



# CITY OF BEAUFORT

1911 Boundary Street  
Beaufort, SC 29902

www.cityofbeaufort.org

Ivette Burgess  
Human Resource Specialist  
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## Application For Employment

(An Equal Employment Opportunity Employer and a Drug/Alcohol-Free Workplace)

POSITION APPLYING FOR: \_\_\_\_\_

### Applicant Information

Full Name: \_\_\_\_\_ Date: \_\_\_\_\_  
Last First M.I.

Address: \_\_\_\_\_  
Street Address Apartment/Unit #  
City State ZIP Code

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

When are you available to start work? \_\_\_\_\_ Are you authorized to work in the US? YES  NO

Have you ever worked for the City of Beaufort? YES  NO  If yes, when and reason for leaving? \_\_\_\_\_

Are you related to anyone employed by the City of Beaufort? YES  NO  If yes, give name & relationship \_\_\_\_\_

How did you learn of this position with the City of Beaufort?  Employee Referral  City of Beaufort Website  Newspaper: \_\_\_\_\_  Other Sources: \_\_\_\_\_

### Education

High School: \_\_\_\_\_ City and State: \_\_\_\_\_  
From: \_\_\_\_\_ To: \_\_\_\_\_ Did you graduate or earn a GED? YES  NO  Please specify: \_\_\_\_\_

College: \_\_\_\_\_ City and State: \_\_\_\_\_  
From: \_\_\_\_\_ To: \_\_\_\_\_ Did you graduate? YES  NO  Degree/Major: \_\_\_\_\_

Other: \_\_\_\_\_ City and State: \_\_\_\_\_  
From: \_\_\_\_\_ To: \_\_\_\_\_ Did you graduate? YES  NO  Degree/Major: \_\_\_\_\_

### Military Service

US Military Service: YES  NO  Branch: \_\_\_\_\_ From: \_\_\_\_\_ To: \_\_\_\_\_

Current Rank/Rank at Discharge: \_\_\_\_\_

(If you served in the military, please provide with your application a copy of your DD214s/Separation Documents.)

### All applicants are required to answer the following questions prior to employment with the City

Have you ever been convicted, pled guilty or pled no contest to a crime, other than a minor traffic offense? YES  NO

If yes, please explain: \_\_\_\_\_

**NOTE:** A conviction will not necessarily disqualify applicant from consideration. \_\_\_\_\_

## General

List any special skills and/or qualifications you have  
(including certifications, licenses, etc):

\_\_\_\_\_  
\_\_\_\_\_

## Previous Employment

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

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

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

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

From: \_\_\_\_\_ To: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_

May we contact your previous supervisor for a reference?

YES  NO

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

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

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

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

From: \_\_\_\_\_ To: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_

May we contact your previous supervisor for a reference?

YES  NO

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

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

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

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

From: \_\_\_\_\_ To: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_

May we contact your previous supervisor for a reference?

YES  NO

## References

**Please list three professional references.**

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

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

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

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

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

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

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

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

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

Disclaimer and Authorization Release

In connection with my application and/or continued employment with the City of Beaufort, I authorize any representative of the City of Beaufort 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 City of Beaufort to contact my former employers and educational organizations regarding my 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 City of Beaufort 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 City of Beaufort 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 physical examination. If you are offered employment in one of these positions, you will be required to submit to a physical exam by the City's doctor prior to beginning work.
- I agree to take a polygraph exam (if applicable), this is a prerequisite to certain position(s) within the City of Beaufort.
- 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 City of Beaufort 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.

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

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

NOTE: All Applicants not contacted within 45 working days after application closing date, may consider the position filled.

**DO NOT WRITE BELOW THIS LINE**  
(For Internal Office Use Only)

Interview By: \_\_\_\_\_ Date: \_\_\_\_\_

Is applicant recommended for hire?  YES  NO

Remarks: \_\_\_\_\_  
\_\_\_\_\_

Dept.: \_\_\_\_\_ Position: \_\_\_\_\_ Start Date: \_\_\_\_\_

Salary/Wage: \_\_\_\_\_

Approved: 1. \_\_\_\_\_ 2. \_\_\_\_\_  
Department Head Human Resource



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## Voluntary Self Identification Form

The City of Beaufort is an Equal Employment Opportunity Employer (EEO) and does not discriminate on the basis of race, color, religion, sex, age, national origin, disability, veteran status, sexual orientation or any other classification protected by Federal, State or local law. The information below will be used only in the compilation of data for EEO/Affirmative Action reporting. Completion of this data is voluntary and will not affect opportunity for employment, or terms or conditions of employment, if hired or currently an employee of the City of Beaufort.

Please complete in full:

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

First Name *(optional)*: \_\_\_\_\_ Last Name *(optional)*: \_\_\_\_\_

Gender:  Male  Female Date of Birth: \_\_\_\_\_

Position applying for or current: \_\_\_\_\_

Department: \_\_\_\_\_

Veteran:  Yes  No

### Race/Ethnic Group:

- American Indian or Alaskan Native      A person having origins in any of the original peoples of North or South America (including Central America), and who maintains tribal affiliation or community attachment.
- Asian      A person having origins of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Island, Thailand, and Vietnam.
- Black or African-American      A person having origins in any of the Black racial group of Africa.
- Native Hawaiian or other Pacific Islander      A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.
- White      A person having origins in any of the original peoples of Europe, North America, or the Middle East.
- Hispanic or Latino      A person of Mexican, Puerto Rican, Cuban, Central or South American and other Spanish culture or origin.