

Application for Employment

Instructions: Complete all necessary information. You may be asked to provide additional information on another form. Be sure to sign and date the application.
Please print.

**MIDLANDS
COMMUNITY
DEVELOPMENT
CORPORATION**



Name _____

Social Security # _____ **Date of Birth** _____

Phone () _____ **Mobile Phone ()** _____

Address _____

City/State/Zip _____

Position applied for _____

Shift preferred 1 _____ 2 _____ 3 _____ **Any** _____

Expected pay _____

Would you accept full-time work? Yes _____ No _____

Would you accept part-time work? Yes _____ No _____

On what date would you be available for work? _____

Have you ever been employed here before? No _____ Yes _____ **Dates** _____

Email Address: _____

Special training or skills:

(Languages, machine operation, etc.) that would be of benefit in the job for which you are applying:

Are you legally eligible for employment in the United States? Yes _____ No _____

**2430 Atlas Road, Columbia, South Carolina 29209
P.O. Box 9481, Columbia, South Carolina 29290
Phone: 803.647-9111
Fax: 803.647-9182**

For Office Use Only

Applicant # _____

Employee # _____

Hire Date _____

Position _____

Rate _____

Class _____

Skill _____

Other _____

Notes: _____

Attachments

- ___ **Résumé**
- ___ **Applicant Ref. Check**
- ___ **Applicant Interview**
- ___ **Payroll Change Notice**
- ___ **Offer Letter**
- ___ **Applicant SLED Check**
- ___ **Job Description**

Employment Experience

Place an **X** by employer(s) you *do not* want us to contact. List your most recent employer first.

1. **Employer** _____
_____ **Address** _____
Job Title _____ **Supervisor** _____
Dates Employed: from _____ **to** _____ **Hourly rate/salary: starting** _____ **final** _____
Work Performed _____

Reason for Leaving _____

2. **Employer** _____
_____ **Address** _____
Job Title _____ **Supervisor** _____
Dates Employed: from _____ **to** _____ **Hourly rate/salary: starting** _____ **final** _____
Work Performed _____

Reason for Leaving _____

3. **Employer** _____
_____ **Address** _____
Job Title _____ **Supervisor** _____
Dates Employed: from _____ **to** _____ **Hourly rate/salary: starting** _____ **final** _____
Work Performed _____

Reason for Leaving _____

Educational Background

Grammar School:

Name of School _____ Location _____
Course of Study _____ Did you Graduate? ___ Yes ___ No Degree or Diploma _____

High School:

Name of School _____ Location _____
Course of Study _____ Did you Graduate? ___ Yes ___ No
Degree or Diploma _____ Date _____

College:

Name of School _____ Location _____
Course of Study _____ Did you Graduate? ___ Yes ___ No
Degree or Diploma _____ Date _____

Graduate School:

Name of School _____ Location _____
Course of Study _____ Did you Graduate? ___ Yes ___ No
Degree or Diploma _____ Date _____

Continuing Education

I certify that all the information submitted by me on this application is true and complete, and I understand that if any false information, or misrepresentations are disclosed, my application may be rejected and if I am employed, my employment may be terminated at any time.

In consideration of my employment, I agree to conform to MCDC's rules and regulations, and I agree that my employment and compensation can be terminated, with or without cause, and with or without notice, at any time, at either my or MCDC's option. I also understand and agree that the terms and conditions of my employment may be changed, with or without cause and with or without notice, at any time by MCDC. I understand that no MCDC representative, other than the Executive Director has any authority to enter into any agreement for employment for any specific period of time or to make any agreement contrary to the foregoing. All agreements must in written, and signed by the Executive Director.

Applicant's Signature _____ **Date** _____

Applicant: Do not write on this page. For office use only.

Interview Results

Interviewer	Date	Comments

Test Results

Tests Administered	Date	Score	Rating	Comments and Interpretation

Reference Check

Results of Reference Check

Employer 1 _____

Employer 2 _____

Employer 3 _____