



APPLICATION FOR EMPLOYMENT

By completing and submitting this application for employment, I **UNDERSTAND AND ACKNOWLEDGE THAT, UNLESS OTHERWISE DEFINED BY APPLICABLE LAW, ANY EMPLOYMENT RELATIONSHIP WITH THE CITY OF GREER IS OF AN "AT WILL" NATURE, WHICH MEANS THAT THE EMPLOYEE MAY RESIGN AT ANY TIME AND THE EMPLOYER MAY DISCHARGE THE EMPLOYEE AT ANY TIME WITH OR WITHOUT CAUSE. I ALSO UNDERSTAND THAT THIS "AT WILL" EMPLOYMENT RELATIONSHIP MAY NOT BE CHANGED BY ANY WRITTEN DOCUMENT OR BY ANY CONTRACT UNLESS SUCH CHANGE IS SPECIFICALLY APPROVED BY GREER CITY COUNCIL AND IN WRITING BY THE CITY ADMINISTRATOR.**

If you need assistance completing this application, please contact the Human Resources Manager at (864) 848-2174. Applications **must** be submitted to the Human Resources Office for consideration.

Position applying for (required): _____ Date: _____

If the above line is left blank or does not specify a position that is currently posted, the City of Greer will consider this application to be incomplete and will not consider the applicant for employment. Note that applications are accepted ONLY during the posting period for a position.

Name: _____ E-Mail: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Driver's License #: _____ State: _____

What type of employment are you seeking? Full-Time Part-Time Temporary

Are you available for shift work? Yes No

Can you provide proof that you are eligible to work in the United States? Yes No

Have you been convicted of a felony or plead "No Contest" to a felony charge within the past seven years? Yes No

Do you currently have any criminal charges pending other than speeding violations less than 10 miles over the limit? Yes No

(NOTE: Answering "Yes" does not necessarily mean you will not be considered for employment)

If Yes, please specify date(s) and nature of offense: _____

Have you ever defaulted on a National Direct Student Loan, a Guaranteed Federally Insured Student Loan, a Nursing Student Loan, Health Professions Student Loan or Law Enforcement Educational Loan? Yes No

Have you ever been employed by the City of Greer? Yes No

If Yes, give dates and position: _____

Please list any relatives who work for the City of Greer: _____

EDUCATION

	Name & Address	Years Attended	Major	Diploma/Degree
High School				
College				
Graduate School				
Other				

The City of Greer may request copies of transcripts, diplomas, or certificates to confirm attendance.

EMPLOYMENT HISTORY

List your current or most recent job first. Include any military experience. Account for employment/educational activity within the last seven (7) years. A resumé may be attached but does not take the place of this form. All information must be completed. If you need more space, please attach a separate sheet and sign. Incomplete information may cause a delay in your application being forwarded to the hiring department.

Employer: _____ **Dates of Employment:** _____

Address: _____

City: _____ **State:** _____ **Zip:** _____

Phone: _____ **Salary:** _____

Job Title: _____ **Supervisor:** _____

Job Duties: _____

Reason for Leaving: _____

Employer: _____ **Dates of Employment:** _____

Address: _____

City: _____ **State:** _____ **Zip:** _____

Phone: _____ **Salary:** _____

Job Title: _____ **Supervisor:** _____

Job Duties: _____

Reason for Leaving: _____

Employer: _____ Dates of Employment: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Salary: _____

Job Title: _____ Supervisor: _____

Job Duties: _____

Reason for Leaving: _____

Employer: _____ Dates of Employment: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Salary: _____

Job Title: _____ Supervisor: _____

Job Duties: _____

Reason for Leaving: _____

TRAINING & SKILLS INVENTORY

Please list any specific training, skills, apprenticeships, honors, or any additional information that you would like considered as part of this application (excluding information that would reveal any legally protected status).

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

The City of Greer does not discriminate on the basis of disability in its hiring or employment practices and complies with all regulations promulgated by the U.S. Equal Employment Opportunity Commission under Title I of the ADA.

