

Town of Pine Ridge

2757 Fish Hatchery Road
West Columbia, SC 29172
Telephone (803) 755-2500
Facsimile (803) 955-0605



Job Notice: Town of Pine Ridge Municipal Clerk

Category: Clerical

Position hours: Part-time (23 hours per week with meetings and 21 hours with no meeting scheduled). Scheduled hours will alternate based on meeting schedules with a one-hour lunch and dinner on meeting nights: Monday (8-5), Tuesday (8-8), Wednesday (8-1) following week: Wednesday (8-1), Thursday (8-5), Friday (8-5). Meetings are scheduled for the 2nd and 4th Tuesdays of each month, unless the need is required for a special meeting.

Job Duties:

- Under general supervision, responsible for managing & maintaining records & providing customer service to those needing information.
- Attend all municipal meetings (Council, Planning, BZA), prepares variety of documents for meetings & postings in accordance to FOIA law.
- Assists with telephone, business licensing, planning/zoning, stormwater, payables & any additional duties as assigned.

Qualifications:

- High School Diploma/GED & 4 years of responsible secretarial and/or administrative work experience or an equivalent combination of education, training and experience that provides the knowledge, skills and abilities.
- Ability to multi-task and work under pressure with deadlines & frequent interruptions

Compensation: Pay is based on education, qualifications and experience. Pay range \$15 - \$20 per hour.

How to apply: Please submit a cover letter, resume & 3 professional references, in addition to a completed application packet located at www.townofpineridgesc.com under "Jobs & Volunteering". Mail or drop off to: Town Administrator, 2757 Fish Hatchery Road, West Columbia, SC 29172

Deadline: Until filled

The Town of Pine Ridge is an Equal Opportunity Employer. All job offers are contingent upon successful completion of drug screen & various background investigation, which may include criminal history, driving record, credit report, employment history, education verification & personal references.

TOWN OF PINE RIDGE, SOUTH CAROLINA
JOB DESCRIPTION

Title: Municipal Clerk
Department: Administrative
Reports to: Town Administrator

Date: July 9, 2019
Status: Part-time
FLSA status: Non-Exempt

GENERAL PURPOSE

Under general supervision, provides a variety of routine and complex clerical and administrative work in the administration of the Town government.

ESSENTIAL DUTIES AND RESPONSIBILITIES

This list of tasks is illustrative ONLY, and is not a comprehensive listing of all functions and tasks performed by positions in this class. It does not imply that all positions within the class perform all of the duties listed, nor does it necessarily list all possible duties that may be assigned.

1. Administrative/Clerical

- Assists in answering the telephone, provide information and assistance as requested and/or forward call to appropriate staff person. Takes messages as needed.
- Assists in greeting and assisting visitors providing professional and courteous customer service at all times.
- Responds to inquiries and concerns from the public and takes necessary actions to see that concerns are addressed to the appropriate department.
- Handles the responsibility of the Freedom of Information Act compliance.
- Handles the responsibility of the Town of Pine Ridge Complaint Policy.
- Handles the responsibility of the Town of Pine Ridge Code Enforcement and works closely with the Code Enforcement Officer.
- Assists the Town Administrator with the Town's Zoning and Land Development Ordinance.
- Attends all meetings of the Town Council, Planning Commission and Board of Zoning Appeals.
- Prepares and/or processes a variety of documentation such as Council meeting packets, public notices, minutes of meetings, ordinances, resolutions, proclamations and reports. This includes a monthly clerical report for Council.
- Maintains recorded data of the meeting of Town Council, Planning Commission and Board of Zoning Appeals.
- Prepares, schedules and/or processes a variety of documentation for the Planning Commission and Board of Zoning Appeals meetings.
- Maintains memberships and terms of office of Council Committees, Planning Commission and Board of Zoning Appeals.
- Serves as custodian of the Town's official records, ensuring the proper maintenance, filing, safekeeping and destruction of all official municipal documents; prepares related reports.
- Responsible for maintaining and codification of the Code of Ordinances, rules and regulations.
- Coordinates the Town's records management program; notifies departments of retention schedules and processes requests for record destruction. Boxes up files and creates new files as needed.
- Established and maintains filing of Accounts Payable, Zoning Permits and Business Licenses.
- Prepares outdoor bulletin board and sign for Council meetings, as well as other department meetings when necessary.
- Receipts, organizes and maintains office supplies and provides the Town Administrator with monthly inventory list.
- Assists the Clerk of Court and public with Business License questions, issuance and annual renewals and works closely with the Business License Inspector.
- Attends trainings, meetings, seminars and/or workshops to enhance job knowledge and skills.
- Provides general secretarial, administrative and clerical support, performing such duties as scheduling meetings and appointments, making travel and accommodation arrangements, composing / typing correspondence, establishing and maintaining files, researching and compiling data, etc.

