



**Old South Carriage** is committed to protecting the safety, health and well being of all employees and individuals in our workplace. We recognize that alcohol abuse and drug use pose a significant threat to our goals. We have established a drug-free workplace program that balances our respect for individuals with the need to maintain an alcohol- and drug-free environment.



If you are offered a job at Old South Carriage Company, we will schedule a pre-employment drug test for you at Quest Diagnostics.

Any job offer is contingent on you  
passing this drug test.  
(with random drug testing)

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Old South Carriage  
 14 Anson St.  
 Charleston, SC 29401



**APPLICATION FOR EMPLOYMENT (01/11/10)**

**Today's Date:** \_\_\_\_\_

**PERSONAL INFORMATION (PLEASE PRINT ALL INFORMATION)**

Name ( First , Middle & Last)		Social Security No.	
Present Address	City	State	Zip
Permanent Address	City	State	Zip
Phone Number (s)		Referred by	
Is your driver's license current and valid? ( ) yes ( ) no	State	License #	Class
		Are you legally eligible for employment in the US? ( ) yes ( ) no	

**EDUCATION HISTORY**

NAME & LOCATION OF SCHOOL	YEARS ATTENDED	DID YOU GRADUATE	FIELD OF STUDY
HIGH SCHOOL			
COLLEGE			
TRADE, BUSINESS OR CORRESPONDENCE			

**EMPLOYMENT DESIRED**

Position for which you are applying:	Circle One:	Date you can start
Position Name:	FT or PT	

**DAYS/HOURS AVAILABILTY (list specific times for each day or write Open to Close)**

Day	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Time (From) Or (Open)							
Time (To) Or (Close)							

**POLICE RECORD**

Have you ever been convicted of anything other than a minor traffic violation? ( ) yes ( ) no		
If you answered yes, please complete the following: (Conviction is not an automatic bar to employment. Each case is considered on its individual merits). Attach additional pages if necessary.		
<i>Nature of Offense(s)</i>	<i>Name &amp; Location of Court(s)</i>	<i>Date(s) of Conviction(s)</i>

**FORMER EMPLOYERS (LIST LAST THREE EMPLOYERS, STARTING WITH CURRENT OR MOST RECENT)**

NAME OF COMPANY		NAME OF IMMEDIATE SUPERVISOR AND TITLE	
ADDRESS	CITY	STATE	PHONE NO.
JOB TITLE	PAY RATE/SALARY	DATES EMPLOYED (MONTH/YEAR)	
	\$ PER	From	To
JOB RESPONSIBILITIES		REASON FOR LEAVING	

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JOB RESPONSIBILITIES		REASON FOR LEAVING	

By my signature below, I certify that

- I understand that after making an offer of employment Old South Carriage may require me to participate in a medical examination (and/or inquiry) which may include screening for illegal drug use. Any offer of employment is conditioned on the results of the medical examination (and/or inquiry).
- I understand that if I'm hired, I will be required to provide proof of identity and legal authority to work in the U.S.A. on my first day of employment.
- I understand that acceptance of an offer of employment does not create a contractual obligation upon Old South Carriage Company.
- I understand that Old South Carriage's policy is to give equal employment opportunities to all applicants and employees without regard to race, sex, age, color, religion, national origin, disability, or any other protected status.
- I understand that Old South Carriage will comply with its obligation to provide reasonable accommodation to qualified individuals with disabilities.
- I verify that the information contained in this application is accurate and complete. I understand that if I have given any false or incomplete information, I may be disqualified from employment with Old South Carriage and if I am hired I may be terminated immediately upon the discovery of the false or incomplete information, regardless of how much time has passed between the date of my hire and the discovery of these misrepresentations.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_