



**South
Carolina
Bar**

Employment Application



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Bar**

950 Taylor Street P.O. Box 608
Columbia, SC 29202
(803) 799-6653
Fax (803) 799-4118
www.sctbar.org

Employment Application

The South Carolina Bar, hereafter referred to as "Bar" is an equal employment opportunity employer and does not discriminate in employment practices based on race, color, religious creed, age, sex, sexual preference, marital status, national origin, nationality, physical or mental disability, or veteran status. Employment decisions are based solely on an individual's qualifications. This policy applies to every phase of the employment process including recruiting, hiring, training, promotion, compensation and benefits.

Name (Last, First, MI)			Today's date		
Address		City	State	Zip	Telephone number
Position desired	Full time <input type="checkbox"/> Part time <input type="checkbox"/>	Salary or hourly rate desired	Social Security number		Date you are available for work

Skills

What software programs have you used?

General information

The Bar in its sole discretion may decide that related employees cannot work in the same department or in positions where there may be a conflict of interest.

Do you have relatives working for the Bar? Yes No

If "Yes" please indicate relatives' names. _____

Have you ever been discharged by any employer? Yes No

If "Yes" please state date, reason and employer name and address.

Who or what referred you to the Bar? Please state name:

- SC Bar Website
 Friend
 Employee
 School
 Newspaper
 Other
 Relative
 Private agency
 Self
 State agency

Have you ever been convicted of a felony? Yes No

If "Yes" give dates and nature of crime for which convicted. _____

Driving record

If you are applying for a job in which you will drive a car on Bar business, please complete this section.

Do you have a valid driver's license for this state? Yes No

Has your license been suspended or revoked in the last 5 years? Yes No

What driving citations will show up on your driver's license record in the past 3 years?

Do you have a car or can you get one by date hired? Yes No

After hire, can you show that you have liability and property damage insurance? Yes No

Employment record

Account for all time for at least the past 7 years. Include military service, part time jobs and periods of unemployment. Give complete addresses. Indicate if any past employer is out of business. If you had your own business, give at least two persons who can verify your experience. If employment was under another name, show name used. If you are currently working, may we contact your present employer? Yes No

From	To	Name and title of immediate supervisor	Ending salary	
Name of most recent employer		Your position or title	Starting salary	
Address (street)		Your duties and responsibilities		
City	State			Zip
Reason for leaving				
From	To	Name and title of immediate supervisor	Ending salary	
Name of most recent employer		Your position or title	Starting salary	
Address (street)		Your duties and responsibilities		
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Reason for leaving				
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Name of most recent employer		Your position or title	Starting salary	
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City	State			Zip
Reason for leaving				

Education record

If your school record is under another name, please state name: _____

Name of school	Address, city and state	Last grade completed	Did you graduate?
Last high school		<input type="checkbox"/> 9 <input type="checkbox"/> 10 <input type="checkbox"/> 11 <input type="checkbox"/> 12	<input type="checkbox"/> Yes <input type="checkbox"/> No
Junior college		Major	Degree
College/university		Major	Degree
Other schooling		Major	

The Immigration Reform Act of 1986 requires that, if hired, you present on your first day of employment, or no later than 3 days from your first day of employment, documents to verify your legal right to work in the United States.

I hereby certify that all information provided herein by me and on the submitted resume is true and correct without consequential omissions of any kind, and I understand that giving false or misleading information may result in the refusal to hire me or in the subsequent termination in my employment.

I understand that salary is based on a yearly salary schedule and will be paid monthly.

I will comply with the policies and procedures of the Bar.

I understand that the number of hours I will be required to work may vary from week to week.

I authorize the persons, companies, schools and colleges shown on my employment application to give any information regarding my employment and academic records, together with any information they may have regarding me whether or not it is in their records. I hereby release said companies, schools or persons from any liability for any damage whatsoever for issuing this information.

I understand that, if hired, I will be required to hold the Bar's confidential and/or propriety information confidential and will not disclose it to any person or entity not affiliated with the Bar throughout my employment and thereafter.

I understand that if I am hired my employment will be at-will and that my employment and compensation can be terminated with or without cause, and with or without notice at any time, at the option of either the Bar or myself. My signature below affirms my awareness that this is the final understanding between myself and the Bar on the subject and that there can be no modification or agreement contrary to the at-will provision.

I have read and understand the above statements and agree that a photocopy of any authorization made by me on this application shall be as valid as the original.

Signature _____ Date _____

Thank you for completing this application form and for your interest in employment with us.



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