



CITY OF BEAUFORT
POST OFFICE DRAWER 1167
BEAUFORT, SC 29901-1167
 (843) 525-6016 FAX (843) 525-7013
 Web Address: www.cityofbeaufort.org

APPLICATION FOR EMPLOYMENT

POSITION APPLYING FOR: _____

PERSONAL DATA

Name _____ Social Security Number _____
 Address _____ City, State, Zip _____
 Home Telephone () _____ Business Telephone () _____
 Driver's License # and State _____ CDL # and Class _____
 Person to contact in case of an emergency _____ Relationship _____
 Address _____ City, State, Zip _____ Telephone () _____

EDUCATIONAL DATA

EDUCATION	NAME AND LOCATION	NUMBER OF YEARS COMPLETED	DID YOU GRADUATE?	DIPLOMA OR DEGREE	MAJOR OR COURSE OF STUDY
High School					
Business/Trade/Technical School					
College					
Graduate School					
Other					

SPECIAL SKILLS

List any special skills or qualifications you have (including certifications, licenses, etc.). _____

FOR OFFICIAL USE ONLY

Type of Test	TEST		Date	INTERVIEW NOTIFICATION	
	Results/Score			Time	Comments

Each question must be answered completely. List work history including, part-time, temporary, self-employment and military service beginning with your present or most recent position.

1	<p>Name of Company _____ Address _____</p> <p>Starting Date _____ Entry Job Title _____ Entry Salary \$ _____ Per _____ MO Yr</p> <p>Ending Date _____ Ending Job Title _____ Ending Salary \$ _____ Per _____ MO Yr</p> <p>Detailed Description of Duties _____ _____ _____</p> <p>Name and Title of Supervisor _____</p> <p>May we contact this employer? _____ Telephone Number () _____</p> <p>Reason for leaving _____ _____</p>
2	<p>Name of Company _____ Address _____</p> <p>Starting Date _____ Entry Job Title _____ Entry Salary \$ _____ Per _____ MO Yr</p> <p>Ending Date _____ Ending Job Title _____ Ending Salary \$ _____ Per _____ MO Yr</p> <p>Detailed Description of Duties _____ _____ _____</p> <p>Name and Title of Supervisor _____</p> <p>May we contact this employer? _____ Telephone Number () _____</p> <p>Reason for leaving _____ _____</p>
3	<p>Name of Company _____ Address _____</p> <p>Starting Date _____ Entry Job Title _____ Entry Salary \$ _____ Per _____ MO Yr</p> <p>Ending Date _____ Ending Job Title _____ Ending Salary \$ _____ Per _____ MO Yr</p> <p>Detailed Description of Duties _____ _____ _____</p> <p>Name and Title of Supervisor _____</p> <p>May we contact this employer? _____ Telephone Number () _____</p> <p>Reason for leaving _____ _____</p>

Each question must be answered completely. List work history including, part-time, temporary, self-employment and military service beginning with your present or most recent position.

4

Name of Company _____ Address _____

Starting Date _____ Entry Job Title _____ Entry Salary \$ _____ Per _____
MO Yr

Ending Date _____ Ending Job Title _____ Ending Salary \$ _____ Per _____
MO Yr

Detailed Description of Duties _____

Name and Title of Supervisor _____

May we contact this employer? _____ Telephone Number () _____

Reason for leaving _____

5

Name of Company _____ Address _____

Starting Date _____ Entry Job Title _____ Entry Salary \$ _____ Per _____
MO Yr

Ending Date _____ Ending Job Title _____ Ending Salary \$ _____ Per _____
MO Yr

Detailed Description of Duties _____

Name and Title of Supervisor _____

May we contact this employer? _____ Telephone Number () _____

Reason for leaving _____

6

Name of Company _____ Address _____

Starting Date _____ Entry Job Title _____ Entry Salary \$ _____ Per _____
MO Yr

Ending Date _____ Ending Job Title _____ Ending Salary \$ _____ Per _____
MO Yr

Detailed Description of Duties _____

Name and Title of Supervisor _____

May we contact this employer? _____ Telephone Number () _____

Reason for leaving _____

Have you ever been employed by the City of Beaufort?

Yes No

If so, what year? _____

Are you related to anyone presently employed by the City of Beaufort?

Yes No

If "yes", give name and relationship _____

PERSONAL REFERENCES

Please provide the names, addresses and telephone numbers of three persons, not relatives or former employers, who know you.

NAME _____ ADDRESS _____ TELEPHONE _____

NAME _____ ADDRESS _____ TELEPHONE _____

NAME _____ ADDRESS _____ TELEPHONE _____

All applicants are required to answer the following questions prior to being considered for employment with the City.

Have you ever been convicted, pled guilty, or pled no contest to a crime, other than a minor traffic offense? Yes No

If yes, please describe. Please note that conviction is not a bar to employment. The nature of the crime and its relation to the position applied for will be considered. _____

Do you have any pending criminal charges against you? If so, please describe the nature of the charges. _____

PLEASE READ THE FOLLOWING STATEMENTS CAREFULLY AND SIGN.

