

Horry County Schools

C/o Coastal Workforce Center

200-A Victory Lane

Conway, South Carolina 29526

(843) 488-6900

Fax: (843) 234-0352

OFFICE USE ONLY

EDUCATION LEVEL VERIFIED BY _____

TB TEST _____

EDUCATIONAL LEVEL A2 B2 C2 (circle one)

APPLICATION FOR EMPLOYMENT

Date of Application _____ Date Available to Work _____

FULL-TIME POSITION(S): ___ Cafeteria ___ Clerical ___ Custodial ___ Teacher Aide ___ Maintenance

SUBSTITUTE POSITION(S): ___ Cafeteria ___ Custodian ___ Teacher/Aide Other: _____

GEOGRAPHICAL AREA DESIRED: _____

Date of Birth (Optional) _____ Sex (Optional) _____ Race (Optional) _____

Last Name First Name Middle Name Social Security Number

Street, PO Box, or RFD City State Zip Code Home Telephone Number

In the event of an emergency, please contact: _____

Name

Relationship

Street, PO Box, or RFD City State Zip Code Telephone Number

Computer Skills: (Explain) _____

Other skills relating to this position: _____

Trade Skills: () Air Conditioning, () Carpentry, () Electrician, () Heating, () Locksmith, () Masonry, () Welding, () Pest Control, () Yard Maintenance, () Painting, () Plumbing, () Roofing

1. Have you ever been convicted of a misdemeanor or felony other than minor traffic violations? Yes No
2. Have you ever been employed with the Horry County Schools? Yes No
3. Have you ever been dismissed or asked to resign from employment with Horry County Schools or any other school district? Yes No
4. If the position for which you are applying requires traveling from one school to another, do you have access to private transportation for that purpose? Yes No
5. Have you ever driven a school bus? Yes No
6. Do you have a valid SC Commercial Driver's License (CDL)? Yes No
7. If the position you desire could be combined with bus driving, would you be willing to drive a bus? Yes No
8. Would you be willing to work in any location within the Horry County Schools? Yes No

*If answer is yes to 1, 2, or 3, please number and give details:

**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.

HIGH SCHOOL DIPLOMA or GED
(REQUIRED TO WORK IN HORRY COUNTY SCHOOLS, PLEASE ATTACH COPY)

POST-SECONDARY EDUCATION
(YOUR HIGHEST LEVEL OF EDUCATION MUST BE DOCUMENTED)

OVER

OVER

EDUCATIONAL RECORD:

School	Name of School	School Location	From (Yr)	To (Yr)	Grade Completed	Diploma/ Degree
High					REQUIRED 12 or GED	COPY ATTACHED Yes No
Accredited College					1-2-3-4	Yes No
Trade, TEC, Other					1-2-3-4	Yes No

Certified Teacher	State Where You Are Certified	Area of Certification	Expiration	Years of Experience	Date Will Be Certified
Yes No					

EMPLOYMENT RECORD: Starting with most recent, please **list every employment since your first job**; account for periods of unemployment, if any. Use separate sheet of paper if necessary.

From Mth/Yr	To Mth/Yr	Employer's Name/Address	Job Title/Duties	Monthly Salary	Reason For Leaving

PROFESSIONAL REFERENCES REQUIRED: Please list persons qualified to evaluate your character, experience, and ability.

Name	Position or Job Title	Mailing Address (Required)	Telephone (Required)

COMPLIANCE WITH TITLE IX OF THE EDUCATION AMENDMENTS OF 1972, THE AMERICAN WITH DISABILITIES ACT OF 1990, AND SECTION 504 OF THE REHABILITATION ACT OF 1973.

The Horry County Schools will provide equal employment opportunities to otherwise qualified individuals without regard to race, color, creed (religion), sex, age, disability, national origin, marital status, or veteran status, except where sex or age is a bona fide occupational qualification. This is in compliance with Title IX of the Educational Amendments of 1972, the Americans with Disabilities Act of 1990, and Section 504 of the Rehabilitation Act of 1973. Inquiries and complaints about Title IX and the ADA should be directed to the Executive Director of Personnel Services; inquiries and complaints about Section 504 should be directed to the Assistant Superintendent for Compliance and Grants. Both persons may be reached at the Horry County Schools District Office. The School District will employ only United States citizens and aliens lawfully authorized to work in the United States.

I hereby authorize Horry County Schools to make such investigations of information listed herein as may be necessary in arriving at an employment decision and I hereby release individuals and institutions listed from all liability in responding to inquiries in connection with said application. I certify that answers given herein are true and complete to the best of my knowledge.

Signature: _____