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- Prepares, types, processes, copies, files, submits and/or transmits various routine and confidential reports, records, memos, correspondence and other documents as required.
- Performs other routine clerical work as required, including but not limited to copying and filing documents, sending and receiving faxes and e-mails, entering and retrieving computer data, scanning documents, processing daily mail, ordering supplies, maintaining logs and lists, etc.
- Operates a variety of equipment, including a computer, printer, scanner, typewriter, fax machine, copier, telephone, calculator, tape recorder, etc.

2. Other Related Duties

- Performs other duties as directed by Town Administrator
- Assists with special projects and events as assigned.

MINIMUM TRAINING & EXPERIENCE

Requires a high school diploma or GED equivalent and four years of responsible secretarial and/or administrative work experience, or an equivalent combination of education, training and experience that provides the required knowledge, skills and abilities. Must possess a valid state driver's license. Must be bondable.

**MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED
TO PERFORM ESSENTIAL JOB FUNCTIONS**

Physical Requirements: Tasks require the ability to exert light physical effort in light work, but which may involve the lifting, carrying, pushing and/or pulling of objects or materials of light weight (up to 20 pounds). Tasks may require extended periods of time at a keyboard or work station.

Data Conception: Requires the ability to compare and/or judge the readily observable, functional, structural or compositional characteristics (whether similar to or divergent from obvious standards) of data, people or things.

Interpersonal Communication: Requires the ability of speaking and/or signaling people to convey or exchange information. Includes receiving assignments and/or directions from supervisors.

Language Ability: Requires the ability to read a variety of policy and procedure manuals, computer manuals, ordinances, etc. Requires the ability to enter data into computer and prepare records, reports, correspondence, etc., with proper format, punctuation, spelling and grammar, using all parts of speech. Must be able to speak with poise, voice control and confidence and to articulate information to others.

Intelligence: Requires the ability to apply principles of rational systems to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists; to interpret a variety of instructions furnished in oral, written, diagrammatic or schedule form.

Verbal Aptitude: Requires the ability to record and deliver information, to explain procedures, to follow oral and written instructions. Must be able to communicate effectively and efficiently with co-workers and the general public.

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Numerical Aptitude: Requires the ability to add and subtract totals, to multiply and divide, to determine percentages and decimals, to determine time. Must be able to use practical applications of fractions, percentages, ratio and proportion.

Form/Spatial Aptitude: Requires the ability to inspect items for proper length, width and shape, and visually read various information.

Motor Coordination: Requires the ability to coordinate hands and eyes rapidly and accurately in using automated office equipment and communications machinery.

Manual Dexterity: Requires the ability to handle a variety of items including computer keyboards, office equipment, control knobs, switches, etc. Must have minimal levels of eye/hand/foot coordination.

Interpersonal Temperament: Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under minimal levels of stress when confronted with an emergency or tight deadline.

Physical Communication: Requires the ability to talk and hear: (talking: expressing or exchanging ideas by means of spoken words; hearing: perceiving nature of sounds by ear). Must be able to hear and understand communications through a telephone.

<u>PERFORMANCE INDICATORS</u>

Knowledge of Job: Is knowledgeable in the methods, policies and procedures of the Department and Town pertaining to specific duties of the Municipal Clerk. Is knowledgeable in the laws, ordinances, standards and regulations pertaining to the specific duties and responsibilities of the position. Has knowledge of the organization of the City and of related departments and agencies. Has the ability to comprehend, interpret and apply regulations, procedures and related information. Has knowledge in the areas of records management and other specific functions of the position. Has excellent administrative, organizational, secretarial, customer service and clerical skills. Is able to coordinate specific administrative programs and projects as assigned. Has knowledge of modern office practices and equipment. Has knowledge of and skill in the creation and maintenance of efficient record-keeping systems. Has knowledge of proper English usage, vocabulary, punctuation and spelling; has knowledge of basic mathematics. Is able to use computers for word processing, graphic design, data processing and records management. Is able to type and take dictation accurately at a rate sufficient for the successful performance of assigned duties. Knows how to operate and maintain a variety of office equipment as necessary in the performance of daily activities. Is skilled in applying a responsible attention to detail as necessary in preparing reports and correspondence. Is able to read and interpret various materials pertaining to the responsibilities of the job. Is able to maintain confidentiality as required. Is able to take the initiative to complete the duties of the position without the need of direct supervision. Is able to use independent judgment in performing routine and non-routine tasks. Has the ability to plan, organize and prioritize daily assignments and work activities. Is able to offer assistance to fellow employees as necessary. Has the ability to learn and utilize new skills and information to improve job performance and efficiency. Is able to meet the public in a professional manner and provide information and assistance, representing Town government in a positive light at all times. Is capable of working under stressful conditions as required. Is able to effectively handle multiple assignments simultaneously. Knows how to react calmly and quickly in emergency situations.

