



Charleston County Government

Human Resources

Lonnie Hamilton III, Public Services Building 4045 Bridge View Drive
North Charleston, SC 29405-7464

Charleston County Government is an Equal Opportunity Employer
We E-verify

APPLICANT INFORMATION AND INSTRUCTIONS

Charleston County Government is an equal opportunity employer. We are actively seeking qualified applicants to fill open positions.

Please take the time to read this information so that you can better understand our application and hiring process.

APPLICATION PROCESS

Charleston County Government only accepts applications for advertised positions.

All applicants must complete the Charleston County Government Application Form.

- All sections of the application form must be completed – provide detailed information
- A resume may be attached but may not substitute for providing detailed information on the application
- The application must be signed and dated and must include the Position Title and Position Number for which you are applying.

If the application is not completed in its entirety, it will not be considered.

Clerical Positions requiring typing/keyboarding: you must submit a typing/keyboarding test score from a test taken within six (6) months of receipt of your application. If this documentation of your skills is not included, your application will not be considered. As a service to Charleston County Government, the two sites below have agreed to offer a typing test, free of charge to all applicants who require it.

SC Employment Security Commission (SCESC)
(JOB SERVICE)

176 Lockwood Drive, Charleston, SC 29402
Please report directly to SCESC to request test.
(Need Social Security Card and Driver's License)
NO PHONE CALLS, PLEASE.

TEST GIVEN: Monday 9:00 a.m. & 4:00 p.m.
Friday 9:00 a.m. & 2:30 p.m.

Trident One-Stop Career Center
1930 Hanahan Road, North Charleston, SC 29405
(843) 574-1800
TEST GIVEN: Thursday 3:00 p.m.

Applications that are submitted for advertised positions will be reviewed and screened to ensure that applications meet the basic requirements for the position. Applicants who are qualified are referred to the hiring departments and considered for interviews. Applicants who are selected for an Interview will be contacted.

HIRING PROCESS

Past employment history may be verified. Applicants are responsible for providing sufficient information to accomplish this.

An employment physical, that includes a drug screen, is required for all individuals selected for regular full-time, regular part-time or selected temporary positions. This appointment is scheduled after a job offer has been made and accepted. Failure to complete or pass the physical may result in withdrawal of a job offer.

New employees must present documentation authorizing them to work in the United States.

All new employees assigned to regular full-time or regular part-time positions must attend a new hire orientation are required to enroll in the County's direct deposit program.

FREQUENTLY ASKED QUESTIONS

Q. Do I have to submit a separate application for each job in which I am interested?

A. YES. All applications are considered and referred to for the Position Title and Position Number indicated on the application. Once you have submitted an application for a position and then later wish to be considered for another position, you must submit another application. We suggest that you keep copies of your original application to submit for future openings; however, each application submitted **MUST INCLUDE POSITION TITLE, POSITION NUMBER AND AN ORIGINAL SIGNATURE AND DATE.**

Q. How can I learn of position openings in Charleston County Government?

A. Position openings are updated weekly on our website (www.charlestoncounty.org) and on our 24-hour **JOBLINE (843) 958-4719**. You are welcome to review or pick up a copy of our External Bulletin at the Human Resources Department, Lonnie Hamilton III, Public Services Building, 4045 Bridge View Drive, Suite B-207, North Charleston, SC 29405-7464. We are open Monday through Friday, 8:30 a.m. to 5:00 p.m. Our office telephone number is (843) 958-4700.



EMPLOYMENT APPLICATION

Charleston County Government

4045 Bridge View Drive, North Charleston, SC 29405-7464

Telephone: (843) 958-4700 • Website Address: www.charlestoncounty.org

All applicants are considered without regard to race, color, religion, sex, national origin, age, veteran status, or disability.

PLEASE TYPE OR PRINT ALL ANSWERS IN INK

PERSONAL DATA

1. Name:

(Last) (First) (Middle)

List other names by which you have been known: _____ Social Security Number _____

2. Address:

(Street) (City/Town) (State) (Zip Code)

3. Phone: (Include Area Code) Home: (_____) _____ Business: (_____) _____

4. Home Email Address: _____ Cell: (_____) _____

POSITION APPLIED FOR & JOB #:

(Give Title & Job Number) (Applications accepted ONLY for openings advertised) Date Available to Work _____

5.

