THE CITY OF ANDERSON, SOUTH CAROLINA

PERSONNEL DEPARTMENT

**JOB POSTING APPLICATION**

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| --- | --- |
| NAME\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  | DATE SUBMITTED\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  |
| PRESENT POSITION\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  | DEPARTMENT\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  |
| HOW LONG HAVE YOU BEEN IN THIS POSITION? \_\_\_\_\_\_\_\_\_\_\_\_\_\_  | DATE OF HIRE\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  |
| POSITION APPLYING FOR\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  | DEPARTMENT\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  |

QUALIFICATIONS (State related experience, special skills, training, etc)

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**HIRING SUPERVISOR**

 Applicant Approved? Yes\_\_\_\_\_ No\_\_\_\_\_ Date of Interview\_\_\_\_\_\_\_\_\_\_\_\_

State Reasons\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Please print your name Signature Date

**PRESENT SUPERVISOR**

 Applicant Recommended? Yes\_\_\_\_\_ No\_\_\_\_\_

State Reasons\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Please print your name Signature Date

The City of Anderson, South Carolina

Personnel Department

Job Posting Applicant

Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Department\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Requested Job Title\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Has been evaluated with the following results:

 \_\_\_\_\_I am pleased to offer you the position for which you have applied. You will be contacted for further instructions.

 \_\_\_\_\_Thank you for applying, but you were not selected.

 \_\_\_\_\_The posted position has been canceled.

 \_\_\_\_\_Your request was received too late.

 \_\_\_\_\_You voluntarily withdrew your request.

 \_\_\_\_\_Other\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 *Department Head (Please Print) Department Head Signature Date*

Listed below are some training, education, or additional experience possibilities which might be helpful to you:

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