

EDUCATION AND TRAINING

Beginning with High School, provide information on all schools attended including colleges, special courses and trade schools.

Name and State of School	Circle Highest Level Completed	Degree	Major	Year Completed
High School				
Trade/Technical School				
Undergraduate School				
Graduate School/Post-Graduate School				

	Name of Certification	Issuing Organization	Issue Date	Expiration Date
List any Professional Certifications that you have:				

EMPLOYMENT HISTORY

A. Are you presently employed? Yes _____ No _____ May we contact you at work? Yes _____ No _____

B. INSTRUCTIONS: READ CAREFULLY BEFORE COMPLETING THE REMAINDER OF THIS SECTION. IT IS IMPORTANT THAT THIS SECTION BE COMPLETED IN DETAIL IF YOUR EXPERIENCE IS TO BE FAIRLY EVALUATED.

1. Give specific information about the nature and responsibilities of each position you have held. Use a separate block for each position, even if it is with the same employer.
2. List all employment including military service, part-time, and self employment. Include all periods of unemployment except those during which you were a full-time student at an academic or technical institution.
3. **A RESUME MAY NOT BE SUBSTITUTED FOR THIS SECTION.** However, a resume may be attached upon full completion of this application.
4. Start with the most recent position and work back to first position you held.
5. If additional space is required for listing your complete employment record, you may attach an additional sheet of paper following the same format. Be sure your name is on any additional paper attached to this application.

Current or Most Recent Position	
Employer's Name _____	Description of specific duties: _____
City _____ State _____	_____
Telephone Number (____) _____	_____
Position title _____	_____
Supervisor's Name _____	_____
Dates employed in this position:	
From _____ To: _____	_____
Mo. Yr. Mo. Yr.	_____
Starting Salary _____	_____
Last Salary _____	_____
Name on employment records if different from present name:	
_____	_____

Next Most Recent Position

Employer's Name _____

Description of specific duties: _____

City _____ State _____

Telephone Number (____) _____

Position title _____

Supervisor's Name _____

Dates employed in this position:

From _____ To: _____
Mo. Yr. Mo. Yr.

Starting Salary _____

Last Salary _____

Name on employment records if different from present name:

Next Most Recent Position

Employer's Name _____

Description of specific duties: _____

City _____ State _____

Telephone Number (____) _____

Position title _____

Supervisor's Name _____

Dates employed in this position:

From _____ To: _____
Mo. Yr. Mo. Yr.

Starting Salary _____

Last Salary _____

Name on employment records if different from present name:

Next Most Recent Position

Employer's Name _____

Description of specific duties: _____

City _____ State _____

Telephone Number (____) _____

Position title _____

Supervisor's Name _____

Dates employed in this position:

From _____ To: _____
Mo. Yr. Mo. Yr.

Starting Salary _____

Last Salary _____

Name on employment records if different from present name:

REFERENCES

List three (3) references. Do not include current or past employers, relatives or past/present employees of the Department of Public Utilities. Provide full name, address (city and state), and phone number.

NAME	ADDRESS	PHONE NUMBER
1.		()
2.		()
3.		()

PLEASE READ THE FOLLOWING STATEMENTS CAREFULLY AND SIGN

- ❖ The City of Orangeburg Department of Public Utilities is an **Equal Opportunity Employer** and as such will recruit and hire employees without regard to race, religion, color, national origin, sex, age, political affiliation or disability except when physical condition is a bone fide occupational qualification.
- ❖ This application must be filled out in detail. Failure to complete all sections, or to sign this form may result in it being returned for completion, causing delay or possible disqualification.
- ❖ This application will remain active until applied position is filled.
- ❖ I understand that acceptance of this application in no way obligates the City of Orangeburg Department of Public Utilities to employ me or that there are any positions available.
- ❖ As an applicant for employment with the City of Orangeburg Department of Public Utilities, I have furnished information for use in determining my qualifications for employment. I hereby authorize the City of Orangeburg Department of Public Utilities to conduct a thorough background investigation to further support the statements contained herein.
- ❖ I hereby release the City of Orangeburg Department of Public Utilities, current and past employers and references named herein (or in accompanying resume), from liability or damage resulting from providing information requested.
- ❖ I agree to submit to a urine drug screen. The results of such analysis may be grounds for disqualifying me or terminating my employment.
- ❖ I understand and agree that if employed, I will be an employee "at will" and the City of Orangeburg Department of Public Utilities will have the right to terminate my employment at any time, with or without notice and with or without cause.
- ❖ I hereby affirm that all statements made herein are true and correct to the best of my knowledge and understand that any misrepresentation may result in my being disqualified from further consideration or being terminated should I already be employed by the City of Orangeburg Department of Public Utilities.
- ❖ My signature conveys that I have read, understand and agree to all the statements listed above.

