



STATE OF SOUTH CAROLINA

TEMPO EMPLOYMENT APPLICATION

The State of South Carolina - an Equal Opportunity Employer

THE LANGUAGE USED IN THIS DOCUMENT DOES NOT CREATE AN EMPLOYMENT CONTRACT BETWEEN THE EMPLOYEE AND THE AGENCY. THIS DOCUMENT DOES NOT CREATE ANY CONTRACTUAL RIGHTS OR ENTITLEMENTS. THE AGENCY RESERVES THE RIGHT TO REVISE THE CONTENT OF THIS DOCUMENT, IN WHOLE OR IN PART. NO PROMISES OR ASSURANCES, WHETHER WRITTEN OR ORAL, WHICH ARE CONTRARY TO OR INCONSISTENT WITH THE TERMS OF THIS PARAGRAPH CREATE ANY CONTRACT OF EMPLOYMENT.

Contact Information

Name _____ Former Last Name _____
 First *Middle Initial* *Last*

Mailing Address _____

Address _____
 City *County* *State* *Zip Code*

Email Address _____

Home Phone _____ Alternate Phone _____ Social Security # ____ - ____ - ____

Education

	School Name / Location	Years Completed	Field of Study	Graduate or Degree	Date
High School					
College / University					
Business / Technical					
Other					

Skills - Various types of computer software, office equipment, and skills are listed below. Please check your skill level with each item listed.

- MS Windows: Skilled ____ Moderately Skilled ____ Unskilled ____
- MS Word: Skilled ____ Moderately Skilled ____ Unskilled ____
- MS Excel: Skilled ____ Moderately Skilled ____ Unskilled ____
- Data Entry: Skilled ____ Moderately Skilled ____ Unskilled ____
- Copier/Scanner: Skilled ____ Moderately Skilled ____ Unskilled ____
- Multi-Line Phone: Skilled ____ Moderately Skilled ____ Unskilled ____
- Typing Proficiency: Skilled ____ Moderately Skilled ____ Unskilled ____

How many correct words per minute can you type? _____

Please list any additional software, office equipment, or skills that you possess: _____

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Work History

Describe your work experience in detail, beginning with your current or most recent job. Include military service (indicate rank) and job related volunteer work, if applicable. Provide explanation for any gaps in employment. All information in this section must be complete. A résumé may be attached, but not substituted for completing this section. Should you need additional space, copy this page.

1. Name of Present or Last Employer: _____ From: / / To: / /
Job Title: _____ Hours Per Week _____ Salary _____
Address: _____ Phone _____ Supervisor _____
Job Duties (give details) _____

Reason for Leaving: _____ May we contact this employer? _____ Yes No

2. Name of Present or Last Employer: _____ From: / / To: / /
Job Title: _____ Hours Per Week _____ Salary _____
Address: _____ Phone _____ Supervisor _____
Job Duties (give details) _____

Reason for Leaving: _____ May we contact this employer? _____ Yes No

3. Name of Present or Last Employer: _____ From: / / To: / /
Job Title: _____ Hours Per Week _____ Salary _____
Address: _____ Phone _____ Supervisor _____
Job Duties (give details) _____

Reason for Leaving: _____ May we contact this employer? _____ Yes No

4. Name of Present or Last Employer: _____ From: / / To: / /
Job Title: _____ Hours Per Week _____ Salary _____
Address: _____ Phone _____ Supervisor _____
Job Duties (give details) _____

Reason for Leaving: _____ May we contact this employer? _____ Yes No

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TEMPO EMPLOYMENT APPLICATION

Additional Information

1. Do you possess a valid driver's license? Yes No If yes, provide State and number: _____
Expiration date _____ Class _____
2. Can you, after employment, submit proof of your legal right to work in the United States? Yes _____ No
Month and Day of Birth
3. Have you ever been terminated or forced to resign from any job? Yes No If yes, please explain below.

4. Have you ever been convicted of a criminal offense? Yes No
Note: Omit minor vehicle violations and any offense committed before your 17th birthday, which was finally adjudicated in juvenile court or under a youthful offender law. Conviction of a criminal offense is not a bar to employment in all cases. Each conviction is evaluated individually.

If yes, please list charge(s) _____

Where Convicted _____ Date _____ Disposition/Status _____
5. Have you been separated from S.C. State Government employment as a part of a reduction-in-force within the past 12 months?
 Yes No

Please carefully read the following information:

Student Loan: State Law (59-111-50) prohibits employment with the State to people who have defaulted on certain student loans, unless they can prove that satisfactory arrangements have been made for repayment. By my signature, I certify that I am not currently in default on a student loan.

Signature _____ Date _____

Authority to Release Information: By my signature, I consent to the release of information to authorized officers, agents, and employees of the State of South Carolina which may include but not be limited to information concerning my past and present work; including my official personnel files; attendance records; evaluations; educational records including transcripts; military service; law enforcement records; and any personnel record deemed necessary. In addition, I consent to authorize appropriate officers, agents and employees of the State to make inquiries of third parties. I further release the organization, educational entity, present and former employers, law enforcement organization, all third parties from any and all claims of whatever nature that I may have as a result of any inquiry or response given to such inquiries made in connection with my application for employment.

Signature _____ Date _____

Certification of Applicant: By my signature, I affirm, agree, and understand that all statements on this form are true and accurate. Any misrepresentation, falsification, or material omission of information or data on this application may result in exclusion from further consideration or, if hired, termination of employment. If I have requested herein that my present employer not be contacted, an offer of employment may be conditioned upon acceptable information and verification from such employer prior to beginning work.

Signature _____ Date _____

South Carolina State Government & Tempo participates in E-Verify

Mail or Fax your completed Application to:

***Tempo
8301 Parklane Road, Suite A220
Columbia, SC 29223
(803) 896-5055 fax***