

# APPLICANT INSTRUCTIONS

**Step 1:** Anyone interested in being considered for hire should complete a Beaufort County Developmental Center job application. Blank applications may be obtained from the front Administrative Office. Completed applications are to be turned into the receptionist.

**Step 2:** Applications will be reviewed to ensure all blanks have been completed. If application is completely filled out, your application will be forwarded to the appropriate department or area of position vacancy.

**Step 3:** If there is a vacancy, your application will then be screened for qualifications. If there is no vacancy, or your application does not meet suitable qualifications for that position, your application will be kept on file for **3 months and then discarded**. If you wish to be considered again for employment after 3 months, you must complete another application.

**Step 4:** If you are chosen for an interview, you will be telephoned to schedule a **FIRST** interview. All applications of interviewed candidates, regardless if hired or not, will be kept on file one year from application date.

**Step 5:** At the **FIRST** interview, you will be asked to complete a writing sample. After the first interview is completed, the pool of applicants for a position will be narrowed down through further screening.

**Step 6:** If you are chosen as a potential for hire, you may be called for a **SECOND** interview. During the **SECOND** interview you may be asked to provide supplemental information.

**Step 7:** If you are the chosen candidate for hire, you will be given a conditional job offer that will be contingent upon satisfactorily completing all background screening and submission of requested documentation.

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**Because our demand for quality staff is essential to the service we provide, our application/screening process takes time and effort from all involved. We understand your eagerness for employment, and we welcome your interest, and we will communicate with you regarding your status. Your patience and cooperation are appreciated. Again, thank you for choosing our organization during your employment search and best wishes to you from us!**



**AN EQUAL OPPORTUNITY EMPLOYER**



## Employment History

Starting with your most recent employer, provide the following information.

Employer	_____	Telephone #	_____
Street Address	_____	City	_____ State _____ Zip Code _____
Starting job title/final job title	_____ / _____		
May we contact for reference?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Later		
Immediate supervisor and title (for most recent position held)	_____		
Why did you leave?	_____		
Summarize the type of work performed and job responsibilities.	_____ _____		
What did you like most about your position?	_____		
What were the things you liked least about the position?	_____		
Dates employed:	Month _____ /Year _____	to Month _____ /Year _____	
Compensation (Final):	<input type="checkbox"/> Hourly <input type="checkbox"/> Salary \$ _____	Commission/Bonus/Other Compensation	\$ _____

Employer	_____	Telephone #	_____
Street Address	_____	City	_____ State _____ Zip Code _____
Starting job title/final job title	_____ / _____		
May we contact for reference?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Later		
Immediate supervisor and title (for most recent position held)	_____		
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What did you like most about your position?	_____		
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Dates employed:	Month _____ /Year _____	to Month _____ /Year _____	
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Street Address	_____	City	_____ State _____ Zip Code _____
Starting job title/final job title	_____ / _____		
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Immediate supervisor and title (for most recent position held)	_____		
Why did you leave?	_____		
Summarize the type of work performed and job responsibilities.	_____ _____		
What did you like most about your position?	_____		
What were the things you liked least about the position?	_____		
Dates employed:	Month _____ /Year _____	to Month _____ /Year _____	
Compensation (Final):	<input type="checkbox"/> Hourly <input type="checkbox"/> Salary \$ _____	Commission/Bonus/Other Compensation	\$ _____

## Employment History (Continued)

Employer \_\_\_\_\_ Telephone # \_\_\_\_\_  
Street Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_  
Starting job title/final job title \_\_\_\_\_ / \_\_\_\_\_  
May we contact for reference?  Yes  No  Later  
Immediate supervisor and title (for most recent position held) \_\_\_\_\_  
Why did you leave? \_\_\_\_\_  
Summarize the type of work performed and job responsibilities. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
What did you like most about your position? \_\_\_\_\_  
What were the things you liked least about the position? \_\_\_\_\_  
Dates employed: Month \_\_\_\_\_ /Year \_\_\_\_\_ to Month \_\_\_\_\_ /Year \_\_\_\_\_  
Compensation (Final):  Hourly  Salary \$ \_\_\_\_\_ Commission/Bonus/Other Compensation \$ \_\_\_\_\_

Employer \_\_\_\_\_ Telephone # \_\_\_\_\_  
Street Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_  
Starting job title/final job title \_\_\_\_\_ / \_\_\_\_\_  
May we contact for reference?  Yes  No  Later  
Immediate supervisor and title (for most recent position held) \_\_\_\_\_  
Why did you leave? \_\_\_\_\_  
Summarize the type of work performed and job responsibilities. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
What did you like most about your position? \_\_\_\_\_  
What were the things you liked least about the position? \_\_\_\_\_  
Dates employed: Month \_\_\_\_\_ /Year \_\_\_\_\_ to Month \_\_\_\_\_ /Year \_\_\_\_\_  
Compensation (Final):  Hourly  Salary \$ \_\_\_\_\_ Commission/Bonus/Other Compensation \$ \_\_\_\_\_

Employer \_\_\_\_\_ Telephone # \_\_\_\_\_  
Street Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_  
Starting job title/final job title \_\_\_\_\_ / \_\_\_\_\_  
May we contact for reference?  Yes  No  Later  
Immediate supervisor and title (for most recent position held) \_\_\_\_\_  
Why did you leave? \_\_\_\_\_  
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What did you like most about your position? \_\_\_\_\_  
What were the things you liked least about the position? \_\_\_\_\_  
Dates employed: Month \_\_\_\_\_ /Year \_\_\_\_\_ to Month \_\_\_\_\_ /Year \_\_\_\_\_  
Compensation (Final):  Hourly  Salary \$ \_\_\_\_\_ Commission/Bonus/Other Compensation \$ \_\_\_\_\_

## Employment History (Continued)

Explain any gaps in your employment, other than those due to personal illness, injury or disability.

