



P.O. BOX 248
1855 CALHOUN ROAD
GREENWOOD, SOUTH CAROLINA

Directions: Please fill out the front and back of this form with blue or black ink in your own handwriting.

Full Name Last First Middle Soc. Sec. # Date

Present Address Street City State Zip Telephone E-mail

Permanent Address Street City State Zip Telephone Alt. Phone

Are you qualified to work in the United States? Yes No FOR EEOC PURPOSES: Race Date of Birth

Are you related to any member of the Board of Trustees? If yes, what relationship?

Have you ever been convicted for violation of any federal or state law? If yes, state the nature and date of violation.

Are you currently receiving Family Independence benefits or food stamps? Yes No

PLEASE NOTE: A yes answer will not disqualify you from consideration for employment. We must ask this question pursuant to South Carolina law solely for reporting purposes.

Position held at present Present annual salary

Indicate position(s) you are applying for:

Clerk/Secretary Aide Substitute Lunchroom Custodian Maintenance Bus Driver

Please complete the following information only if you are applying for an office aide, library aide, or clerical/secretarial position. Indicate your knowledge of the following office equipment by using a check mark.

Typewriter (words per minute) Copier Calculater Switchboard Adding Machine Computer

Please list the type(s) of computer software used:

(Continue on Reverse Side)

EDUCATIONAL BACKGROUND

	Name and Location of Institution	Academic Major	Dates Attended	Degree Received
High School				
City, State				
College/University				
City, State				

PREVIOUS EMPLOYMENT (Include military experience, if any.) List most recent employment first.

Employer Name/Address	Dates of employment		Job Description	Supervisor	May we contact?	
	From	To			Yes	No

REFERENCES (Please list three references other than relatives – one should be a previous employer).

Name	Address	Telephone	E-mail

By signing this application, I give permission to Greenwood School District 50 to investigate my past employment and release those persons, schools, companies, or corporations supplying information from all liability and responsibility. I understand that Greenwood School District 50 will request a criminal history record from the South Carolina Law Enforcement Division (SLED) and that any offer of employment is contingent upon receipt of a satisfactory report of criminal history (GCD-R). I also understand that if I am applying for any position involving driving a Greenwood School District 50 vehicle, I give consent for the release of my personal information to Greenwood School District 50 for the purpose of checking my driving records with the South Carolina Department of Public Safety.

Signature _____ **Date** _____

Greenwood School District 50 is committed to the principle of equal opportunity. It is the policy of the District not to discriminate on the basis of race, sex, color, national origin, religion, age, handicap, or disability with regard to its students, employees, or applicants for admission or employment. Please contact the Office of Human Resources or the Office of Administration in you have questions.