EDUCATION AND TRAINING

CIRCLE HIGHEST GRADE COMPLETED: DID YOU GRADUATE? HIGH SCHOOL EQUIVALENT TEST (GED)
 7 or LESS 8 9 10 11 12 13 14 15 16 17 18 YES NO YES NO STATE AWARDED _____

TYPE OF SCHOOL	SCHOOL NAME CITY AND STATE	DIPLOMA OR DEGREE	DATE AWARDED	MAJOR FIELD
LAST HIGH SCHOOL ATTENDED				
COLLEGES ATTENDED				
OTHER (MILITARY, TRADE, BUSINESS, VOCATIONAL, GRADUATE SCHOOL, ETC.)				

SPECIAL QUALIFICATIONS: INCLUDE TECHNICAL/PROFESSIONAL LICENSES AND NUMBERS; ACADEMIC AND/OR PROFESSIONAL CREDENTIALS.

6.

SKILLS

COMPUTER EXPERIENCE _____
 (e.g., data entry, word processing, spreadsheets)

SOFTWARE USED _____
 (e.g., Word, Excel, Access)

KEYBOARDING _____ STROKES PER MINUTE OTHER _____

7. Do you possess a valid Driver's License?

___ YES ___ NO STATE _____ DRIVER'S LICENSE NUMBER _____ CLASS _____

8.**EMPLOYMENT HISTORY**

A brief description of duties for each position is **required** below. If this section is left blank or contains "see resume", the application will be considered incomplete and will not be accepted as valid. Additional details may be provided by attaching a resume, if desired. Please provide your employment history beginning with your present or most recent employer and list all positions held including military, part-time, summer, volunteer work and any periods of unemployment. An explanation of any period of unemployment should be included under item 13.

A. NAME AND ADDRESS OF COMPANY	FROM (MO/YR.)	TO (MO/YR.)	REASON FOR LEAVING	WEEKLY HOURS WORKED	SALARY	
					BEGINNING	ENDING
SUPERVISOR'S NAME:						
TELEPHONE NUMBER: ()	BRIEF DESCRIPTION OF DUTIES:					
POSITION TITLE:						
B. NAME AND ADDRESS OF COMPANY	FROM (MO/YR.)	TO (MO/YR.)	REASON FOR LEAVING	WEEKLY HOURS WORKED	SALARY	
					BEGINNING	ENDING
SUPERVISOR'S NAME:						
TELEPHONE NUMBER: ()	BRIEF DESCRIPTION OF DUTIES:					
POSITION TITLE:						
C. NAME AND ADDRESS OF COMPANY	FROM (MO/YR.)	TO (MO/YR.)	REASON FOR LEAVING	WEEKLY HOURS WORKED	SALARY	
					BEGINNING	ENDING
SUPERVISOR'S NAME:						
TELEPHONE NUMBER: ()	BRIEF DESCRIPTION OF DUTIES:					
POSITION TITLE:						
D. NAME AND ADDRESS OF COMPANY	FROM (MO/YR.)	TO (MO/YR.)	REASON FOR LEAVING	WEEKLY HOURS WORKED	SALARY	
					BEGINNING	ENDING
SUPERVISOR'S NAME:						
TELEPHONE NUMBER: ()	BRIEF DESCRIPTION OF DUTIES:					
POSITION TITLE:						

May we contact the employers listed above? YES NO.

If NOT, please indicate which employer you do not wish us to contact: _____

GENERAL INFORMATION

IN ORDER TO PREVENT A DELAY IN THE PROCESSING OF YOUR APPLICATION, PLEASE BE SURE YOU SIGN AND DATE THIS FORM AND ANSWER EVERY QUESTION CLEARLY AND COMPLETELY.

Each applicant considered for employment in a County position **must meet the minimum requirements** established for that position. This may include the successful completion of a verbal/written examination and an employment physical (which includes a medical examination, laboratory tests, and a drug screen).

