



APPLICATION FOR EMPLOYMENT

We are an equal opportunity employer, dedicated to a policy of non-discrimination in employment on any basis including race, color, age, sex, religion, handicap, or national origin.

Personal Information

Full Name:

Address:

Email:

Phone:

Referred By:

Are you 18 years of age or older?

Driver's License State & No.:

Position Information

Position Applied For:

Have you ever applied to the City of Laurens before?

Date Available to Start:

Educational Background

Division	Institution	Year of Completion

Professional Background

Company Name	Job Title	Responsibilities	Work Duration

Attachments:



Resume/CV Attachment



Cover Letter Attachment

Apply online at www.cityoflaurenscc.com to get started. Questions? Call (864) 984-3933

Please email: humanresources@cityoflaurenscc.com Prefer paper? Print the application and bring it to City Hall during business hours. Mon. - Thurs. 8:30 - 5:00 PM / Fri. 8:00 - 11:45 AM



Skills & Training

Skill	Level	Year	Institute

References

Name	Phone #	Position	Years Acquainted

If you are to be hired by the City of Laurens, you will be required to attest to your identity and employment eligibility, and to present documents confirming your identity and employment eligibility. You cannot be hired if you cannot comply with these requirements.

Authorization

I certify that the facts contained in this application (and accompanying resume, if any) are true and complete to the best of my knowledge. I understand that any false statement, omission, or misrepresentation on this application is sufficient cause for refusal to hire, or dismissal if I have been employed, no matter when discovered by the City of Laurens. I understand that any employment is conditioned on a background check. I authorize the City of Laurens to thoroughly investigate all statements contained in my application or resume, and I authorize my former employers and references to disclose information regarding my former employment, character, and general reputation to the City of Laurens, without giving me prior notice of such disclosure. In addition, I release the City of Laurens, any former employers, and all references listed above from any and all claims, demands, or liabilities arising out of or related to such investigation or disclosure. I understand and agree that nothing contained in this application, or conveyed during any interview, is intended to create an employment contract. I further understand and agree that if I am hired, my employment will be "at will" and without fixed term, and may be terminated at any time, with or without cause and without prior notice, at the option of either myself or the City of Laurens. No promises regarding employment have been made to me, and I understand that no such promise or guarantee is binding upon the City of Laurens unless made in writing by an authorized City of Laurens representative. If I am offered employment I agree to submit to a medical examination and drug test, if required, before starting work. If employed, I also agree to submit to a medical examination or drug test at any time deemed appropriate by the City of Laurens and as permitted by law. I consent to such examinations and tests, and I request that the examining doctor disclose the City of Laurens the results of examination, which results shall remain confidential and segregated from my personnel file. I understand that my employment or continued employment, to the extent permitted by law, is contingent upon satisfactory medical examinations and drug test, if required, and if I am hired a condition of my employment will be that I abide by the City of Laurens's Drug and Alcohol Policy. I understand that acceptance of this form does not indicate there is a position open and does not obligate the City of Laurens to hire. If hired, I agree to abide by all City of Laurens work rules, policies, and procedures. The City of Laurens retains the right to revise its policies or procedures, in whole or in part, at any time.

Date	Signature