



# City of Greenville Employment Application

City of Greenville is an EEO/Affirmative Action Employer committed to excellence through diversity. Employment offers are made on the basis of qualifications and without regard to race, sex, religion, national or ethnic origin, disability, age, veteran status, or sexual orientation.

## Personal Information

Please type or clearly print. You may attach a resume, but you must still complete all of the application questions below.

Position applying for: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Name \_\_\_\_\_  
Last First Middle

Social Security No. \_\_\_\_ - \_\_\_\_ - \_\_\_\_ Former Name (s): \_\_\_\_\_

Home Phone No. (\_\_\_\_) \_\_\_\_ - \_\_\_\_ Other Phone No. (\_\_\_\_) \_\_\_\_ - \_\_\_\_

Address<  
" UtggvNo. ""Street \*\*\*\*\*Cr vUwkg%" City \*\*\*\*\*State ""\ k Code

Email Address **(Required)**: \_\_\_\_\_

Are you legally eligible for employment in the United States? Yes No  
If hired, you are required to submit proof of your eligibility to work in the United States.

Are you over the age of eighteen? Yes No  
If no, hire is subject to verification that you are of minimum legal age.

Are you a veteran of the United States Military? Yes No  
If yes, list the branch, dates served, and rank. \_\_\_\_\_

Have you ever been employed by the City of Greenville? Yes No  
If yes, when were you employed and what position did you hold? \_\_\_\_\_

If hired, on what date will you be available for work? \_\_\_\_\_

Have you ever been convicted of a misdemeanor and/or felony? Yes No  
If yes, please list the conviction date and the nature of the offense. \_\_\_\_\_  
(A conviction record will not necessarily bar employment) \_\_\_\_\_

Are you related to any current City of Greenville employee? Yes No  
If yes, list their name and their relationship to you: \_\_\_\_\_

If required for position, do you have a valid driver's license? Yes No  
If yes, \_\_\_\_\_  
State of Issuance License Number Expiration Date

How did you learn about this employment opportunity with the City of Greenville? Check all that apply:

- Ad in Newspaper
- Job Bulletin (Posting)
- Walk-in
- Referral by Employee
- City of Greenville Website
- Other: \_\_\_\_\_

## Education

Name of School	City/State	Did you graduate?	If no, expected graduation	If yes, date of graduation	Degree Received
High School:		Yes    No			
GED:		Yes    No			
Other School:		Yes    No			
College:		Yes    No			
College:		Yes    No			
College:		Yes    No			

## Other Credentials/Licenses/ Professional Affiliations, etc.

Please list those that are relevant to the job(s) for which you are applying.

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## Skills:

Please list technical skills, clerical skills, trade skills, etc., relevant to this position. Include relevant computer systems and software packages of which you have a working knowledge, and note your level of proficiency (basic, intermediate, or expert).

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## Employment History

Please list present and past employment, beginning with your most recent.

<b>Employment History # 1</b>	<b>Place of Employment Name and Address:</b>		<b>Job Title:</b>	
	<b>Dates Employed:</b> From: _____ To: _____	<b>Full time</b> <b>Part-time</b>	<b>Starting Salary:</b> <b>Final Salary:</b>	
	<b>Supervisor's Name:</b>		<b>Other Supervisor's Name:</b>	
	<b>Supervisor's Title:</b>		<b>Other Supervisor's Title:</b>	
	<b>Supervisor's Phone #:</b>		<b>Other Supervisor's Phone #:</b>	
	<b>Primary duties:</b> _____		<b>Reason for Leaving:</b> _____	
<b>Employment History # 2</b>	<b>Place of Employment Name and Address:</b>		<b>Job Title:</b>	
	<b>Dates Employed:</b> From: _____ To: _____	<b>Full time</b> <b>Part-time</b>	<b>Starting Salary:</b> <b>Final Salary:</b>	
	<b>Supervisor's Name:</b>		<b>Other Supervisor's Name:</b>	
	<b>Supervisor's Title:</b>		<b>Other Supervisor's Title:</b>	
	<b>Supervisor's Phone #:</b>		<b>Other Supervisor's Phone #:</b>	
	<b>Primary duties:</b> _____		<b>Reason for Leaving:</b> _____	
<b>Employment History # 3</b>	<b>Place of Employment Name and Address:</b>		<b>Job Title:</b>	
	<b>Dates Employed:</b> From: _____ To: _____	<b>Full time</b> <b>Part-time</b>	<b>Starting Salary:</b> <b>Final Salary:</b>	
	<b>Supervisor's Name:</b>		<b>Other Supervisor's Name:</b>	
	<b>Supervisor's Title:</b>		<b>Other Supervisor's Title:</b>	
	<b>Supervisor's Phone #:</b>		<b>Other Supervisor's Phone #:</b>	
	<b>Primary duties:</b> _____		<b>Reason for Leaving:</b> _____	