Quality of Work: Maintains high standards of accuracy in exercising duties and responsibilities. Exercises immediate remedial action to correct any quality deficiencies that occur in areas of responsibility. Maintains high quality communication and interaction with internal and external entities with whom the position interacts.

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Quantity of Work: Performs described Essential Functions and related assignments efficiently and effectively in order to produce quantity of work which consistently meets established standards and expectations.

Dependability: Assumes responsibility for completing assigned work. Completes assigned work within deadlines in accordance with directives, policy, standards and prescribed procedures. Maintains accountability for assigned responsibilities in the technical, human and conceptual areas.

Attendance: Attends and remains at work regularly and adheres to policies and procedures regarding absenteeism and tardiness. Provides notice as required in the Employee Handbook with respect to scheduling vacation time and leave requests.

Initiative and Enthusiasm: Maintains an enthusiastic, self-reliant and self-starting approach to meet job responsibilities and accountabilities. Strives to anticipate work to be accomplished, and initiates proper and acceptable action for the completion of work with a minimum of supervision and instruction.

Judgment: Exercises analytical judgment in areas of responsibility. Identifies issues or situations as they occur and specifies decision objectives. Identifies or assists in identifying alternative solutions to issues or situations. Implements decisions in accordance with prescribed and effective policies and procedures and with a minimum of errors. Seeks expert or experienced advice where appropriate and researches issues, situations and alternatives before exercising judgment.

Cooperation: Accepts supervisory instruction and direction and strives to meet the goals and objectives of same. Questions such instruction and direction when clarification of results or consequences are justified, i.e., poor communications, variance with established policies or procedures, etc. Offers suggestions and recommendations to encourage and improve cooperation intra- and inter-departmentally.

Relationships with Others: Shares knowledge with managers, supervisors and co-workers for mutual benefit. Contributes to maintaining high morale among all employees. Develops and maintains cooperative and courteous relationships inter- and intra-departmentally, and with external entities with whom the position interacts. Tactfully and effectively handles requests, suggestions and complaints in order to establish and maintain good will. Emphasizes the importance of maintaining a positive image.

Coordination of Work: Plans and organizes daily work routine. Establishes priorities for the completion of work in accordance with sound time-management methodology. Avoids duplication of effort. Estimates expected time of completion of work elements and establishes a personal schedule accordingly. Attends required meetings, planning sessions and discussions on time. Implements work activity in accordance with priorities and estimated schedules.

Safety and Housekeeping: Adheres to all established safety and housekeeping standards. Ensures such standards are not violated.

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The statements contained in this job description reflect general details as necessary to describe principal functions of this job, the level of knowledge and skill typically required, and the scope of responsibility. It should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including work in other functional areas to cover absences or relied or to equalize peak work periods. This is not an employment agreement or contract. The Town of Pine Ridge has the exclusive right to alter this job. The Town of Pine Ridge is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the Town of Pine Ridge will provide reasonable accommodation to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

Employee	Date
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Supervisor	Date
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The Town of Pine Ridge
2757 Fish Hatchery Road
West Columbia, SC 29172
(803)755-2500 - phone
(803)955-0605 - fax
Office hours M,T,Th,F 8-5pm & W 8-1pm

Town of Pine Ridge, South Carolina



Please print or type.

An Equal Opportunity Employer

Number of attachments _____

Position title _____

Instructions

Application for Employment

Employees of the Town of Pine Ridge and applicants for employment shall be afforded equal opportunity in all aspects of employment without regard to race, color, religion, political affiliation, national origin, disability, marital status, gender or age.

As a means of accommodation to persons with specific disabilities that prevent them from completing this application, confidential assistance in filling out this application may be obtained by contacting the Town Administrator.

THE LANGUAGE USED IN THIS DOCUMENT DOES NOT CREATE AN EMPLOYMENT CONTRACT BETWEEN THE APPLICANT AND THE TOWN OF PINE RIDGE, THIS DOCUMENT DOES NOT CREATE ANY CONTRACTUAL RIGHTS OR ENTITLEMENTS. THE TOWN 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.

