



# City of Myrtle Beach

POST OFFICE BOX 2468 / MYRTLE BEACH / SOUTH CAROLINA / 29578-2468

First in Service

## APPLICATION FOR EMPLOYMENT

### PERSONAL DATA

PLEASE COMPLETE IN INK.

- A. Name: Last: \_\_\_\_\_ First: \_\_\_\_\_ Middle: \_\_\_\_\_
- B. Address: Street: \_\_\_\_\_ Apartment: \_\_\_\_\_  
 City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_
- C. Telephone: Home: (\_\_\_\_) \_\_\_\_\_ Work: (\_\_\_\_) \_\_\_\_\_ Cell: (\_\_\_\_) \_\_\_\_\_
- D. Email: \_\_\_\_\_ (Status of your application will be sent through email)
- E. How did you learn of the position? Newspaper  TV  Jobline  Internet   
 Other (Please Specify) \_\_\_\_\_
- F. Have you ever applied with the City of Myrtle Beach before? Yes  No   
 If yes, when? \_\_\_\_\_ What position? \_\_\_\_\_
- F. Have you ever worked for the City of Myrtle Beach before? Yes  No   
 If yes, when? \_\_\_\_\_ What position? \_\_\_\_\_
- G. Do you have any relative(s) employed by the City of Myrtle Beach? Yes  No   
 If yes, give: Name: \_\_\_\_\_ Relation: \_\_\_\_\_ Department: \_\_\_\_\_
- H. Have you ever been convicted of a crime (other than minor traffic violations)?\* Yes  No   
 If yes, provide: Charge: \_\_\_\_\_ Place: \_\_\_\_\_  
 Date: \_\_\_\_\_ Disposition: \_\_\_\_\_
- I. Are there any charges/indictments now pending against you? \* Yes  No   
 If yes, explain: \_\_\_\_\_

\*NOTE: A "YES" answer to the two questions above will not necessarily bar you from employment. The nature, severity and date of the offense in relation to the position for which you are applying are considered.

- J. Do you have a valid driver's license? Yes  No
- K. Do you have a valid commercial driver's license? Yes  No
- L. Have you ever been denied a license, permit or privilege to operate a motor vehicle? Yes  No   
 If yes, provide details: \_\_\_\_\_
- M. Has your license, permit or privilege ever been suspended or revoked? Yes  No   
 If yes, provide details: \_\_\_\_\_

### EDUCATION

	NAME	CITY/STATE	Choose Highest Year Completed	Did you Graduate?		DEGREE/MAJOR
				Yes	No	
HIGH SCHOOL			9 10 11 12	<input type="checkbox"/>	<input type="checkbox"/>	N/A
COLLEGE			1 2 3 4	<input type="checkbox"/>	<input type="checkbox"/>	
TECHNICAL				<input type="checkbox"/>	<input type="checkbox"/>	
OTHER				<input type="checkbox"/>	<input type="checkbox"/>	

NAME:

POSITION:

DATE:

**EMPLOYMENT DATA**

A. Position applying for: \_\_\_\_\_

B. Minimum Acceptable Salary: \$ \_\_\_\_\_

C. Would you accept: Full Time: Yes  No   
Part Time: Yes  No   
Temporary Yes  No

D. Please indicate days available for work:

Monday  Tuesday  Wednesday  Thursday  Friday  Saturday  Sunday

E. Do you have transportation to and from work? Yes  No

F. What hours are you available for work? From: \_\_\_\_\_ To: \_\_\_\_\_

G. If necessary, will you work overtime? Yes  No  Will you work shifts? Yes  No

H. Have you ever been denied bonding? Yes  No  If Yes, give details: \_\_\_\_\_

I. List any professional licenses you hold that are applicable to position applied for:

Type: \_\_\_\_\_ License No: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

J. Skills: Typing: Yes  No  WPM: \_\_\_\_\_

Transcription: Yes  No

Computer: Yes  No  Software: \_\_\_\_\_ How Long: \_\_\_\_\_

K. Please list any other pertinent experience, skills, training or volunteer experience that you have which are related to the position for which you are applying:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

L. Date you are available to start: \_\_\_\_\_

**EMPLOYMENT HISTORY**

A. Are you presently employed? Yes  No  May we contact you at work? Yes  No

B. Have you ever been discharged or forced to resign from any position? Yes  No

If yes, please explain: \_\_\_\_\_

**C. INSTRUCTIONS:** READ CAREFULLY BEFORE COMPLETING THE REMAINDER OF THIS SECTION. IT IS IMPORTANT THAT THIS SECTION BE COMPLETED IN DETAIL IF YOUR EXPERIENCE IS TO BE FAIRLY EVALUATED.

1. Give specific information about the nature and responsibilities of each position you have held. Use a separate block for each position, even if it is with the same employer.
2. List all employment including military service, part-time and self-employment. Include all periods of unemployment except those during which you were a full-time student at an academic or technical institution.
3. **A RESUME MAY NOT BE SUBSTITUTED FOR THIS SECTION.** However, a resume may be attached upon full completion of this application.
4. Start with the most recent position and work back to first position you held.
5. If space is too limited for listing all your employment record, you may use an additional sheet of paper following the same format used on the next page. Sign/print your name and include with this application.

