

Application for Employment

Please Print

Greenwood Metropolitan District
110 Metro Drive
Greenwood, SC 29646
864-943-8000

Equal access to programs, services and employment is available to all persons. Those applicants requiring reasonable accommodation to the application and/or interview process should notify a representative of the Human Resources Department.

Name _____ Applicant ID# _____
Last First Middle

Address _____
Street City State Zip Code

Telephone # () Cellular/Other Phone # ()

Email Address _____ Date of Application ____/____/____

Position(s) Applied for _____

Referral Source (Please check the appropriate category and list the source.)

- | | |
|---|---|
| <input type="checkbox"/> Walk-in _____ | <input type="checkbox"/> School _____ |
| <input type="checkbox"/> Employee _____ | <input type="checkbox"/> Job Fair _____ |
| <input type="checkbox"/> Advertisement _____ | <input type="checkbox"/> Staffing Agency _____ |
| <input type="checkbox"/> GMD's Website _____ | <input type="checkbox"/> Government/Employment Agency _____ |
| <input type="checkbox"/> Other Internet _____ | <input type="checkbox"/> Other _____ |

If necessary, best time to call you is ____:____^{AM/PM}

Home Cellular/Other

May we contact you at work? Yes No

If yes, work number and best time to call
() ____:____^{AM/PM}

If you are under 18 and it is required,
can you furnish a work permit? Yes No

If no, please explain: _____

Have you submitted an application before? Yes No

If yes, give date(s) and position(s) _____

Have you ever been employed here before? Yes No

If yes, give dates: From ____/____/____ To ____/____/____

Is this application a request for reemployment following
an extended military leave of absence from GMD?

Yes No

If yes, additional information may be requested.

Are you legally eligible for employment in this country?

Yes No

Date available for work ____/____/____

What is your desired salary range or hourly rate of pay?

\$ _____ Per _____

Type of employment desired: Full-Time Part-Time

Educational Co-Op Seasonal Temporary

Will you relocate if job requires it? Yes No

Will you travel if job requires it? Yes No

If they have been explained to you, are you able to meet the
attendance requirements of the position? N/A Yes No

Will you work overtime if required? Yes No

If no, please explain: _____

Are you able to perform the "essential functions" of the job for
which you are applying (with or without reasonable
accommodation)?

This question is not designed to elicit information about an
applicant's disability. Please do not provide information about the
existence of a disability, particular accommodation, or whether
accommodation is necessary. These issues may be addressed at a
later stage to the extent permitted by law.

Yes No Need more information about the job's
"essential functions" to respond.

Driver's license number required if driving may be
required in the job for which you are applying:

_____ State _____

Have you ever been bonded? Yes No

Answering "yes" to the following question does not constitute an
automatic bar to employment. Factors such as date of the offense,
seriousness and nature of the violation, rehabilitation and position
applied for will be taken into account.

Have you ever pleaded "guilty" or "no contest" to or
been convicted of a crime? Yes No

If yes, please provide date(s) and details: _____

Have you entered into an agreement with any former employer
or other party (such as a noncompetition agreement) that might,
in any way, restrict your ability to work at GMD?

Yes No

If yes, please explain: _____

EMPLOYMENT HISTORY

Starting with your most recent employer, provide the following information.

Employer _____ Telephone # _____ Street address _____ City _____ State _____ Starting job title/final job title _____	Dates employed: Month Year Month Year _____ / _____ to _____ / _____ Compensation (starting) <input type="checkbox"/> Hourly <input type="checkbox"/> Salary \$ _____ per _____ Commission/Bonus/Other Compensation \$ _____ Compensation (final) <input type="checkbox"/> Hourly <input type="checkbox"/> Salary \$ _____ per _____ Commission/Bonus/Other Compensation \$ _____
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May we contact for reference? Yes No Later email: _____

Why did you leave? _____

Summarize the type of work performed and job responsibilities. _____

What did you like most about your position? _____

What were the things you liked least about the position? _____

Employer _____ Telephone # _____ Street address _____ City _____ State _____ Starting job title/final job title _____	Dates employed: Month Year Month Year _____ / _____ to _____ / _____ Compensation (starting) <input type="checkbox"/> Hourly <input type="checkbox"/> Salary \$ _____ per _____ Commission/Bonus/Other Compensation \$ _____ Compensation (final) <input type="checkbox"/> Hourly <input type="checkbox"/> Salary \$ _____ per _____ Commission/Bonus/Other Compensation \$ _____
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May we contact for reference? Yes No Later email: _____

Why did you leave? _____

Summarize the type of work performed and job responsibilities. _____

What did you like most about your position? _____

What were the things you liked least about the position? _____

EMPLOYMENT HISTORY (continued)

Explain any gaps in your employment, other than those due to personal illness, injury or disability. _____

If not addressed on previous page, have you ever been fired or asked to resign from a job? Yes No

If yes, please explain: _____

SKILLS AND QUALIFICATIONS

Summarize any special training, skills, licenses and/or certificates that may assist you in performing the position for which you are applying: _____

Computer Skills (Click appropriate boxes. Include software titles and years' experience.)