The City of Greer is required by the South Carolina Freedom of Information Act (SC Code 30-4-40(a) (12) to release employment information regarding no fewer than three final applicants for a public job. If you are selected as a finalist, upon receipt of a properly submitted request the City of Greer will comply with this statute by releasing information about you (except that information which is specifically exempted by the statute).

REFERENCES

Please provide names and contact information of supervisors and/or individuals who have knowledge of your job performance and responsibilities.

Name: _____	Name: _____	Name: _____
Phone: _____	Phone: _____	Phone: _____
Job Title: _____	Job Title: _____	Job Title: _____
Relationship: _____	Relationship: _____	Relationship: _____
Years Known: _____	Years Known: _____	Years Known: _____

I hereby certify that the answers given by me to all of the questions on this application are, to the best of my knowledge and belief, true and correct without reservations of any kind. I further affirm that I have not knowingly withheld any facts or circumstances that would materially affect this application. I authorize the investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision. I further authorize all persons, schools, companies, and law enforcement authorities to release any information concerning my background and hereby release any said persons, schools, companies, and law enforcement authorities or anyone else named to provide information about me from any liability for any damage whatsoever for issuing this information. The City of Greer reserves the right to refuse or rescind an offer of employment to an applicant if the information in the application is found to be false or intentionally omitted. If, following my employment by the City, information in the application is found to be false or intentionally omitted, I understand that I may be subject to disciplinary action up to and including termination.

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I hereby understand and acknowledge my responsibility to notify the City of Greer should I need reasonable accommodation in any testing procedures or interviews required as a result of submission of this application. The City of Greer complies with all standards under the Americans with Disabilities Act.

I certify and understand that the City of Greer requires all persons selected for employment to undergo a physical examination and drug test and that a positive drug test or the inability to perform the essential functions of the job may result in disqualification of my consideration for employment.

I understand that the use of illegal or controlled substances not prescribed for me by a doctor is prohibited.

I understand that I am required to abide by all rules and regulations of the City of Greer.

Applicant's Signature

Date



VOLUNTARY SURVEY

The City of Greer is an equal opportunity employer. All applicants are considered for positions without regard to race, color, gender, religion, national origin, marital status, age, disability, or genetic information. The information below is gathered to comply with equal employment opportunity recordkeeping and reporting. Completion of this form is voluntary. It will not be kept with your application for employment and will not be used in any hiring decision. This information will be kept confidential.

Name: _____ Date: _____

Date of Birth: _____

Position Applied for: _____

Department: _____

Applicant Source:

Walk-In

Website

City Employee

Ad (source: _____)

Ethnic Data:

American Indian or Alaskan Native

Asian or Pacific Islander

Black

Hispanic

White

Gender:

Male

Female



SUBMISSION METHODS

All applications must be submitted to the City of Greer Human Resources Office to be considered. Please contact Human Resources Manager Alicia Williamson with any questions about the application process or submission methods. Applications are accepted by postal mail, e-mail, fax, or hand delivery at Greer City Hall. Inquiries will not be considered to fill available openings without a completed application. Please note that only those candidates considered for an interview will be contacted.

Postal Mail

Plan for your completed application to arrive at Greer City Hall no later than the application deadline for the position in which you are interested. Applications should be mailed to:

Human Resources Office
Greer City Hall
301 East Poinsett St.
Greer, SC 29651

E-Mail

Plan for your completed application to arrive at Greer City Hall no later than the application deadline for the position in which you are interested. Your completed application should be scanned and saved as an Adobe PDF file, and sent to:

hr@cityofgreer.org

Fax

Plan for your completed application to arrive at Greer City Hall no later than the application deadline for the position in which you are interested. Your completed application should be accompanied by a cover sheet addressed to the Human Resources Office and faxed to:

(864) 416-0097

Hand Deliver

Greer City Hall is open from 8 a.m. until 5 p.m. Monday through Friday. Plan to deliver your completed application to one of the clerks in the first-floor business office at City Hall no later than the application deadline for the position in which you are interested. Bring your application to:

Greer City Hall
301 East Poinsett St.
Greer, SC 29651