

To: Applicant for Employment
From: Cindy Gass, Interim Director of Human Resources
Subject: Application Process

Thank you for your interest in employment with our agency. We welcome applications from qualified individuals who are motivated to serve our students and clients. Enclosed is an application packet, which must be completed and returned to us before you can be considered for a position. Please read and follow the instructions closely. **You may also apply online at www.jobs.sc.gov.**

Application for Employment – It is important that your application be filled out completely, correctly, legibly, and truthfully. It should give us enough information about your education and experience for us to determine your qualifications and refer it to a supervisor who has a suitable opening. Education, Work Records, and Criminal Records must be checked.

If you are applying for a position that requires a sign language communication level at the time of hire, you are required to provide information about your sign language communication skills. If you have formal assessment results, please provide a copy of such documentation. Please complete the attached Applicant's Sign Language Questionnaire. If you are applying for a position that requires a sign language communication level at time of hire and you do not meet the minimum entry level, a waiver of this requirement must be approved prior to an offer of employment being extended.

In addition, please note the following:

1. Transcripts are required for all applicants applying for teaching positions that require certification by the S.C. Department of Education.
2. If selected for an interview, you must provide a copy of diploma, or degrees; or if not available, a transcript from the school or university.
3. Addendum to the Application Form – must be completed and signed.

When you have completed the application packet, please bring it to the Human Resource Office or mail it to: SC School for the Deaf and the Blind, 355 Cedar Springs Road, Spartanburg, South Carolina 29302. Attention: Human Resources. You will receive a notification in the mail when your application is sent to the hiring supervisor for consideration.

If selected for an interview, the hiring supervisor will contact you directly.

Applicant finalists will be required to undergo a drug-screening test and a background screening. Confirmed employment is contingent upon passing the drug test, clearance from all background checks conducted by the school, and upon the receipt of the written offer/acceptance letter.

The South Carolina School for the Deaf and the Blind is an equal employment opportunity/affirmative action employer.

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