****REASONABLE ACCOMODATIONS MAY BE AVAILABLE TO DISABLED APPLICANTS AND EMPLOYEES UNDER THE ADA/ADAA, IF GIVEN NOTICE BY THE APPLICANT OR EMPLOYEE.****

INSTRUCTIONS TO APPLICANTS

TO BE CONSIDERED FOR TOWN EMPLOYMENT, YOU MUST ANSWER ALL QUESTIONS AND COMPLETE ALL SECTIONS OF THIS APPLICATION FORM NOT OTHERWISE LISTED AS OPTIONAL.

WHEN COMPLETING THIS APPLICATION, PLEASE MAKE SURE YOU

- APPLY FOR ONE VACANCY PER APPLICATION. RESUMES MAY BE SUBMITTED WITH, BUT NOT IN LEIU OF APPLICATION.
- GIVE COMPLETE INFORMATION ON YOUR EDUCATION AND WORK HISTORY (“SEE RESUME” IS NOT ACCEPTABLE). INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED.
- SEPARATELY LIST EACH JOB HELD AND YOUR DUTIES FOR EACH POSITION WHEN YOU WORKED FOR ONE EMPLOYER AND HELD MORE THAN ONE POSITION.
- AS YOU DESCRIBE YOUR WORK HISTORY, MAKE SURE YOU HIGHLIGHT YOUR COMPETENCIES (KNOWLEDGE, SKILLS, ABILITIES AND WORK BEHAVIORS) WHICH DEMONSTRATE YOUR QUALIFICATIONS FOR THE POSITION FOR WHICH YOU ARE APPLYING.
- CHECK FOR ACCURACY, SIGN AND DATE YOUR APPLICATION.

THANK YOU FOR YOUR INTEREST. THE TOWN OF PINE RIDGE WANTS TO FIND THE BEST QUALIFIED PEOPLE AVAILABLE TO SERVE ITS CITIZENS. ALTHOUGH EVERYONE WHO APPLIES CANNOT BE HIRED, YOUR APPLICATION WILL BE GIVEN EVERY CONSIDERATION.

IF YOU WILL NEED REASONABLE ACCOMMODATIONS TO PARTICIPATE IN THE SELECTION PROCEDURES (E.G., INTERVIEW, WRITTEN TESTS, OR JOB DEMONSTRATION), THEN PLEASE CONTACT THE TOWN ADMINISTRATOR.

Mailing Address: Pine Ridge Town Hall
Town Administrator
2757 Fish Hatchery Road
West Columbia, SC 29172

Physical Address for
Non-Postal Delivery:

Pine Ridge Town Hall
Town Administrator
2757 Fish Hatchery Road

Phone: (803) 755-2500

Fax: (803) 955-0605

www.townofpineridgesc.com

Town of Pine Ridge, South Carolina

An Equal Opportunity Employer

Please print or type.

Number of attachments _____

Position title _____

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I. POSITION APPLYING FOR:

Position applied for _____ Department or Office _____
(one per application)

II. CONTACT INFORMATION:

Full legal name _____ Maiden Name _____
Last First Middle
Mailing Address _____ Email Address _____
Address _____
City State Zip
Home Phone () Alternate Phone () Notification Preference Mail Email

III. OTHER PERSONAL INFORMATION

Do you possess a valid driver's license? Yes No If Yes, provide State and Number: _____
Expiration Date: _____ Class (Check One) A B C D E F M G CDL
Are you willing to relocate? Yes No Can you, after employment, submit proof of your legal right to work in the United States? Yes No
What type of job are you looking for? Full Time Part Time Temporary Internship
What types of work will you accept? Full Time Part Time
What shifts are you available for work? Day Evening Night Rotating On Call (As Needed)
Are you at least 18 years of age? Yes No Are you at least 21 years of age? Yes No (Police Dept. Applicants Only)

IV. EDUCATION

Are you a high school graduate? Yes No Highest Grade Completed _____ Year Completed _____
If you did not complete high school, do you have a high school equivalency diploma? Yes No Date Received _____
Check number of years of post high school education 1 2 3 4 5 6 7

Starting with High School, provide complete information on all schools attended. Include any special courses or training school	Hrs	Degree Received	Major or Specialty	Minor	Dates Attended
1. _____					
2. _____					
3. _____					

If you expect to complete an educational program in the near future, please indicate what type of degree or program and expected and completion date: _____

V. EXPERIENCE

Starting with the most recent, describe ALL paid, military and applicable voluntary experience. Highlight your knowledge, skills and abilities which best demonstrate your qualifications for this position. **A resume may not be substituted for this section. However, a resume may be attached upon full completion of the application.**

