



GEORGETOWN COUNTY BOARD OF DISABILITIES AND SPECIAL NEEDS

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Georgetown, South Carolina 29442
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Elizabeth Krauss
Executive Director

INSTRUCTIONS FOR APPLICANTS

Thank you for expressing interest in employment with the Georgetown County Board of Disabilities and Special Needs. Enclosed is an application packet.

To help us determine the job opportunity that best suits your qualifications, we ask you to provide the following information:

- A completed application form - Neatly record requested information in each blank space on the application. If any information requested does not apply to you, please write N/A in the blank. Sign and date the application form on the back page.
- Official transcripts of College and/or Official transcript of High School will be needed for verification before an interview is granted.
- Licenses or Certificates to Practice - A legible copy of current and valid professional certificates of licenses you hold as to the date you completed will be required before an interview is granted.
- A Copy of your Social Security card and Drivers License will be required for verification before interview is granted.

When your completed application is received in the personnel department, your file will be available for review by supervisors (who have vacancies). The completed applicant file will remain active for 30 days from the date the application is received. You may request that the application remain active longer by calling and updating your application each 30 days.

Date Received

**GEORGETOWN COUNTY BOARD OF DISABILITIES AND
SPECIAL NEEDS**

APPLICATION FOR EMPLOYMENT

WE ARE AN EQUAL OPPORTUNITY EMPLOYER

(Resumes are accepted **in** addition **to** this employment application. All conditionally hired candidates **must** pass a drug screen as a *condition of employment*.)

Please Read and Carefully Complete All Sections

Incomplete applications will not be considered.

Name _____

Address _____
Street Apt. # City State Zip

Telephone Number _____ Are you 18 or older? _____

Are you legally permitted to work in the U.S.? _____

Do we employ any of your relatives? _____ if yes, please provide name and position:

Position(s) for which you are applying _____

Desired Compensation _____

Have you ever applied for employment with us in the past? _____ If yes, when:

Have you ever been convicted of or pled guilty or no contest to any crime other than a minor traffic violation? (A "yes" answer to this question will not necessarily disqualify a candidate from employment) _____ if yes, please give details:
