

DORCHESTER COUNTY CAREER & TECHNOLOGY CENTER

507 School House Road, Dorchester, SC 29437

Phone: (843) 563-2361

fax: (843) 563-9038

Application for Employment

The Career and Technology Center does not discriminate on the basis of race, color, religion, national origin, sex, age or handicap in admission to, access to, treatment in or employment in its programs and activities. The following persons have been designated to handle inquiries regarding discrimination policies: Title VI, Title IX: Ms. Cynthia Farmer, (843) 563-5619, Section 504 and Americans with Disabilities Act (ADA): Mrs. Laura Disher, (843) 563-5626.

Date _____

Last name _____ First name _____ Middle name _____

Street Address _____

City _____ State _____ ZIP _____

Telephone _____ Social Security # _____

Position applied for _____

How did you hear of this opening? _____

When can you start? _____ Desired Wage \$ _____

Are you a U.S. citizen? Yes No (You will be required to provide documentation.)

Are you looking for full-time employment? Yes No

If no, what hours are you available? _____

Have you ever been convicted of a felony? Yes No

If yes, please describe conditions.

Education

	School Name and Location	Year	Major	Degree
High School	_____	_____	_____	_____
College	_____	_____	_____	_____
College	_____	_____	_____	_____
Post-College	_____	_____	_____	_____
Other Training	_____	_____	_____	_____

Are there other skills, qualifications, or experience that we should consider?

Employment History (Start with most recent employer)

Company Name _____

Address _____ Telephone _____

Date Started _____ Starting Wage _____ Starting Position _____

Date Ended _____ Ending Wage _____ Ending Position _____

Name of Supervisor _____ May we contact? Yes No

Responsibilities _____

Reason for leaving _____

Company Name _____

Address _____ Telephone _____

Date Started _____ Starting Wage _____ Starting Position _____

Date Ended _____ Ending Wage _____ Ending Position _____

Name of Supervisor _____ May we contact? Yes No

Responsibilities _____

Reason for leaving _____

Company Name _____

Address _____ Telephone _____

Date Started _____ Starting Wage _____ Starting Position _____

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Date Ended _____ Ending Wage _____ Ending Position _____

Name of Supervisor _____ May we contact? Yes No

Responsibilities _____

Reason for leaving _____

REFERENCES			
NAME	RELATIONSHIP	HOME PHONE	DAYTIME PHONE

ACKNOWLEDGEMENT

I certify that the facts set forth in this application for employment are true and complete to the best of my knowledge. I understand that if I am employed, false statements on this application shall be considered sufficient cause for dismissal. Dorchester County Career & Technology Center (DCCTC) is hereby authorized to make any investigations of my prior educational and employment history.

I understand that employment at DCCTC is "at will," which means that either I or the Director of DCCTC can terminate the employment relationship at any time, with or without prior notice, and for any reason not prohibited by statute.

Signature _____ Date _____

Permission for S.L.E.D. Criminal Records Check

In order to consider an applicant for employment with the Dorchester County Career & Technology Center, a SLED (State Law Enforcement Division) Criminal Records Check is required. Please provide the information below:

(please print in blue or black ink)

Full Name _____

Social Security # _____

Current Address _____

Date of Birth _____ Age _____ Gender _____

Signature: _____

Date: _____

Position for which I am applying: _____

Complete the form and return to 507 School House Road, Dorchester SC 29437