Word Processing _____ Years: _____ Internet _____ Years: _____

Spreadsheet _____ Years: _____ Other _____ Years: _____

Presentation _____ Years: _____ Other _____ Years: _____

E-Mail _____ Years: _____ Other _____ Years: _____

EDUCATIONAL BACKGROUND

Starting with your most recent school attended, provide the following information.

School (include City and State)	Years Completed	Completed	GPA Grade Rank	Major/Minor
		<input type="checkbox"/> Diploma <input type="checkbox"/> GED <input type="checkbox"/> Degree _____ <input type="checkbox"/> Certification ____ <input type="checkbox"/> Other _____		
		<input type="checkbox"/> Diploma <input type="checkbox"/> GED <input type="checkbox"/> Degree _____ <input type="checkbox"/> Certification ____ <input type="checkbox"/> Other _____		
		<input type="checkbox"/> Diploma <input type="checkbox"/> GED <input type="checkbox"/> Degree _____ <input type="checkbox"/> Certification ____ <input type="checkbox"/> Other _____		
		<input type="checkbox"/> Diploma <input type="checkbox"/> GED <input type="checkbox"/> Degree _____ <input type="checkbox"/> Certification ____ <input type="checkbox"/> Other _____		

REFERENCES

List names and telephone numbers of three business/work references who are **not** related to you and are **not** previous supervisors. If not applicable, list three school or person references who are **not** related to you.

Name	Title	Relationship to you	Telephone	E-mail	# of Years Known

RELATED INFORMATION

To what job-related organizations (professional, trade, etc.) do you belong?

Exclude information that would reveal race, color, religion, sex, national origin, genetic information, citizenship, age, mental or physical disabilities, veteran/reserve, National Guard or any other similarly protected status.

Organization	Offices Held

List special accomplishments, publications, awards, etc.

Exclude membership that would reveal race, color, religion, sex, national origin, genetic information, citizenship, age, mental or physical disabilities, veteran/reserve, National Guard or any other similarly protected status.

In your current or previous job, have you ever written instructions or directions to be followed by employees or customers? Yes No Not Applicable

If yes, please explain: _____

Is there any other job-related information you want GMD to know about you? _____

APPLICANT STATEMENT

I certify that all information I have provided in order to apply for and secure work with GMD is true, complete and correct.

I expressly authorize, without reservation, the employer, its representatives, employees or agents to contact and obtain information from all references (personal and professional), employers, public agencies, licensing authorities and educational institutions and to otherwise verify the accuracy of all information provided by me in this application, resume or job interview. I hereby waive any and all rights and claims I may have regarding the employer, its agents, employees or representatives, for seeking, gathering and using truthful and non-defamatory information, in a lawful manner, in the employment process and all other persons, corporations or organizations for furnishing such information about me.

I understand that GMD does not unlawfully discriminate in employment and no question on this application is used for the purpose of limiting or elimination any applicant from consideration for employment on any basis prohibited by applicable local, state or federal law.

I understand that this application remains current for only 30 days. At the conclusion of that time, if I have not heard from GMD and still wish to be considered for employment, it will be necessary for me to reapply and fill out a new application.

If I am hired, I understand that I am free to resign at any time, with or without cause and with or without prior notice, and GMD reserves the same right to terminate any employment at any time, with or without cause and with or without prior notice, except as may be required by law. This application does not constitute an agreement or contract for employment for any specified period or definite duration. I understand that no supervisor or representative of GMD is authorized to make any assurances to the contrary and that no implied oral or written agreements contrary to the foregoing express language are valid unless they are in writing and signed by GMD's General Manager or CFO.

I also understand that if I am hired, I will be required to provide proof of identity and legal authorization to work in the United States and that federal immigration laws require me to complete an I-9 Form in this regard.

GMD does not tolerate unlawful discrimination in its employment practices. No question on this application is used for the purpose of limiting or excluding an applicant from consideration for employment on the basis of his or her sex, race, color, religion, national origin, genetic information, citizenship, age, disability, or any other protected status under applicable federal, state, or local law. GMD likewise does not tolerate harassment based on sex, race, color, religion, national origin, citizenship, genetic information, age disability, or any other protected status. Examples of prohibited harassment include, but are not limited to, unwelcomed physical contact, offensive gestures, unwelcomed comments, jokes, epithets, threats, insults, name-calling, negative stereotyping, possession or display of derogatory pictures or other graphic materials, and any other words or conduct that demean, stigmatize, intimidate, or single out a person because of his/her membership in a protected category. Harassment of GMD's employees is strictly prohibited, whether it is committed by a manager, coworker, subordinate, or non-employee (such as a vendor or customer). GMD takes all complaints of harassment seriously and all complaints will be investigated promptly and thoroughly.

I understand that any information provided by me that is found to be false, incomplete or misrepresented in any respect, will be sufficient cause to (i) eliminate me from further consideration for employment, or (ii) may result in my immediate discharge from the employer's service, whenever it is discovered.

DO NOT SIGN UNTIL YOU HAVE READ THE ABOVE APPLICANT STATEMENT.

I certify that I have read, fully understand and accept all terms of the foregoing Applicant Statement.

Signature of Applicant _____ **Date** _____ / _____ / _____