

**ALABAMA
COLLEGE
SYSTEM**



For Office Use Only
APPLICATION No. _____

APPLICATION FOR EMPLOYMENT

Position Information	Title of position for which you are applying: _____		Date of Application

Personal Information	Last Name		First Name		Middle Initial	Social Security Number	
	Address			City		State	ZIP
	<i>Contact Information</i>						
	Phone	Home	Work	Cell	E-mail Address		

Secondary and Postsecondary Education		School/College	Dates Attended From/To		Major	Minor	Degree(s) Earned
	High School/ GED						
	College						
	College						
	College						
Other (Specify)							

Employment History	Please list most recent employment experience first.		
	Employer	Telephone Number	Job Duties
	Address	Dates of Employment	
	Title <input type="checkbox"/> Full-time <input type="checkbox"/> Part-time	Hourly Rate/Salary	
	Reason for Leaving	Supervisor	

Employment History (Continued)

Employer	Telephone Number	Job Duties
Address	Dates of Employment	
Title <input type="checkbox"/> Full-time <input type="checkbox"/> Part-time	Hourly Rate/Salary	
Reason for Leaving	Supervisor	
Employer	Telephone Number	Job Duties
Address	Dates of Employment	
Title <input type="checkbox"/> Full-time <input type="checkbox"/> Part-time	Hourly Rate/Salary	
Reason for Leaving	Supervisor	
Employer	Telephone Number	Job Duties
Address	Dates of Employment	
Title <input type="checkbox"/> Full-time <input type="checkbox"/> Part-time	Hourly Rate/Salary	
Reason for Leaving	Supervisor	
Employer	Telephone Number	Job Duties
Address	Dates of Employment	
Title <input type="checkbox"/> Full-time <input type="checkbox"/> Part-time	Hourly Rate/Salary	
Reason for Leaving	Supervisor	
Attach additional page if needed.		

May we contact your current employer? Yes No

Skills, Certifications, Awards or Professional Activities

References	Please list three reliable references, other than relatives, who can provide information verifying qualifications, character, or work experience.		
	Name and Title	Address	Phone Number

Family Relationship	For the purposes of disclosure, relative includes the <i>following</i> : spouse, dependent, adult child and his or her spouse, parent, spouse's parent, <i>sibling and his or her spouse</i> .
	<p>Are you a relative of any employee of the Alabama College System, including Athens State University, or any member of the State Board of Education? _____ Yes _____ No</p> <p>If yes, list names(s), relationship, and employee/position of relative(s)</p> <p>_____</p>

Felony Conviction(s)	Have you ever been convicted of or pled no contest or guilty to any felony or any crime involving theft, dishonesty, violence, or sexual misconduct? <input type="checkbox"/> Yes <input type="checkbox"/> No
	If yes, explain below: _____

Consent Agreement	I represent and warrant that the information I have given on this application is full and true to the best of my knowledge and belief. I further acknowledge that I understand that I must provide documented verification of education, experience, and required certifications and/or licensures. And further, I represent and warrant that I have answered fully and truthfully all questions regarding criminal convictions/records. I hereby expressly request, and give permission to, former employers and any persons who may have pertinent information concerning this application to furnish such information to college officials. I agree to hold such persons harmless, and I do hereby release them from any and all liability for damage of any nature whatsoever for furnishing such information. I understand that failure to provide full and true information on this application may result in disqualification or dismissal.	
	_____	_____
	Signature of Applicant	Date

Return to: Athens State University
 Attention Human Resources
 300 North Beaty Street
 Athens, Alabama 35611
 256-233-8224