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## Skills and Qualifications

Summarize any special training, skills, licenses and/or certificates that may assist you in performing the position for which you are applying. \_\_\_\_\_

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**Computer skills** (Check appropriate boxes. Include software titles and years of experience.)

<input type="checkbox"/> Word Processing _____	Years _____	<input type="checkbox"/> Internet _____	Years _____
<input type="checkbox"/> Spreadsheet _____	Years _____	<input type="checkbox"/> PowerPoint _____	Years _____
<input type="checkbox"/> Presentation _____	Years _____	<input type="checkbox"/> Other _____	Years _____

## Educational Background

Starting with your most recent school attended, provide the following information.

School (include City & State)	Years Completed	Completed	GPA Class Rank	Major/Minor
		<input type="checkbox"/> Diploma <input type="checkbox"/> GED <input type="checkbox"/> Degree _____ <input type="checkbox"/> Certification _____ <input type="checkbox"/> Other _____		
		<input type="checkbox"/> Diploma <input type="checkbox"/> GED <input type="checkbox"/> Degree _____ <input type="checkbox"/> Certification _____ <input type="checkbox"/> Other _____		
		<input type="checkbox"/> Diploma <input type="checkbox"/> GED <input type="checkbox"/> Degree _____ <input type="checkbox"/> Certification _____ <input type="checkbox"/> Other _____		

## References

List name and telephone number of three business/work references who are *not* related to you and *not* previous supervisors. If not applicable, list three school or personal references who are *not* related to you.

Name	Title	Relationship to you	Telephone	Number of Years Known

## Related Information

To what job-related organizations (professional, trade, etc.) do you belong?

**Exclude memberships that would reveal race, color, religion, sex, national origin, citizenship, age, mental or physical disabilities, veteran/reserve National Guard or any other similarly protected status.**

Organization	Offices Held

List special accomplishment, publications, awards, etc.

**Exclude information that would reveal race, color, religion, sex, national origin, citizenship, age, mental or physical disabilities, veteran/reserve National Guard or any other similarly protected status.**

In your current or a prior job have you ever written instructions or directions to be followed by employees or customers?

Yes  No  Not Applicable

If yes, please explain: \_\_\_\_\_

Is there any other job-related information you want us to know about you? \_\_\_\_\_

## Applicant Statement

In exchange for the consideration of my job application by BCDC (hereinafter called "the Company"), I agree that:

This application does not constitute an agreement or contract for employment for any specified period or definite duration. I understand that no supervisor or representative of the employer is authorized to make any assurances to the contrary and that no implied oral or written agreements contrary to the foregoing express language are valid unless they are in writing and signed by the Company's Chief Executive Officer (CEO). Both the undersigned, and BCDC may end the employment relationship at any time, without specified notice or reason. If employed, I understand that the Company may unilaterally change or revise their benefits, policies and procedures and such changes may include reduction in benefits.

I expressly authorize, without reservation, the Company, its representatives, employees or agents to contact and obtain information from all references (personal and professional), employers, public agencies, licensing authorities and educational institutions and to otherwise verify the accuracy of all information provided by me in this application, resume or job interview. I hereby waive any and all rights and claims I may have regarding the Company, its agents, employees or representatives, for seeking, gathering and using truthful and non-defamatory information, in a lawful manner, in the employment process and all other persons, corporations or organizations for furnishing such information about me.

I understand that the Company does not unlawfully discriminate in employment and no question on this application is used for the purpose of limiting or eliminating any applicant from consideration for employment on any basis prohibited by applicable local, state or federal law.

I also understand that (1) the Company has a drug and alcohol policy that provides for pre-employment testing as well as random testing after employment; (2) consent to and compliance with such policy is a condition of my employment; and (3) continued employment is based on the successful passing of testing under such policy.

I further understand that my employment with the Company shall be probationary for a period of six months (180) days, and further that at any time during the probationary period or thereafter, my employment relationship with the Company is terminable at will for any reason by either party.

I certify that all information I have provided in order to apply for secure work with the Company is true, complete and correct. I understand that any information provided by me that is found to be false, incomplete or misrepresented in any respect, will be sufficient cause to (1) eliminate me from further consideration for employment, or (2) may result in my immediate discharge from the Company's service, whenever it is discovered.

**DO NOT SIGN UNTIL YOU HAVE READ THE ABOVE APPLICANT STATEMENT.**

**I certify that I have read, fully understand and accept all terms of the foregoing Applicant Statement.**

*Signature of Applicant* \_\_\_\_\_

*Date* \_\_\_\_ / \_\_\_\_ / \_\_\_\_