

SPARTANBURG COUNTY APPLICATION FOR PROMOTION OR TRANSFER

The Civil Rights Act of 1964 prohibits discrimination in employment because of race, color, religion, or national origin. Public Law 90-202 prohibits discrimination because of age. You are not required to answer any questions that may be in direct conflict with the Civil Rights Act of 1964 as amended.

(An equal employment opportunity employer M/F under civil rights act of 1964 as amended) AND (Section 504 of 1973 rehabilitation act for employment of handicap). The availability of special services, if required, will be afforded when a notice of 24 hours is given.

Date _____ Social Security No. _____

Name _____
Last First Middle or Maiden

Address _____
City County State Zip

Home Telephone _____ Work Telephone _____

Date of Birth _____

Position for which you are applying

Department

Current Position

Current Department

Date _____

Signature _____

EEO REPORTING & PERSONNEL RESEARCH

Note: The information requested in this section is not used to evaluate your application. This information is needed to satisfy Equal Employment Opportunity reporting and personnel research requirements.

Today's Date _____ Social Security No. _____

Name _____
Last First Middle or Maiden

Former County Employee? _____ Current County Employee? _____

Date of Birth _____ Note: The 1972 Human Affairs Law prohibits discrimination based upon age.

Position for which you are applying _____

Race White Black Hispanic Asian or Pacific Islander American Indian or Alaskan Native

Sex Male Female Marital Status Single Married Divorced

RECORD OF EDUCATION

School	Name/Address of School	Course of Study	Circle Years Completed				Name of Degree or Certifying	Major/Minor
			5	6	7	8		
Elementary								
High School								
College								
Other (specify)								

Describe any specialized training, apprenticeship skills, and extra curricular activities:

_____ Adding Machine _____ Calculator _____ Typing/Speed _____ Shorthand/Speed
 _____ Computer _____ Accounting _____ Payroll _____ Purchasing

Comments:

EMPLOYMENT RECORD

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. 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.

Current or most recent position with County	From	To	Starting Salary	Last Salary	Reason for Leaving	Name of Supervisor
Describe the work done in this position						

Previous Employment	From	To	Starting Salary	Last Salary	Reason for Leaving	Name of Supervisor
Describe the work done in this position						

Previous Employment	From	To	Starting Salary	Last Salary	Reason for Leaving	Name of Supervisor
Describe the work done in this position						

ATTACH ADDITONAL SHEET OR RESUME IF APPLICABLE