Signature _____

Date _____

This Employer Participates in E-Verify



This employer will provide the Social Security Administration (SSA) and, if necessary, the Department of Homeland Security (DHS), with information from each new employee's Form I-9 to confirm work authorization.

IMPORTANT: If the Government cannot confirm that you are authorized to work, this employer is required to provide you written instructions and an opportunity to contact SSA and/or DHS before taking adverse action against you, including terminating your employment.

Employers may not use E-Verify to pre-screen job applicants or to re-verify current employees and may not limit or influence the choice of documents presented for use on the Form I-9.

In order to determine whether Form I-9 documentation is valid, this employer uses E-Verify's photo screening tool to match the photograph appearing on some permanent resident and employment authorization cards with the official U.S. Citizenship and Immigration Services' (USCIS) photograph.

If you believe that your employer has violated its responsibilities under this program or has discriminated against you during the verification process based upon your national origin or

citizenship status, please call the Office of Special Counsel at 1-800-255-7688 (TDD: 1-800-237-2515).

NOTICE:

Federal law requires all employers to verify the identity and employment eligibility of all persons hired to work in the United States.

Employment Verification.  **Done.**

For more information on E-Verify, please contact DHS at:

1-888-464-4218



E-VERIFY IS A SERVICE OF DHS AND SSA

Este Empleador Participa en E-Verify



Este empleador le proporcionará a la Administración del Seguro Social (SSA), y si es necesario, al Departamento de Seguridad Nacional (DHS), información obtenida del Formulario I-9 correspondiente a cada empleado recién contratado con el propósito de confirmar la autorización de trabajo.

IMPORTANTE: En dado caso que el gobierno no pueda confirmar si está usted autorizado para trabajar, este empleador está obligado a proporcionarle las instrucciones por escrito y darle la oportunidad a que se ponga en contacto con la oficina del SSA y, o el DHS antes de tomar una determinación adversa en contra suya, inclusive despedirlo.

Los empleadores no pueden utilizar E-Verify con el propósito de realizar una preselección de aspirantes a empleo o para hacer nuevas verificaciones de los empleados actuales, y no deben

restringir o influenciar la selección de los documentos que sean presentados para ser utilizados en el Formulario I-9.

A V I S O:

La Ley Federal le exige a todos los empleadores que verifiquen la identidad y elegibilidad de empleo de toda persona contratada para trabajar en los Estados Unidos.

A fin de poder determinar si la documentación del Formulario I-9 es válida o no, este empleador utiliza la herramienta de selección fotográfica de E-Verify para comparar la fotografía que aparece en algunas de las tarjetas de residente y autorizaciones de empleo, con las fotografías oficiales del Servicio de Inmigración y Ciudadanía de los Estados Unidos (USCIS).

Si usted cree que su empleador ha violado sus responsabilidades bajo este programa, o ha discriminado en contra suya durante el proceso de verificación debido a su lugar de origen o condición de ciudadanía, favor ponerse en contacto con la Oficina de Asesoría Especial llamando al 1-800-255-7688 (TDD: 1-800-237-2515).

Employment Verification.  **Done.**

Para mayor información sobre E-Verify, favor ponerse en contacto con la oficina del DHS llamando al:

1-888-464-4218



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IF YOU HAVE THE RIGHT TO WORK, Don't let anyone take it away.



If you have a legal right to work in the United States, there are laws to protect you against discrimination in the workplace.

You should know that –

No employer can deny you a job or fire you because of your national origin.

Unless mandated by law or government contract, employers cannot require you to be a U.S. Citizen or permanent resident or refuse any legally acceptable documents.

If any of these things have happened to you, you may have a valid charge of discrimination that can be filed with the OSC. Contact the OSC for assistance in your own language.

Call 1-800-255-7688. TDD for the hearing impaired is 1-800-237-2515.

In the Washington, D.C., area, please call 202-616-5594, TDD 202-616-5525

Or write to:
U.S. Department of Justice
Office of Special Counsel - NYA
950 Pennsylvania Ave., N.W.
Washington, DC 20530

**U.S. Department of Justice
Civil Rights Division**

Office of Special Counsel for
Immigration-Related Unfair
Employment Practices



