



RICHLAND TWO CHARTER HIGH SCHOOL
CLASSIFIED APPLICATION

750 Old Clemson Road, Columbia, SC 29229

NAME: _____

ADDRESS: _____

PHONE (home): _____ (work): _____

E-MAIL: _____

DATE OF BIRTH (optional): _____ SOCIAL SECURITY #: _____

RACE (optional): _____ SEX (optional): ___ MALE / ___ FEMALE

HOW LONG HAVE YOU BEEN A RESIDENT OF SOUTH CAROLINA? _____

HAVE YOU EVER WORKED IN RICHLAND SCHOOL DISTRICT TWO? _____

If yes, when? _____ What was your position? _____

LIST DESIRED POSITIONS IN ORDER OF PREFERENCE.
INDICATE ONLY DESIRED POSITIONS FOR WHICH YOU ARE QUALIFIED:

1. _____ 2. _____

3. _____ 4. _____

HAVE YOU EVER BEEN CONVICTED OF ANY VIOLATIONS OF LAW OTHER THAN A MINOR TRAFFIC VIOLATION OR BAD CHECK CHARGE?

___ NO ___ YES IF YES: state the nature, date and place of conviction: _____

EDUCATION: Highest school grade completed: _____

Name and location of last high school attended: _____

Was a high school diploma awarded? _____

If no, do you have a GED? _____

COLLEGE/UNIVERSITY	LOCATION	MAJOR	YEARS ATTENDED	HOURS COMPLETED	DEGREE RECEIVED?

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MILITARY EXPERIENCE:

BRANCH OF SERVICE	MOS	INCLUSIVE DATES	TYPE OF DISCHARGE

WORK HISTORY [Please include additional sheets as necessary and explain all gaps in employment]:

EMPLOYER: _____ **FROM:** _____ **TO:** _____

ADDRESS: _____ **PHONE #** _____

JOB TITLE: _____ **REASON FOR LEAVING:** _____

NAME AND TITLE OF SUPERVISOR: _____

PLEASE DESCRIBE DUTIES OF POSITION: _____

EMPLOYER: _____ **FROM:** _____ **TO:** _____

ADDRESS: _____ **PHONE #** _____

JOB TITLE: _____ **REASON FOR LEAVING:** _____

NAME AND TITLE OF SUPERVISOR: _____

PLEASE DESCRIBE DUTIES OF POSITION: _____

EMPLOYER: _____ **FROM:** _____ **TO:** _____

ADDRESS: _____ **PHONE #** _____

JOB TITLE: _____ **REASON FOR LEAVING:** _____

NAME AND TITLE OF SUPERVISOR: _____

PLEASE DESCRIBE DUTIES OF POSITION: _____

REFERENCES (DO NOT LIST RELATIVES):

• **NAME:** _____ **OCCUPATION/TITLE:** _____

ADDRESS: _____ **PHONE #** _____

• **NAME:** _____ **OCCUPATION/TITLE:** _____

ADDRESS: _____ **PHONE #** _____

MY SIGNATURE BELOW AUTHORIZES THE RICHLAND TWO CHARTER HIGH SCHOOL TO CONDUCT A BACKGROUND INVESTIGATION AND AUTHORIZES RELEASE OF INFORMATION IN CONNECTION WITH MY APPLICATION FOR EMPLOYMENT. THIS INVESTIGATION WILL INCLUDE A CRIMINAL RECORD HISTORY CHECK THROUGH THE S.C. LAW ENFORCEMENT DIVISION (SLED) OR OTHER STATE LAW ENFORCEMENT AGENCIES. THE BACKGROUND CHECK MAY INCLUDE INFORMATION FROM SOURCES SUCH AS PREVIOUS EMPLOYERS AND PERSONAL REFERENCES AND OTHER APPROPRIATE AGENCIES OR INDIVIDUALS. I WAIVE MY RIGHT OF ACCESS TO ANY SUCH INFORMATION. WITHOUT LIMITATION, I HEREBY RELEASE THE SCHOOL DISTRICT AND ALL REFERENCE AND DATA SOURCES FROM ANY LIABILITY IN CONNECTION WITH THE RELEASE OR USE OF THIS INFORMATION. I FURTHER UNDERSTAND THAT ALL APPLICATION MATERIALS AND INFORMATION FROM ALL SOURCES BECOME THE PROPERTY OF THE RICHLAND TWO CHARTER HIGH SCHOOL. FURTHERMORE, I CERTIFY THAT I HAVE MADE TRUE, CORRECT AND COMPLETE ANSWERS AND STATEMENTS ON THIS APPLICATION IN THE KNOWLEDGE THAT THIS INFORMATION MAY BE RELIED UPON IN CONSIDERING MY APPLICATION. I UNDERSTAND THAT ANY OMISSION OR FALSELY ANSWERED STATEMENT MADE BY ME ON THIS APPLICATION OR ON ANY SUPPLEMENT TO THE APPLICATION WILL BE SUFFICIENT GROUNDS FOR FAILURE TO EMPLOY OR FOR MY DISCHARGE SHOULD I BECOME EMPLOYED WITH THE CHARTER HIGH SCHOOL.

SIGNATURE: _____ DATE: _____

GENERAL INFORMATION

Once an application and reference forms have been returned, they become the Charter High School's property. An application will remain in our active applicant files for a minimum of one year's time.

EEO STATEMENT

The Richland Two Charter High School is an equal opportunity employer and does not discriminate on the basis of race, color, creed, national origin, sex, age, handicap or disability in admission to, access to, treatment in or employment in its programs and activities.

INSTRUCTIONS

Return the completed application and reference forms to:

Richland Two Charter High School
750 Old Clemson Road
Columbia, SC 29229