43 Sumter</b>
<b>21 Florence</b>	<b>44 Union</b>
<b>22 Georgetown</b>	<b>45 Williamsburg</b>
<b>23 Greenville</b>	<b>46 York</b>
<b>50 Out of State</b>	