Does the City of Greenville have your permission to contact all of the above employers?

Yes

No

If no, why? \_\_\_\_\_

## References

<b>Reference # 1</b>	<b>Name:</b> _____	<b>Address:</b> _____
	<b>Occupation:</b> _____	
	<b>Relationship:</b> _____	
	<b>Phone # One:</b> (    )    - <b>Phone # Two:</b> (    )    -	
	<b>Email:</b> _____	
<b>Reference # 2</b>	<b>Name:</b> _____	<b>Address:</b> _____
	<b>Occupation:</b> _____	
	<b>Relationship:</b> _____	
	<b>Phone # One:</b> (    )    - <b>Phone # Two:</b> (    )    -	
	<b>Email:</b> _____	
<b>Reference # 3</b>	<b>Name:</b> _____	<b>Address:</b> _____
	<b>Occupation:</b> _____	
	<b>Relationship:</b> _____	
	<b>Phone # One:</b> (    )    - <b>Phone # Two:</b> (    )    -	
	<b>Email:</b> _____	

May we telephone you at your home to discuss the application?                      Yes                      No

May we telephone you at your work to discuss this application?                      Yes                      No

If yes, what is your work telephone number? \_\_\_\_\_

**PLEASE READ CAREFULLY AND SIGN THAT YOU UNDERSTAND AND ACCEPT THIS INFORMATION.**

I certify that the information on this application and its supporting documents is accurate and complete. I understand and agree that failure to fully complete the form, or misrepresentation or omission of facts, represents grounds for elimination from consideration for employment, or termination after employment if discovered at a later date. I authorize City of Greenville to investigate, without liability, all statements contained in this application and supporting materials. I authorize references and former employers, without liability, to make full response to any inquiries in connection with this application for employment. If requested, I agree to submit to a physical exam, criminal and credit background investigation, and/or screening for illegal substances upon conditional offer of employment. I understand that this document is NOT an offer of employment, and that an offer of employment, if tendered, does NOT constitute a contract for continued guaranteed employment. I understand that staff employees of City of Greenville serve at-will, and the employment relationship may be terminated at any time by either party, or any or no reason, other than a reason prohibited by law. If employed, I will be required to furnish proof of eligibility to work in the United States, to file a State security questionnaire and State loyalty oath, and to comply with company and departmental regulations. I understand that if employed on a temporary basis, I would be paid for hours worked only, and would be ineligible for benefits including paid time off. If employed on a regular, benefits-eligible basis, I understand that I would be required to make mandatory contributions to the City of Greenville Retirement System or to an optional retirement program, if applicable. I understand that any benefits I receive may be subject to change or discontinuation at any time without prior notice. I understand that the first SIX MONTHS of regular employment represent a provisional period, during which I would not be eligible to apply for transfer or promotion and during which I may be terminated without right of appeal. No one other than the City Manager has any authority to enter into any agreement of employment for any specified period of time or to make any agreement contrary to the foregoing, and then only in writing signed by the City Manager and approved by the City Council.

I authorized my former employers and all other parties to provide the City of Greenville with any information including information regarding my former employment and I release all parties from any liability for any damage which may result for furnishing such information. I specifically waive my right to receive written notice from my present or past employers pertaining to the release of any disciplinary reports, letters of reprimand or other disciplinary action regarding me. I agree to permit the City of Greenville to conduct any background investigation on me it deems appropriate, including credit and criminal checks.

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_