



# 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, S. C. Works below have agreed to offer a typing test, free of charge to all applicants who require it.

#### **South Carolina Works - Charleston Center**

1930 Hanahan Road, Suite 200  
North Charleston, SC 29406  
(843) 574-1800 Toll-Free (843) 226-1606  
TEST GIVEN: Monday, Tuesday, and Thursday  
Please arrive prior to 09:30am or 3:00pm to sign up.

#### **South Carolina Works - Dorchester Center**

2885 West 5th North Street, Summerville, SC 29485  
(843) 821-0695  
TEST GIVEN: Monday & Tuesday anytime from 08:30am-4:00pm.

#### **South Carolina Works - Berkeley Center**

100 S. Highway 52, Moncks Corner, SC 29461  
(843) 761-4400  
TEST GIVEN: Wednesday & Thursday anytime from 08:30am-4:00pm

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](http://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, disability or any other legally protected status.

**PLEASE TYPE OR PRINT ALL ANSWERS IN INK**

### PERSONAL DATA

1. Name:

\_\_\_\_\_

(Last)

\_\_\_\_\_

(First)

\_\_\_\_\_

(Middle)

List other names by which you have been known: \_\_\_\_\_

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.

### KNOWLEDGE/SKILLS/ABILITIES

List your knowledge, skills, and abilities that you possess and believe relevant to the position you seek, such as operating heavy equipment, computer skills, fluency in language(s), etc...

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. Do not leave this section blank or write "see resume". If you do so, 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	Pay Rate/Salary	
					Beginning	Ending
	Supervisor's name:					
Telephone number: ( )	Brief description of duties (do not leave this section blank or write "see resume"):					
Position title:						
B. Name and address of company:	From (mo/yr.)	To (mo/yr.)	Reason for leaving	Weekly hours worked	Pay Rate/Salary	
					Beginning	Ending
	Supervisor's name:					
Telephone number: ( )	Brief description of duties (do not leave this section blank or write "see resume"):					
Position title:						
C. Name and address of company:	From (mo/yr.)	To (mo/yr.)	Reason for leaving	Weekly hours worked	Pay Rate/Salary	
					Beginning	Ending
	Supervisor's name:					
Telephone number: ( )	Brief description of duties (do not leave this section blank or write "see resume"):					
Position title:						
D. Name and address of company:	From (mo/yr.)	To (mo/yr.)	Reason for leaving	Weekly hours worked	Pay Rate/Salary	
					Beginning	Ending
	Supervisor's name:					
Telephone number: ( )	Brief description of duties (do not leave this section blank or write "see resume"):					
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

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**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)

List additional PROFESSIONAL references we may contact *who are NOT relatives* that you have known for at least two years.

References who are familiar with your work experience are preferred.

	First Name	Last Name	Job Title	Relationship to Applicant	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.)

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

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

**Veteran Classification(s):**

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