I certify that all answers given herein are true and complete to the best of my knowledge.

I hereby authorize the City of Beaufort to conduct whatever investigation it deems necessary to confirm statements submitted on this application. If the investigation determines any untrue statements or answers, I accept this as sufficient reason for refusal to hire.

I authorize and request each person, former employer, firm, or corporation, given as reference, to answer any and all questions related to my current and past work performance, character or skills. I hereby release from liability, the employer and its representatives for seeking such information and all persons, corporations or organizations for furnishing such information.

In the event of employment, I understand that false or misleading information given on my application or during my interview (s), may result in dismissal. I also understand, that I am required to abide by all rules and regulations of my employer.

As prerequisite to my employment, I agree that I will consent to and undergo testing to detect the presence of drugs and/or alcohol. If employed by the City of Beaufort, I further agree, as a condition of my employment, that at such time or times during my employment as the City of Beaufort shall require, I will consent to and undergo testing for the presence of drugs and/or alcohol. I also agree that at the time of any such examinations, I will execute all forms of consent and release of liability as are usually and reasonable attendant to such examination. Finally, I agree that the results of any such examination shall be made available to the City of Beaufort or its agents.

I agree to submit myself, upon request, for a physical examination by a physician selected by the City and understand that failure to meet the physical requirements may disqualify me for employment. In the event of my employment, I understand that I have the right to quit or leave my employment with proper notification and I further understand, my employer has the right to terminate my employment at any time for any reason in accordance with my employer's Personnel Policies.

Applicant's Signature _____ Date _____

ALL APPLICANTS NOT CONTACTED WITHIN 30 WORKING DAYS AFTER APPLICATION CLOSING DATE, MAY CONSIDER THE POSITION FILLED.



CITY OF BEAUFORT

EEO REPORTING AND PERSONNEL RESEARCH QUESTIONNAIRE

Date: ___/___/_____

Name: _____

Position Applied For: _____

Dear Applicant:

The City of Beaufort is an Equal Opportunity Employer and considers applicants for all positions without regard to race, religion, political affiliations, disability, national origin, gender or age; except when either gender, age or physical condition is a bona fide occupational qualification. We ask applicants to supply the following information in order to satisfy Equal Opportunity reporting and personnel research requirements. However, you do not have to complete this form to be considered for employment. Any information volunteered will be kept confidential and will not be used to make hiring decisions.

This form will be removed prior to being forwarded to the hiring authority.

Race: (Check appropriate box)

- | | | |
|---|--|---|
| <input type="checkbox"/> American Indian/Alaskan Native | <input type="checkbox"/> Asian/Pacific Islanders | <input type="checkbox"/> Black/Non Hispanic |
| <input type="checkbox"/> Hispanic | <input type="checkbox"/> White/Non Hispanic | |

Sex: (Check appropriate box)

- | | |
|-------------------------------|---------------------------------|
| <input type="checkbox"/> Male | <input type="checkbox"/> Female |
|-------------------------------|---------------------------------|

Please check the source which caused you to make an application:

Newspaper:

- | | | |
|---|--|--|
| <input type="checkbox"/> The Beaufort Gazette | <input type="checkbox"/> The Carolina Morning News | <input type="checkbox"/> The Gullah Sentinel |
| <input type="checkbox"/> The Post and Courier | <input type="checkbox"/> The STATE Newspaper | |
| <input type="checkbox"/> Other: _____ | | |

Website:

- | | | |
|--|--|---|
| <input type="checkbox"/> Beaufort Gazette Website
http://www.beaufortgazette.com/ | <input type="checkbox"/> City of Beaufort Website
http://cityofbeaufort | <input type="checkbox"/> LowCountrynow.com
http://www.lowcountrynow.com |
| <input type="checkbox"/> LowCountryWOW
http://www.lcwow.com/ | <input type="checkbox"/> RegionalHelpWanted.Com
http://regionalhelpwanted.com/corporate/ | <input type="checkbox"/> SC Employment Security Commission
http://www.sces.org/Jobs |
| <input type="checkbox"/> Other: _____ | | |

Other Sources:

- | | | |
|--|--|--|
| <input type="checkbox"/> City Employee | <input type="checkbox"/> City Hall Job Board | <input type="checkbox"/> Job Service @ 914 Boundary Street |
| <input type="checkbox"/> Other: _____ | | |

Submit this page with your application.

FOR INTERNAL OFFICE USE ONLY
SCREENING AND INTERVIEWING REPORT

TO: INTERVIEWER

The criteria used in selecting applicants for interviews must be applied consistently to all applicants. Selection of an applicant should not be based on race, religion, creed, sex, age, disability, or national origin. This form must be completed, signed and returned to the Human Resources Department after you have selected the applicant that is best suited for the vacant position.

