



Greenwood County Application for Job Vacancy **(INTERNAL candidates only)**

Rules of Eligibility

1. To be eligible to apply for a position opening, an employee must have completed 90 days of service with the County as a regular, full time employee (exceptions may be made if there are no other qualified internal candidates).
2. Employees who have received written disciplinary actions or who have a documented, unacceptable performance rating or an unacceptable attendance or tardiness record within the last twelve (12) months are not eligible to apply.
3. All applications are reviewed and considered without regard to race, color, citizenship, religion, sex, disability, age or national origin. The most qualified applicant will be chosen for the position. If all eligibility requirements are equal or nearly equal, seniority will be the deciding factor for selection.
4. The requisite skills and experience for most jobs can be obtained from within the County, however, the County reserves the right to hire from the outside if necessary to meet the requirements of the job opening.
5. Applicants may withdraw their application at any time until the job is awarded. Upon becoming the successful applicant, the employee will be expected to accept the job.

Please complete this section:

Name _____ Date of Hire _____

Current Position _____ Department _____

Job Applying for _____ Department _____

Qualifications:

Employee Signature _____ Date _____

Human Resources Use Only:

Over 90 Days _____ Promotional Opportunity _____ Attendance _____

Remarks _____ Education _____

Interview Information _____

Final Notification / Offer _____ PAF _____