



FREQUENTLY ASKED QUESTIONS ABOUT THE APPLICATION PROCESS

Q. What are the qualifications for employment with Babcock Center, Inc.?

- Must be at least age 18.
- A **high school diploma** or a **GED** from a school that is accredited and recognized by the State Department of education is preferred.
- Proof of highest level of education beyond high school, such as a college degree must be provided, if required for the position.
- Must have had a valid driver's license for at least three (3) years.
- Must provide an **OFFICIAL 10-YEAR DRIVER'S RECORD** from the SC DMV. If SC resident less than 10 years, then provide driver records from other state(s) to account for the 10 year period.

Q. How long will my application remain on file?

- Applications will remain on file for six (6) months.

Q. How will I know the status of my application?

- Contact is made by telephone, directly by the hiring personnel if/when it is time to schedule an interview. Applicants – please **DO NOT** call regarding application status as this information will not be provided over the telephone.

Q. Where do I apply?

Applicants must view a two part video before completing an application either in person or online.

- **In-person:** (applications accepted Monday – Friday between 8:30AM and 3:30PM)
Babcock Center, 2725 Banny Jones Ave., West Columbia, SC 29170 **Or**
Batesburg/Leesville WAC, 416 East Columbia Ave., Batesburg, SC 29070
- **On-line:** www.babcockcenter.org (click on 'About', then 'Job Opportunities').
- Call the **Job Line** for current vacant positions at 803-799-1970 ext. 155

Babcock Center is an equal opportunity employer and will not discriminate against any applicant on the basis of any characteristic that is protected by state or federal law.