

**TOWN OF LYMAN  
EMPLOYMENT APPLICATION**

**Mailing Address:  
81 Groce Road  
Lyman, SC 29365**



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*We consider all applicants for all positions without regard to race, color, religion, gender, national origin, age, veteran status, disability or genetic information or any other legally protected status.*

**PLEASE PRINT**

Position applied for: _____	Date of application: _____
How did you learn about the job opportunity? _____	
Are you related to any Town Council member or Town Employee? _____ If yes, provide name and relationship: _____	

Last Name: _____	First Name: _____	Middle Name: _____
Address: _____		
Telephone Numbers: _____		
Social Security No.: _____		

Are you at least 18 years old? Yes \_\_\_\_\_ No \_\_\_\_\_

Have you ever filed an application with us before? Yes \_\_\_\_\_ No \_\_\_\_\_  
If yes give date: \_\_\_\_\_

Are you currently employed? Yes \_\_\_\_\_ No \_\_\_\_\_

May we contact your current employer? Yes \_\_\_\_\_ No \_\_\_\_\_

Are you lawfully eligible to work in the U.S.? Yes\_\_\_\_\_ No\_\_\_\_\_

On what date would you be available for work: \_\_\_\_\_

Are you available to work: Full Time\_\_\_\_\_ Part Time\_\_\_\_\_ Temporary\_\_\_\_\_

What is your desired salary range or hourly rate of pay? \_\_\_\_\_

Do you have a valid driver's license? \_\_\_\_\_  
License No. State Expiration Restrictions

Do you have a valid CDL driver's license? \_\_\_\_\_  
License No. State Expiration Restrictions

Have you ever been convicted of a crime other than a minor traffic offense?  
Yes\_\_\_\_\_ No\_\_\_\_\_

For purposes of this question "convicted" includes a finding of guilty by a Judge or Court, pleas of nolo contendere or "no contest" and guilty pleas. List details of every conviction, including date convicted, Court, offense charged, State and County charged and sentence imposed.

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## EDUCATION

High School attended: \_\_\_\_\_ Location: \_\_\_\_\_ Highest grade completed: \_\_\_\_\_

Do you have a high school diploma or an Equivalency diploma (GED)? Yes\_\_\_\_\_ No\_\_\_\_\_

Where received? \_\_\_\_\_

NAME & ADDRESS	Degree Pending	Degree Completed (B.A. etc.) or Certificate	Major and Minor Fields of Study
College:			
Graduate Work:			
Other (i.e. business, secretarial, vocational, technical, military etc.):			

Indicate below the computer programs with which you are proficient:

Email \_\_\_\_\_ Word \_\_\_\_\_ Excel \_\_\_\_\_ Access \_\_\_\_\_ Powerpoint \_\_\_\_\_

List professional, trade, business or civic activities and offices held. *You may exclude memberships which would reveal sex, race, religion, national origin, age, ancestry or handicap or other protected status:*

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

### PROFESSIONAL REFERENCES

Give name, address and telephone number of three references who are not related to you:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

### EMPLOYMENT HISTORY

In the space furnished below give a record of every position held. **Start with your present position and work back.** Account for all periods of employment. Summarize the work performed and job responsibilities.

<b>Employer:</b>		<b>Work performed and responsibilities:</b>	<b>Dates of Employment:</b>	
<b>Address:</b>			<b>From</b>	<b>To</b>
<b>Telephone No:</b>	<b>Supervisor:</b>			
<b>Job Title:</b>				
<b>Reason for leaving:</b>			<b>\$</b>	<b>Per:</b>

<b>Employer:</b>		<b>Work performed and responsibilities:</b>	<b>Dates of Employment:</b>	
<b>Address:</b>			<b>From</b>	<b>To</b>
<b>Telephone No:</b>	<b>Supervisor:</b>			
<b>Job Title:</b>				
<b>Reason for leaving:</b>			<b>\$</b>	<b>Per:</b>

<b>Employer:</b>		<b>Work performed and responsibilities:</b>	<b>Dates of Employment:</b>	
<b>Address:</b>			<b>From</b>	<b>To</b>
<b>Telephone No:</b>	<b>Supervisor:</b>			
<b>Job Title:</b>				
<b>Reason for leaving:</b>			<b>\$</b>	<b>Per:</b>

<b>Employer:</b>		<b>Work performed and responsibilities:</b>	<b>Dates of Employment:</b>	
<b>Address:</b>			<b>From</b>	<b>To</b>
<b>Telephone No:</b>	<b>Supervisor:</b>			
<b>Job Title:</b>				
<b>Reason for leaving:</b>			<b>\$</b>	<b>Per:</b>

<p><b>Describe any job-related training received in past employment</b></p> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>
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**APPLICANT’S STATEMENT**

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

I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision.

I hereby understand and acknowledge that any employment relationship with this organization is “at will”, which means that the employee may resign at any time and the employer may discharge employee at any time with or without cause. It is further understood that this “at will” employment relationship may not be changed by any written document or by conduct unless such change is specifically acknowledged in writing by Town Council.

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

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

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

*This application for employment shall be considered active for a period of time not exceed 45 days. Any applicant desiring to be considered for employment beyond this time period should inquire as to whether or not applications are being accepted at that time.*