



200 North Main Street Suite 201 • Greenville, SC 29601 • Phone (864) 349-1160 • Fax (864) 349-1179

Application for Employment

Personal Data

Name: _____

Current Address: _____

Phone #: _____ E-mail Address #: _____

Position Desired: _____

Social Security #: _____

Date Available for Work: _____

Education

Circle highest grade completed: 12 13 14 15 16 17 18

List High School and College (List all whether or not degree was obtained)

Name	Address	Degree
_____	_____	_____
_____	_____	_____
_____	_____	_____

Academic honors, awards, or special recognition: _____

Do you have any objection to our contacting your schools? Yes No

If "yes," explain: _____

Employment Record Information

Please complete in full even though you may have a resume. You may include military service and any verifiable work performed on a volunteer basis.

Current/Last Employer: _____ Employment Dates: _____

Type of Business: _____ Job Title: _____

Address: _____ Salary: _____ per _____

Supervisors Name: _____ Reason for Leaving: _____

Duties/Responsibilities: _____ Co. Phone #: _____

Employer: _____ May we contact?: _____
Employment Dates: _____

Type of Business: _____ Job Title: _____

Address: _____ Salary: _____ per _____

Supervisors Name: _____ Reason for Leaving: _____

Duties/Responsibilities: _____ Co. Phone #: _____

May we contact?: _____

Employer: _____ Employment Dates: _____

Type of Business: _____ Job Title: _____

Address: _____ Salary: _____ per _____

Supervisors Name: _____ Reason for Leaving: _____

Duties/Responsibilities: _____ Co. Phone #: _____

May we contact?: _____

Employer: _____ Employment Dates: _____

Type of Business: _____ Job Title: _____

Address: _____ Salary: _____ per _____

Supervisors Name: _____ Reason for Leaving: _____

Duties/Responsibilities: _____ Co. Phone #: _____

May we contact?: _____

References

Please list three references who can verify your work history and performance. References should not be relatives and should, if possible, have directly supervised you at some time.

1. Name: _____

Address: _____

_____ Phone #: _____

Occupation: _____

Relationship & Years Acquainted: _____

2. Name: _____

Address: _____
_____ Phone #: _____

Occupation: _____

Relationship & Years Acquainted: _____

3. Name: _____

Address: _____
_____ Phone #: _____

Occupation: _____

Relationship & Years Acquainted: _____

Security

Have you been convicted of a felony or misdemeanor: Yes No

If yes, give details including date, location (city), nature of offense and disposition: _____

Note: A conviction record will not necessarily be a bar to employment.

Signature

READ CAREFULLY BEFORE SIGNING

1. I understand that the receipt of this application does not imply that I will be employed.
2. The statements and information furnished by me in this application are true and complete. I understand that I will be subject to immediate dismissal or refusal to hire if at any time Upstate AHEC discovers any material falsification, omission, or misrepresentation of fact in this application.
3. I authorize Upstate AHEC to conduct a background inquiry to verify the statements and information on this application, other documentation that I have provided, and other areas that may include prior employment, educational history, and criminal convictions.
4. I understand that all employees of Upstate AHEC are employees at will

MY SIGNATURE CERTIFIES THAT I HAVE READ AND AGREE WITH THE ABOVE STATEMENTS.

Signature of Applicant: _____ Date: _____

AN EQUAL OPPORTUNITY/DRUG-FREE EMPLOYER
Upstate AHEC is an equal opportunity employer who does not discriminate against any applicant because of race, color, religion, sex, national origin, age, disability, sexual orientation, marital status, or any other class protected by federal, state, or local law.