In compliance with Title VI of the Consumer Protection Act, this is to advise you that as part of our processing of employment applications, an inquiry may be made concerning an applicant's credit standing, general reputation, character, and personal characteristics. This information may be from previous employers, personal references, law enforcement agencies, and/or consumer reporting agencies. Upon an applicant's written request, additional information as to the nature and scope of any report will be provided.

SIGNATURE AND CERTIFICATION

I hereby affirm that the information provided on this application (and accompanying resume and/or documentation, if any) is true and complete to the best of my knowledge. I also understand that falsified information or significant omissions may disqualify me from further consideration for employment and may be considered justification for dismissal if discovered at a later date. I further understand that this application becomes the property of Charleston County Government and will not be returned.

I authorize persons, schools, my current employer (if applicable), and previous employers and organizations named in this application (and accompanying resume and/or documentation, if any) to provide any relevant information that may be required to arrive at an employment decision.

I UNDERSTAND THAT SHOULD I BE OFFERED A POSITION, MY EMPLOYMENT CAN BE TERMINATED, WITH OR WITHOUT CAUSE, AT ANY TIME AT THE DISCRETION OF EITHER THE COUNTY OF CHARLESTON OR MYSELF. I UNDERSTAND THAT NO MANAGEMENT OFFICIAL OTHER THAN THE COUNTY ADMINISTRATOR HAS ANY AUTHORITY TO ENTER INTO ANY AGREEMENT CONTRARY TO THE FOREGOING OR MAKE ANY ORAL ASSURANCE OR PROMISE OF CONTINUED EMPLOYMENT.

I understand that should I be offered a position, all positions may be considered essential during emergencies. If my position is designated as essential, I understand that I am required to report to work and remain for the duration of the emergency. Failure to do so may result in disciplinary action.

Signature: _____ Date: _____

**WE THANK YOU FOR APPLYING FOR EMPLOYMENT WITH CHARLESTON COUNTY GOVERNMENT,
AN EQUAL OPPORTUNITY EMPLOYER.**



PROFESSIONAL JOB REFERENCES

(Completion of this form is voluntary)

Applicant's Name: _____
(Last) (First) (Middle)

Position Applying For: _____ Date _____
(Position Number and Title)

	First Name	Last Name	Job Title	Address	Telephone Number
1.					
2.					
3.					
4.					
5.					



APPLICANT DATA RECORD

(Completion of this form is voluntary)

THIS DATA IS FOR PERIODIC GOVERNMENT REPORTING AND WILL BE KEPT IN A CONFIDENTIAL FILE SEPARATE FROM THE APPLICATION FOR EMPLOYMENT.

All applicants are considered without regard to race, color, religion, sex, national origin, age, veteran status, disability or any other legally protected status.

Name: _____ Phone: (____) _____
(Last) (First) (Middle)

Address: _____
(Street) (City) (State) (Zip Code)

Social Security Number: _____ Date of Birth: _____ Sex: MALE FEMALE

Position Applying For: _____ Date: _____
(Position Number and Title)

How did you learn of this position vacancy? (Please check source below.)

- Jobline Charleston County Website Classified Advertisement (indicate source)
- Internal Bulletin Employment Agency _____
- External Bulletin Friend Professional Journal (indicate source)
- Job Service Relative _____
- Job Career Fair Walk-in Other (indicate source)
- Internet College Placement _____
- Monster Board Newspaper/Display Ad TV or Media Story TV Ad

As Employers/Government Contractors, we comply with government regulations and affirmative action responsibilities. Solely to help us comply with government record-keeping, reporting and other legal requirements, please complete the applicant data record. We appreciate your cooperation.

Race/National Origin Data:

- WHITE BLACK OR AFRICAN AMERICAN HISPANIC OR LATINO (ALL RACES)
- ASIAN AMERICAN INDIAN/ALASKAN NATIVE NATIVE HAWAIIAN /PACIFIC ISLANDER
- TWO OR MORE MINORITY RACES

Veteran Classification(s):

- WORLD WAR II or KOREA VIETNAM ERA VETERAN OTHER COMBAT VETERAN NOT APPLICABLE