Name of Applicant

Department

Position

TO BE COMPLETED BY THE INTERVIEWER.

1. Was the applicant interviewed? Yes _____ No _____

A. If yes, date interviewed. _____

Comments: _____

B. If no, why not? _____

2. Is applicant recommended for hire? Yes _____ No _____

A. If yes, why? _____

B. If no, why not? _____

Listed below are only examples of reasons for denial of employment:

- 1. Unable to reach for interview.
- 2. Did not show up for interview.
- 3. Cannot meet work schedule.
- 4. Less related experience than person considered/selected.
- 5. Less related training/education that person considered/selected.
- 6. Less skills than person selected.
- 7. Failure to pass required test(s).
- 8. Other (Specify) _____

Interviewer's Signature

Date



Wendell Wilburn, Fire Chief

City of Beaufort Fire Department

135 Ribaut Road
Beaufort, SC 29902-4449
843/525-7055
843/525-7031 fax

www.beaufortfiredept.com



Scott Dadson, City Manager

Dear Applicant:

Thank you for your interest in applying for a position as Firefighter Recruit with the City of Beaufort Fire/Rescue Department. If you are selected to attend the hiring procedures, you will be notified by telephone.

This department has an extensive hiring process, consisting of four (4) parts.

Part 1 – Application Review: Your application shall be reviewed by our Hiring Committee for completeness and a criminal history and driver's license background check shall be done.

Part 2 – Physical Ability Test: This test consists of several basic tasks, performed in successive fashion. This is a timed event, and is scored either pass/fail. These tasks are related to those performed by a Firefighter but require no prior experience. Flexibility, endurance, strength, and cardiovascular fitness shall be tested. A detailed task orientation will be given on the day of the test.

Part 3 – Oral Interview: Upon successful completion of the Ability Test you will be asked to appear before the Hiring Committee to answer several "To the point questions." The Hiring Committee will be grading you on the completeness of each of your comprehension and writing ability. Candidates shall be given a magazine article to read and then write a 100-150 word summary on that article.

Part 4 – Fire Chief's Interview: Based upon the recommendations of the Hiring Committee, candidates recommended for hire shall be given a one-on-one interview by the Fire Chief.

CITY OF BEAUFORT

AUTHORIZATION FOR RELEASE OF INFORMATION

This certifies the application materials completed and submitted by me and all entries and information contained therein are true and complete and failure to fully and truthfully answer any part may, at the sole discretion of the City of Beaufort, subject me to immediate dismissal.

I hereby authorize my former employers and/or references to furnish any information concerning my personal character, habits, or employment record, and I hereby release all such persons from any liability or damages on account of having furnished this information. I further authorize my former employers to release any positive drug test results or alcohol tests greater than 0.04 or any refusals to be tested. I also agree to furnish such additional information and complete such examinations as may be required by the City of Beaufort.

It is agreed and understood this application for employment in no way obligates the City of Beaufort to employ me. I also understand and agree that if hired, my first six months employment shall be on a probationary basis, and the probationary period does not end until the department head submits a personnel action request. I further understand that during the probationary period the employer may terminate my employment without any recourse on my part.

I hereby authorize the City of Beaufort to investigate the information contained in my employment application materials and to do all that is necessary to verify the accuracy of the information. I further authorize any past or present employer, any law enforcement agency, or any school or personal reference to release to the City of Beaufort, any and all information contained in my work records, police record, school record, and personal references.

I hereby release any past or present employers, any law enforcement agency, any schools, personal references and any and all of their employees from any liability in furnishing such information to the City of Beaufort.

A copy of this release shall be effective and valid as the original.

I AUTHORIZE, WITHOUT RESERVATION, ANY PARTY OR AGENCY CONTACTED BY THE CITY OF BEAUFORT TO FURNISH THE ABOVE-MENTIONED INFORMATION.

Social Security Number _____-_____-_____ Date of Birth ____/____/____

I have read and understand the above statement.

Signature _____ Date _____

Printed Name _____

FIRE DEPARTMENT EXTENDED QUESTIONNAIRE

TO THE APPLICANT:

The following questions are to be answered only by those persons applying for positions in the City of Beaufort Fire Department.

Present Address: _____

Street

City, State & Zip

(_____) _____ - _____

Phone Number

How long have you lived at present address: _____ years _____ months

Previous address: _____

Street

City, State & Zip

How long did you live there? _____

Employer may list other bona fide occupational questions on lines below:

The facts set forth herein in my application for employment are true and complete. I understand that if employed, false statements on this application shall be considered sufficient cause for dismissal. I authorize educational institutions, employers, law enforcement authorities, organizations and individuals having relevant information about me to release such information and I release all concerned from any liability in connection therewith.

A copy of this release shall be effective and valid as the original.

Signature of Applicant

Printed Name of Applicant