



Applicant information \*\*\* Ten Year Driving record must be attached to application \*\*\*

Do you have a current drivers license?  Yes  No

Do you have a CDL:  Yes  No

List any special skills/or qualifications you have  
Including certifications, licenses, etc):

\_\_\_\_\_

\_\_\_\_\_

Please list any special training:

\_\_\_\_\_

\_\_\_\_\_

Previous Employment

Company: \_\_\_\_\_

Phone: \_\_\_\_\_

Address: \_\_\_\_\_

Supervisor: \_\_\_\_\_

Job Title: \_\_\_\_\_ Starting Salary: \$ \_\_\_\_\_

Ending Salary: \$ \_\_\_\_\_

Responsibilities: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

May we contact your previous supervisor?  Yes  No

Company: \_\_\_\_\_

Phone: \_\_\_\_\_

Address: \_\_\_\_\_

Supervisor: \_\_\_\_\_

Job Title: \_\_\_\_\_ Starting Salary: \$ \_\_\_\_\_

Ending Salary: \$ \_\_\_\_\_

Responsibilities: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

May we contact your previous supervisor?  Yes  No

Company: \_\_\_\_\_

Phone: \_\_\_\_\_

Address: \_\_\_\_\_

Supervisor: \_\_\_\_\_

Job Title: \_\_\_\_\_ Starting Salary: \$ \_\_\_\_\_

Ending Salary: \$ \_\_\_\_\_

Responsibilities: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

May we contact your previous supervisor?  Yes  No

References

**Please list three (3) professional references:**

Full Name: \_\_\_\_\_

Relationship: \_\_\_\_\_

Company: \_\_\_\_\_

Phone: \_\_\_\_\_

Address: \_\_\_\_\_

Full Name: \_\_\_\_\_

Relationship: \_\_\_\_\_

Company: \_\_\_\_\_

Phone: \_\_\_\_\_

Address: \_\_\_\_\_

Full Name: \_\_\_\_\_

Relationship: \_\_\_\_\_

Company: \_\_\_\_\_

Phone: \_\_\_\_\_

Address: \_\_\_\_\_

**Town of Kingstree—Kingstree, SC 29556**

**Disclaimer and Authorization Release**

**In connection with my application and/or continued employment with the Town of Kingstree, I authorize any representative of the Town of Kingstree bearing this release to obtain any information upon request from the bearer. I agree to the following:**

- *I understand that false, misleading information or omissions in my application or interview may result in my not being further considered for employment, or if hired, may result in termination.*
- *I further understand that any employment relationship will be “at will”. Accordingly, either party may terminate the employment relationship at any time with or without notice or cause.*
- *I authorize the Town of Kingstree to contact my former employers and educational organizations regarding employment and education.*
- *I authorize my former employers and educational organizations to fully and freely communicate information regarding my previous employment, attendance and grades.*
- *I authorize those persons designated as references to fully and freely communicate information regarding my character, performance, work ethic, and education.*
- *I consent to your release of any and all public and private information in regards to my military service records (if applicable), educational records, my financial status, driving record, credit report and my criminal and civil history record.*
- *The Town of Kingstree is a drug/alcohol free work place and if offered employment, a drug and/or alcohol test will be required prior to starting work. The Town of Kingstree also reserves the rights to require a drug and/or alcohol test during employment whenever it has reasonable suspicion of a violation of its drug/alcohol policies. Please note that some positions may be subject to randomized drug and/or alcohol testing.*
- *Some positions require a physical examination. If you are offered employment in one of these positions, you will be required to submit to a physical exam by the Town’s doctor of choice prior to beginning work.*
- *I agree to take a polygraph exam (if applicable), this is a prerequisite to certain position( s) within the Town of Kingstree.*
- *In compliance with federal law, all persons hired will be required to verify identity and eligibility to work in the United States and to complete the required employment eligibility verification document form upon hire.*
- *I understand my rights with regard to access and to disclosure of records, and I waive those rights with the understanding that information furnished will be used by the Town of Kingstree in conjunction with employment procedures.*
- *I acknowledge that a FAX or photocopy of this release form will be as valid as an original.*
- *I have been given the opportunity to carefully read the above disclaimer and authorization and I understand and agree to its terms*
- **A ten year driving record must be must be attached to the application for the application to be considered.**

**I declare under penalty of perjury that the Disclaimer and Authorization is true and accurate.**

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

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