You may list significantly different jobs within the same organization as separate items. **May we contact your present supervisor?**

Yes No

1. Job Title _____	Duties: _____
Employer _____	_____
Address _____	_____
_____ Phone _____	_____
Type of business _____	_____
Immediate supervisor _____	_____
Title _____	Number and titles of employees you supervised _____
Salary (start) _____ (finish) _____	Equipment used _____
Dates (mo/yr) _____ to (mo/yr) _____	Reason for leaving _____
Full-time _____ Part-time _____ Hours/week _____	Your name if different from present _____

2. Job Title _____	Duties: _____
Employer _____	_____
Address _____	_____
_____ Phone _____	_____
Type of business _____	_____
Immediate supervisor _____	_____
Title _____	Number and titles of employees you supervised _____
Salary (start) _____ (finish) _____	Equipment used _____
Dates (mo/yr) _____ to (mo/yr) _____	Reason for leaving _____
Full-time _____ Part-time _____ Hours/week _____	Your name if different from present _____

3. Job Title _____	Duties: _____
Employer _____	_____
Address _____	_____
_____ Phone _____	_____
Type of business _____	_____
Immediate supervisor _____	_____
Title _____	Number and titles of employees you supervised _____
Salary (start) _____ (finish) _____	Equipment used _____
Dates (mo/yr) _____ to (mo/yr) _____	Reason for leaving _____
Full-time _____ Part-time _____ Hours/week _____	Your name if different from present _____

4. Job Title _____	Duties: _____
Employer _____	_____
Address _____	_____
_____ Phone _____	_____
Type of business _____	_____
Immediate supervisor _____	_____
Title _____	Number and titles of employees you supervised _____
Salary (start) _____ (finish) _____	Equipment used _____
Dates (mo/yr) _____ to (mo/yr) _____	Reason for leaving _____
Full-time _____ Part-time _____ Hours/week _____	Your name if different from present _____

5. Job Title _____	Duties: _____
Employer _____	_____
Address _____	_____
_____ Phone _____	_____
Type of business _____	_____
Immediate supervisor _____	_____
Title _____	Number and titles of employees you supervised _____
Salary (start) _____ (finish) _____	Equipment used _____
Dates (mo/yr) _____ to (mo/yr) _____	Reason for leaving _____
Full-time _____ Part-time _____ Hours/week _____	Your name if different from present _____

VI. ADDITIONAL INFORMATION

Use this space for any additional information you think would help us evaluate your application, including training, seminars, workshops, and special achievements or specialized skills:

Licenses, certificates, or other authorization to practice a trade or profession.

Type	License Number	Granted by (licensing board)

VII. REFERENCES

List names, addresses and relationships of three persons not related to you who know your qualifications:

Name	Address	Phone	Relationship

VIII. ADDITIONAL INFORMATION

Have you ever been convicted for any violation(s) of law, including moving traffic violations. Yes No. If YES, please provide the following:

Charges	Location	Date	Disposition / Status

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 will be evaluated individually.

Do you have any relatives employed with the Town of Pine Ridge? Yes No. If YES, please provide the name and relationship of the

Have you ever been discharged or forced to resign from any job? Yes No. If YES, please explain below:

IX. CONSENT TO CONDUCT CERTAIN BACKGROUND CHECKS

By providing the information below and by my signature, I consent to allow authorized officers, agents, and employees of the Town of Pine Ridge South Carolina to conduct certain background checks to include, but not limited to, law enforcement, a criminal records check, a credit check, a driving records check and other background investigations as applicable. I release the organization, educational entity, present and former employers, law enforcement organizations, and 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. **I understand that providing my identification information below is optional, but may be required prior to being offered employment with the Town . Failure to submit your date of birth and social security number on this form will not prohibit employment consideration.**

Date of Birth: ____ / ____ / ____ Social Security Number: ____ - ____ - ____

Date _____ Applicant Signature _____

X. CERTIFICATIONS – All applications must be signed to be considered

AUTHORITY TO RELEASE INFORMATION—By my signature, I consent to the release of information that may be lawful obtained to authorized officers, agents, and employees of the Town of Pine Ridge, 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 records; law enforcement records; and any personnel record deemed necessary. In addition, I consent to authorize appropriate officers, agents, and employees of the Town of Pine Ridge South Carolina to make inquiries of third parties. I further release the organization, educational entity, present and former employers, law enforcement organizations, 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.

Date _____ Applicant Signature _____

CERTIFICATION OF APPLICANT—By my signature, I affirm, agree, and understand that all statements on this form are true and accurate. Any misrepresentations, 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.

Date _____ Applicant Signature _____