



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

Former Name (s): _____

Home Phone No. (____) _____ - _____ Other Phone No. (____) _____ - _____

Address: _____
Street No. Street Apt./Suite # City State Zip 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
- Referral by Employee
- Job Bulletin (Posting)
- City of Greenville Website
- Walk-in
- Other: _____

Education

Name of School	City/State	Did you graduate?	If no, expected graduation	If yes, date of graduation	Degree Received
High School:		<input type="checkbox"/> Yes <input type="checkbox"/> No			
GED:		<input type="checkbox"/> Yes <input type="checkbox"/> No			
Other School:		<input type="checkbox"/> Yes <input type="checkbox"/> No			
College:		<input type="checkbox"/> Yes <input type="checkbox"/> No			
College:		<input type="checkbox"/> Yes <input type="checkbox"/> No			
College:		<input type="checkbox"/> Yes <input type="checkbox"/> No			

Other Credentials/Licenses/ Professional Affiliations, etc.

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

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).

Employment History

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

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

Does the City of Greenville have your permission to contact all of the above employers? Yes No

If no, why? _____

References

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

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 INITIAL EACH LINE. BY DOING SO, YOU ACKNOWLEDGE THAT YOU HAVE READ, UNDERSTAND, AND AGREE TO THE TERMS.

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 understand that the employer, the City of City of Greenville, does not unlawfully discriminate in employment and no question on this application is used for the purpose of limiting or eliminating any applicant from consideration for employment on any basis prohibited by applicable local, state, or federal law. _____

I authorize the City of Greenville to investigate, without liability, all statements contained in this application and supporting materials. _____

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 the City of Greenville serve **At-Will**, and the employment relationship may be terminated at any time by either party, for any or no reason, other than a reason prohibited by law. 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. _____

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. _____

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 authorize references and former employers, without liability, to make full response to any inquiries in connection with this application for employment.

I HAVE READ, UNDERSTAND, AND AGREE TO THE TERMS OF EACH OF THE ABOVE STATEMENTS.

Applicant Signature: _____

Date: _____