(1) (Current or most recent position)  
Employer's Name: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_  
Telephone Number: (\_\_\_\_) \_\_\_\_\_ Ext: \_\_\_\_\_  
Position Title: \_\_\_\_\_  
May we contact? Yes  No   
Supervisor's Name: \_\_\_\_\_  
Dates employed in this position:  
Mo: \_\_\_\_\_ Yr: \_\_\_\_\_ ~~-TO-~~ Mo: \_\_\_\_\_ Yr: \_\_\_\_\_  
Starting Salary: \_\_\_\_\_ Last Salary: \_\_\_\_\_  
Name on employment records if different from present name:  
\_\_\_\_\_

Description of specific duties  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Reason for leaving: \_\_\_\_\_  
\_\_\_\_\_

(2) (Current or most recent position)  
Employer's Name: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_  
Telephone Number: (\_\_\_\_) \_\_\_\_\_ Ext: \_\_\_\_\_  
Position Title: \_\_\_\_\_  
May we contact? Yes  No   
Supervisor's Name: \_\_\_\_\_  
Dates employed in this position:  
Mo: \_\_\_\_\_ Yr: \_\_\_\_\_ ~~-TO-~~ Mo: \_\_\_\_\_ Yr: \_\_\_\_\_  
Starting Salary: \_\_\_\_\_ Last Salary: \_\_\_\_\_  
Name on employment records if different from present name:  
\_\_\_\_\_

Description of specific duties  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
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\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Reason for leaving: \_\_\_\_\_  
\_\_\_\_\_

(3) (Current or most recent position)  
Employer's Name: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_  
Telephone Number: (\_\_\_\_) \_\_\_\_\_ Ext: \_\_\_\_\_  
Position Title: \_\_\_\_\_  
May we contact? Yes  No   
Supervisor's Name: \_\_\_\_\_  
Dates employed in this position:  
Mo: \_\_\_\_\_ Yr: \_\_\_\_\_ ~~-TO-~~ Mo: \_\_\_\_\_ Yr: \_\_\_\_\_  
Starting Salary: \_\_\_\_\_ Last Salary: \_\_\_\_\_  
Name on employment records if different from present name:  
\_\_\_\_\_

Description of specific duties  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Reason for leaving: \_\_\_\_\_  
\_\_\_\_\_

(4) (Current or most recent position)  
Employer's Name: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_  
Telephone Number: (\_\_\_\_) \_\_\_\_\_ Ext: \_\_\_\_\_  
Position Title: \_\_\_\_\_  
May we contact? Yes  No   
Supervisor's Name: \_\_\_\_\_  
Dates employed in this position:  
Mo: \_\_\_\_\_ Yr: \_\_\_\_\_ ~~-TO-~~ Mo: \_\_\_\_\_ Yr: \_\_\_\_\_  
Starting Salary: \_\_\_\_\_ Last Salary: \_\_\_\_\_  
Name on employment records if different from present name:  
\_\_\_\_\_

Description of specific duties  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Reason for leaving: \_\_\_\_\_  
\_\_\_\_\_

**REFERENCES**

List three (3) references. Do not include current or past employers, relatives or past/present employees of the City of Myrtle Beach. Provide full name, address (city & state) and phone number.

NAME	ADDRESS	PHONE NO.
1.		
2.		
3.		

**PLEASE READ THE FOLLOWING STATEMENTS CAREFULLY AND SIGN**

- The City of Myrtle Beach is an **Equal Opportunity Employer** and as such will recruit and hire employees without regard to race, religion, color, national origin, sex, age, political affiliation or disability except when physical condition is a *bona fide* occupational qualification.
- This application must be filled out in detail. Failure to complete all sections, or to sign this form, may result in its being returned for completion, causing delay or possible disqualification.
- This application will remain active for six (6) months from the date submitted.
- I understand and agree that acceptance of this application in no way obligates the City of Myrtle Beach to employ me or that there are any positions available.
- As an applicant for employment with the City of Myrtle Beach, I have furnished information for use in determining my qualifications for employment. I hereby authorize the City of Myrtle Beach to conduct a thorough background investigation to further support the statements contained herein.
- I hereby release the City of Myrtle Beach, current and past employers and references named herein (or in accompanying resume), from liability or damage resulting from providing information requested.
- If I request herein that my present employer not be contacted, an offer of employment will be conditioned upon acceptable information and verification from such employer prior to beginning work.
- I agree to submit to a urine drug screen if required for the position. The results of such analysis may be grounds for disqualifying me or terminating my employment.
- I agree to have a physical examination (city paid) as required for my position and understand that any offer of employment is contingent upon my passing this physical examination.
- I understand and agree that if employed, I will be an employee “at will” and will have the right to terminate my employment at any time, with or without notice and with or without cause, and that the city shall have the same right.
- No supervisor or official is authorized to make an oral or written assurance or promise of continued employment.
- If employed, I agree to abide by all present and subsequently issued personnel policies and rules of the city.
- I understand that if hired, I must meet the eligibility verification requirements of the Federal Immigration and Naturalization Service and submit appropriate documentation to satisfy the requirements of completing INS Form I-9. (A list of acceptable documents is available through the Human Resources Department. However, the most commonly used ID is (1) a Passport or (2) a Social Security Card and Driver’s License.)
- I hereby affirm that all statements made herein are true and correct to the best of my knowledge and understand that any misrepresentation may result in my being disqualified from further consideration or being terminated should I already be employed by the City of Myrtle Beach.
- My signature conveys that I have read, understand and agree to all the statements listed above.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**APPLICANT:** Please complete this tab. (This tab is detached by the Human Resource Personnel Department before application is sent to hiring department.)

**EEO REPORTING AND PERSONNEL RESEARCH**

NOTE: The information requested in this section is not used to evaluate your application. This information is needed to satisfy Equal Employment Opportunity reporting and personnel research requirements.

Last

First

Middle

Name:

Date of Birth:

NOTE: The 1972 Human Affairs Law prohibits discrimination based on age.

Race (check one): White  Black  Hispanic  Asian or Pacific Islander  American Indian or Alaskan Native

Male  Female

Marital Status:  Single  Married

POSITION APPLIED FOR:

Today's Date: