

Richland County



Recreation
COMMISSION

5819 Shakespeare Road
Columbia, SC 29223
(803) 754-7275

POSITIONS APPLIED FOR	DO NOT WRITE IN THIS SPACE
Counselor	

The Richland County Recreation Commission does not discriminate on the basis of race, sex, national origin, age or handicap.

EMPLOYMENT APPLICATION

This is your application for employment with the Richland County Recreation Commission. Please prepare it accurately and neatly. Willful falsification of any information may result in rejection of your application or in your dismissal if you are employed by the Recreation Commission.

All qualified applications will be referred to the department where the vacancy is located. That department head is responsible for the review and evaluation of applications and recommending the most qualified applicants to be selected for an interview.

Date: May 18, 2010 (TYPE OR PRINT IN INK)

1. Name Brown Jewel Ariel
(Last) (First) (Middle)

Address 301 Shamley Green Dr. Columbia SC 29229
(Number and Street or RFD) (City) (County) (State) (Zip Code)

Social Security Number [REDACTED] Telephone Number (Home) 699-7250

2. State the salary which you are willing to accept \$ _____ When could you begin work? June 7, 2010

Check type of employment you would accept: Part-Time Full-Time

Hours Preferred 7:30am - 5:30pm

Do you possess a valid S. C. Driver's License? Yes What class? D Number [REDACTED]

3. Have you served in the U.S. Armed Forces? Yes No

Branch of Service: Army Navy Marines Air Force Other _____

Date Entered _____ Date Discharged or Separated _____ Type of Discharge _____

Highest Rank Attained _____

Reserve Status: National Guard Inactive Ready Reserve Standby Reserve Non-Member

Are you required to attend: Summer Training? Yes No Weekly or monthly drills? Yes No

Date Active Reserve Obligation Will End _____

Military Branch and Name of Reserve Unit _____

4. In case of emergency notify Jackie Brown 301 Shamley Green Dr 479-4585
(Name) (Address) (Phone)

Relationship to you Mother

Have you ever been employed by the Richland County Recreation Commission? Yes No

If yes, dates _____

Were you a member of the South Carolina Retirement System? Yes No

If yes, Retirement Number _____

Please Print
Last Name: Brown
First Name: Jewel

5. Have you pled no contest or been convicted of any violation of law other than minor traffic violations? Yes No

**If yes, give details below:

Where Arrested	Date	Nature of Charge	State	Disposition/Status

**NOTE: Report criminal offenses including felonies, misdemeanors and summary offenses. EXAMPLES: Driving under the influence of intoxicating beverages, drugs, fraudulent or bad checks, disturbing the peace, leaving the scene of an accident, robbery, etc. 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. The nature, severity and date of the offense in relation to the position for which you are applying are considered. Failure to accurately report offenses will be considered a serious offense by the Recreation Commission and will be grounds for disqualification from consideration and/or termination if employed.

School	Name and Location of School	Course of Study	Years Attended		Circle Last Year Completed	Did you Graduate?		Certificate or Degree Received
			From	To		Yes	No	
Elementary	Middle Rice Creek / Summit Parkway				1 2 3 4 5 6 7 8	Yes	No	Will graduate June 2c
High	Ridge View				9 10 11 12	Yes	No	
Business, Technical or Trade School					1 2 3 4	Yes	No	
College					1 2 3 4	Yes	No	
Graduate School					1 2 3 4	Yes	No	
Other Studies						Yes	No	

7. Professional Certificate or Licenses

Profession	Date of Current License or Registration	State Issuing License or State in Which Registered	Date of First License or Registration

8. List any professional honors, awards, publications, etc.

9. Give details of any special skills, training or apprenticeship

Indicate type of machines you have operated Calculator Dictaphone Computer Heavy Construction Equipment Light Construction Equipment

List any computer software with which you are familiar Microsoft Word, Excel, Power Point

Shorthand Speed _____ Typing Speed _____

10. References - Please provide names, addresses and phone number of three people, not relatives, who have known you for at least one year.

Name Ms. Doris P. Waddell Address 7801 de Springs Rd. Columbia SC 29223 Phone 419-7420 Occupation Teacher

Name Ms. Donya Atwood Address P.O. Box 2069044 Eastover SC 29044 Phone 513-5972 Occupation Human Svcs. Speciali:

Name Mrs. Cynthia Kelly Address 220 Whitley Lane Columbia SC 29223 Phone 447-4331 Occupation Financial Deputy

11. Have you ever been discharged or forced to resign from any job for misconduct or unsatisfactory service? Yes No
 Have you any objections to this agency making inquiry of your present employer regarding your character, qualifications, etc.? (circle one) Yes **No**
 EXPERIENCE: Begin with your present or last job and describe in detail all periods of employment, including self employment. Include military service and part-time employment. Account for your time during any intervals or unemployment other than those when you were attending school. Use additional sheet if necessary.

Name of Employer V.V. Reid Dance Program
 Address of Employer 1005 David St., Colga SC 29203
 Phone Number of Employer 803-319-3828
 Your Job Title Assistant Teacher (Dance)
 Specific Duties Assist dance teacher with ballet classes; help prepare classes for end of year recitals
 Reason for Leaving _____

From (Mo.) _____ (Yr.) 2006
 To (Mo.) _____ (Yr.) 2008
 Full-Time Part-Time
 Starting Salary Volunteer
 Last Salary _____
 Supervisor's Name Ms. Wendi Nance
 Supervisor's Title Dance Program Director

Name of Employer S.C. Boys + Girls Club
 Address of Employer 2016 Sumter Street Colga SC 29201
 Phone Number of Employer 231-3300
 Your Job Title Jr. Counselor Volunteer
 Specific Duties Assist with youth participating in summer camp
 Reason for Leaving Summer Only

From (Mo.) Summer (Yr.) 2006
 To (Mo.) _____ (Yr.) _____
 Full-Time Part-Time
 Starting Salary Volunteer
 Last Salary _____
 Supervisor's Name Mrs. Vanessa Hall
 Supervisor's Title Camp Director

Name of Employer A+A Youth Community + Learning Center
 Address of Employer 6920 N. Main St Suite T Colga SC 29203
 Phone Number of Employer 735-7671 or 406-9628
 Your Job Title Jr. Staff Member
 Specific Duties Assisting youth camp members field trips; camp activities
 Reason for Leaving Summer Only

From (Mo.) Summer (Yr.) 2003
 To (Mo.) _____ (Yr.) _____
 Full-Time Part-Time
 Starting Salary _____
 Last Salary _____
 Supervisor's Name _____
 Supervisor's Title _____

A RESUME OF YOUR EMPLOYMENT WILL NOT BE ACCEPTED IN LIEU OF THE ABOVE INFORMATION

EQUAL EMPLOYMENT OPPORTUNITY REPORTING AND PERSONNEL RESEARCH

NOTE: The information requested in this section is not used to evaluate your application. This information is needed to satisfy equal opportunity reporting and personnel research requirements.

Name Brown Jewel Ariel Date 5/18/2010
 LAST FIRST MIDDLE

Social Security Number _____ Sex: Male Female

Date of Birth _____ Age _____

Race (Please check one) White/Non-Hispanic African American Asian or Pacific Islander
 Native American or Alaskan Native Hispanic

Position applied for Counselor

APPLICANTS PLEASE COMPLETE (This tab is detached by the HRD before application is forwarded for review and evaluation.)

12.

13. List any information that you think would be pertinent or helpful. Please use additional sheets if necessary.

I have worked with several summer camps in the past. I have experience working with youth from ages 5-12 as I have volunteered as a cheerleading coach with the Ruth C. Simons Basketball League; volunteered with the S.C. Boys and Girls Club and other programs. I am also an active member of the Youth Ministry at my church where I serve in several leadership roles.

14. CERTIFICATE OF APPLICATION - READ CAREFULLY BEFORE SIGNING

I hereby certify that all statements made in this application are true, and I agree and understand that any willful misstatements of material facts herein will cause forfeiture on my part of all rights to any employment in this agency. The Richland County Recreation Commission (RCRC) is authorized to request a transcript where necessary to verify my education record and make whatever background investigation necessary for employment purposes. I have no objections to being fingerprinted and having my record cleared through the FBI and/or the South Carolina Law Enforcement Division (SLED). I further agree to a physical examination and/or a pre-employment drug-screening test, if such examination is required as a condition of employment by the agency.

I hereby consent to authorized representatives of RCRC contacting any of my former employers or educational institutions that I have attended and any other person or organization they determine may have information concerning my past and present work. I understand this would include my official personnel files, attendance records, background information, evaluations, educational records, military service, law enforcement records and/or any personal records deemed necessary. I also understand RCRC may make inquiries of third parties such as credit bureaus. I further 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 to such inquiries, made in connection with my application for employment. I understand that any information obtained by RCRC in the course of those contacts will be treated with the strictest confidence. However, I understand it is not possible to guarantee total confidentiality.

Applicant's Signature

Paul Brown

Date

5/18/10

Interviewer's Remarks

Interviewed By

Date

11. Have you ever been discharged or forced to resign from any job for misconduct or unsatisfactory service? Yes No
 Have you any objections to this agency making inquiry of your present employer regarding your character, qualifications, etc.? (circle one) Yes No
EXPERIENCE: Begin with your present or last job and describe in detail all periods of employment, including self employment. Include military service and part-time employment. Account for your time during any intervals or unemployment other than those when you were attending school. Use additional sheet if necessary.

Name of Employer V.V. Reid Dance Program
 Address of Employer 6005 David St. Cola SC 29203
 Phone Number of Employer 319-3828
 Your Job Title Assistant Teacher
 Specific Duties Assist dance teacher with ballet classes; help prepare classes for end of year recitals
 Reason for Leaving _____

From (Mo.) _____ (Yr.) 2006
 To (Mo.) _____ (Yr.) 2008
 Full-Time Part-Time
 Starting Salary _____
 Last Salary Volunteer
 Supervisor's Name Ms. Wendi Nance
 Supervisor's Title Dance Program Director

Name of Employer S.C. Boys + Girls Club of Cola
 Address of Employer Summer Street, Cola SC
 Phone Number of Employer _____
 Your Job Title Jr. Counselor Volunteer
 Specific Duties Assist with youth participating in summer camp
 Reason for Leaving Summer only

From (Mo.) Summer (Yr.) 2006
 To (Mo.) _____ (Yr.) _____
 Full-Time Part-Time
 Starting Salary _____
 Last Salary _____
 Supervisor's Name Mr. Allen Smith, Sr.
 Supervisor's Title Owner, Director

Name of Employer A+A Youth Community + Learning Center
 Address of Employer North Main St., Cola SC
 Phone Number of Employer _____
 Your Job Title _____
 Specific Duties _____
 Reason for Leaving _____

From (Mo.) Summer (Yr.) 2005
 To (Mo.) _____ (Yr.) _____
 Full-Time Part-Time
 Starting Salary _____
 Last Salary _____
 Supervisor's Name _____
 Supervisor's Title _____

A RESUME OF YOUR EMPLOYMENT WILL NOT BE ACCEPTED IN LIEU OF THE ABOVE INFORMATION

EQUAL EMPLOYMENT OPPORTUNITY REPORTING AND PERSONNEL RESEARCH

NOTE: The information requested in this section is not used to evaluate your application. This information is needed to satisfy equal opportunity reporting and personnel research requirements.

Name Brown Jewel Ariel
 LAST FIRST MIDDLE
 Date 6/7/10

Social Security Number _____ Sex: Male Female

Date of Birth _____ Age _____

Race (Please check one) White/Non-Hispanic African American Asian or Pacific Islander
 Native American or Alaskan Native Hispanic

Position applied for Counselor

12. APPLICANTS PLEASE COMPLETE (This tab is detached by the HRD before application is forwarded for review and evaluation.)



Enriching Lives &
Connecting Communities

Richland County Recreation Commission

Indicate what change is occurring (choose all that apply):

<input type="checkbox"/> Termination (Involuntary)	<input type="checkbox"/> Salary Change	<input type="checkbox"/> Leave of Absence
<input type="checkbox"/> Resignation (Voluntary)	<input type="checkbox"/> Job Title Change	<input type="checkbox"/> Scheduled Hours Change
<input type="checkbox"/> Retirement	<input type="checkbox"/> Job Reassignment	<input type="checkbox"/> Other
<input checked="" type="checkbox"/> Seasonal Employee Returning	<input type="checkbox"/> Seasonal Employee Ending	<input type="checkbox"/> Seasonal Job Transfer

I. Current Information: This section must be completed

1. Employee Name: Jewel Brown		2. Job Title: Counselor	
3. Department Name: Programming	4. Job Code: 100015	5. Job Grade:	

II. Changes in Salary, Job Title, Grade, Department, or Scheduled Hours

6. Salary Change:	From: \$8.00	To: \$8.00	Percentage Increase:
7. Class Code Change:	New Class Code: Click Here		
8. Job Code / Title Changes:	New Job Code: 100066	Salary Class: Click Here	
New Job Title:		New Job Grade:	
9. Department Change:	Old Dept. Name: Blythewood Park	New Department Name: Blythewood Park	
10. Reason for change(s) noted above:			
11. EFFECTIVE DATE OF THE CHANGES(S) NOTED ABOVE: 02/19/2012 The effective date should coincide with the start date of a payroll period.			

III. Resignations (Voluntary Discharge) and Terminations (Involuntary Discharge)- Choose only one, not both

12. Voluntary or Involuntary? Click Here	13. Effective Date:	14. Proper Notice Given? Click Here
		15. Would you re-employ? Click Here
For any termination: You must attach or forward a disciplinary action form or detailed memo with Executive Director signature/approval describing the incident which resulted in the termination.		
16. If voluntary resignation, why? If no rehire recommendation, why?		

IV. Leave of Absence

17. Leave type: Click Here	18. Normal work schedule: (example: "Tue, Thur, Sat 9a-5p")	
19. Anticipated date leave begins:	20. Last scheduled work day:	21. Planned return date:

V. Signatures & Date

Department Director	<i>[Signature]</i> 2-7-2012
Department Head	<i>Gamer Janni</i> 2/8/12
Assistant Executive Director	<i>Kergh Bryant</i> 2/10/12
Executive Director (required for pay changes exceeding normal guidelines and terminations)	
Human Resources Representative	<i>Deirdra Session</i> 02/10/2012

When approval is e-mailed: By typing my name in the appropriate area above, I certify this to be my electronic signature.



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Richland County Recreation Commission

Indicate what change is occurring (choose all that apply):

<input type="checkbox"/> Termination (Involuntary)	<input checked="" type="checkbox"/> Salary Change	<input type="checkbox"/> Leave of Absence
<input type="checkbox"/> Resignation (Voluntary)	<input type="checkbox"/> Job Title Change	<input type="checkbox"/> Scheduled Hours Change
<input type="checkbox"/> Retirement	<input type="checkbox"/> Job Reassignment	<input type="checkbox"/> Other
<input checked="" type="checkbox"/> Seasonal Employee Returning	<input type="checkbox"/> Seasonal Employee Ending	<input type="checkbox"/> Seasonal Job Transfer

I. Current Information: This section must be completed

1. Employee Name: Jewel Brown		2. Job Title: Counselor	
3. Department Name: Programming	4. Job Code: 551	5. Job Grade: N/A	

II. Changes in Salary, Job Title, Grade, Department, or Scheduled Hours

6. Salary Change:	From: \$8.00	To: \$9.50	Percentage Increase:
7. Class Code Change:	New Class Code: Click Here		
8. Job Code / Title Changes:	New Job Code:	Salary Class: Click Here	
New Job Title:		New Job Grade:	
9. Department Change:	Old Dept. Name:	New Department Name:	
10. Reason for change(s) noted above:			
11. EFFECTIVE DATE OF THE CHANGES(S) NOTED ABOVE: 05/27/2012 The effective date should coincide with the start date of a payroll period.			

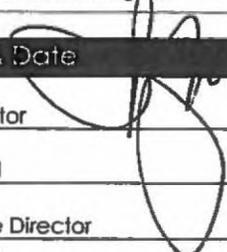
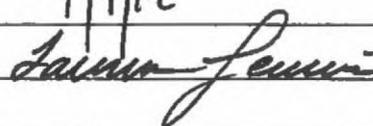
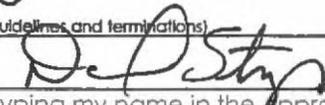
III. Resignations (Voluntary Discharge) and Terminations (Involuntary Discharge) - Choose only one, not both

12. Voluntary or Involuntary? Click Here	13. Effective Date:	14. Proper Notice Given? Click Here
		15. Would you re-employ? Click Here
For any termination: You must attach or forward a disciplinary action form or detailed memo with Executive Director signature/approval describing the incident which resulted in the termination.		
16. If voluntary resignation, why? If no rehire recommendation, why?		

IV. Leave of Absence

17. Leave type: Click Here	18. Normal work schedule: (example: "Tue, Thur, Sat 9a-5p")	
19. Anticipated date leave begins:	20. Last scheduled work day:	21. Planned return date:

V. Signatures & Date

Department Director		7/9/12
Department Head		7/9/12
Assistant Executive Director		
Executive Director <small>(required for pay changes exceeding normal guidelines and terminations)</small>		
Human Resources Representative		

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Richland County Recreation Commission

Indicate what change is occurring (choose all that apply):

<input type="checkbox"/> Termination (Involuntary)	<input checked="" type="checkbox"/> Salary Change	<input type="checkbox"/> Leave of Absence
<input type="checkbox"/> Resignation (Voluntary)	<input type="checkbox"/> Job Title Change	<input type="checkbox"/> Scheduled Hours Change
<input type="checkbox"/> Retirement	<input type="checkbox"/> Job Reassignment	<input type="checkbox"/> Other
<input type="checkbox"/> Seasonal Employee Returning	<input type="checkbox"/> Seasonal Employee Ending	<input type="checkbox"/> Seasonal Job Transfer

I. Current Information: This section must be completed

1. Employee Name: Jewel Brown		2. Job Title: Assl. Director	
3. Department Name: Programming	4. Job Code: 100015	5. Job Grade:	

II. Changes in Salary, Job Title, Grade, Department, or Scheduled Hours

6. Salary Change:	From: \$9.50	To: \$10.50	Percentage Increase:
7. Class Code Change:	New Class Code: Click Here		
8. Job Code / Title Changes:	New Job Code:	Salary Class: Click Here	
New Job Title:		New Job Grade:	
9. Department Change:	Old Dept. Name:	New Department Name:	
10. Reason for change(s) noted above:			
11. EFFECTIVE DATE OF THE CHANGES(S) NOTED ABOVE: Click Here 6/22/14 The effective date should coincide with the start date of a payroll period.			

III. Resignations (Voluntary Discharge) and Terminations (Involuntary Discharge)- Choose only one, not both

12. Voluntary or involuntary? Click Here	13. Effective Date:	14. Proper Notice Given? Click Here
		15. Would you re-employ? Click Here
For any termination: You must attach or forward a disciplinary action form or detailed memo with Executive Director signature/approval describing the incident which resulted in the termination.		
16. If voluntary resignation, why? If no rehire recommendation, why?		

IV. Leave of Absence

17. Leave type: Click Here	18. Normal work schedule: (example: "Tue, Thur, Sat 9a-5p")	
19. Anticipated date leave begins:	20. Last scheduled work day:	21. Planned return date:

V. Signatures & Date

Department Director	<i>Jemetra A. Gibbs</i>	6/18/14
Department Head	<i>Laura Lewis</i>	6/18/14
Assistant Executive Director	<i>Kenya V. Bryant</i>	6/18/14
Executive Director	<i>Jewel Brown</i>	6/18/14
Human Resources Representative	<i>D. S. Thomas</i>	7/2/14

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Indicate what change is occurring (choose all that apply):

<input type="checkbox"/> Termination (Involuntary)	<input checked="" type="checkbox"/> Salary Change	<input type="checkbox"/> Leave of Absence
<input type="checkbox"/> Resignation (Voluntary)	<input checked="" type="checkbox"/> Job Title Change	<input type="checkbox"/> Scheduled Hours Change
<input type="checkbox"/> Retirement	<input type="checkbox"/> Job Reassignment	<input type="checkbox"/> Other
<input type="checkbox"/> Seasonal Employee Returning	<input type="checkbox"/> Seasonal Employee Ending	<input type="checkbox"/> Seasonal Job Transfer

I. Current Information: This section must be completed				
1. Employee Name: Jewel Brown			2. Job Title: Assistant Director	
3. Department Name: Programming	4. Job Code: 554	5. Job Grade: N/A		

II. Changes in Salary, Job Title, Grade, Department, or Scheduled Hours			
6. Salary Change:	From: \$10.50	To: \$11.50	Percentage Increase:
7. Class Code Change:	New Class Code: Click Here		
8. Job Code / Title Changes:	New Job Code:	Salary Class: Non-Exempt	
New Job Title: After School / Summer Camp Director		New Job Grade: N/A	
9. Department Change:	Old Dept. Name:	New Department Name:	
10. Reason for change(s) noted above: Promotion from Assistant Director to Director			
11. EFFECTIVE DATE OF THE CHANGES(S) NOTED ABOVE: 05/24/2015 The effective date should coincide with the start date of a payroll period.			

III. Resignations (Voluntary Discharge) and Terminations (Involuntary Discharge)- Choose only one, not both			
12. Voluntary or Involuntary? Click Here	13. Effective Date:	14. Proper Notice Given? Click Here	
		15. Would you re-employ? Click Here	
<i>For any termination: You must attach or forward a disciplinary action form or detailed memo with Executive Director signature/approval describing the incident which resulted in the termination.</i>			
16. If voluntary resignation, why? If no rehire recommendation, why?			

IV. Leave of Absence		
17. Leave type: Click Here	18. Normal work schedule: (example: "Tue, Thur, Sat 9a-5p")	
19. Anticipated date leave begins:	20. Last scheduled work day:	21. Planned return date:

V. Signatures & Date	
Department Director	
Department Head	<i>Jawon Lewis</i> 5/8/15
Assistant Executive Director	<i>Kenny V. Bryant</i> 5/8/15
Executive Director	<i>James Buzum</i> 5/8/15
Human Resources Representative	<i>Don Shupp</i> 5/15/15

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