



Faculty Application For Employment

Position _____

Position Number: _____

Applicant Checklist
 (To be completed by the Office of Human Resources)

Required Credentials	Date Received
Letter of Interest	
Signed Application	
Resume/Vita	
Applicant Data Form	
Applicant Information Release Form	
Copy of Transcripts – Colleges/Universities	
Three (3) Reference Letters	
1.	
2.	
3.	

Office of Human Resources

P. O. Box 305
 Room 113 Patton Hall
 Normal, AL 35762
 256.372.5835

FORMAL TRAINING AND QUALIFICATIONS

Institutions

Undergraduate Study	Degrees Received	Dates of Attendance	Major	Minor

Graduate Study	Degrees Received	Dates of Attendance	Major	Minor

What academic honors, fellowship, assistantships, or awards have you received?

What are your plans for further studies?

What specialized credentials, licenses, certificates, etc. do you hold?

PROFESSIONAL EXPERIENCES (Start with most recent position)

What is your present position? _____

If you care to, please indicate reason(s) for considering leaving your present position. _____

From	To	Position	Institution or Agency

Total years of Professional Experiences:

Teaching: _____

Administrative: _____

RESEARCH PROJECTS

List projects completed during the last five years.

List research projects now in progress or planned.

PUBLICATIONS

(Give title, publisher, and date of publication in order beginning with the most recent.)

Books: _____

Articles: _____

PROFESSIONAL PARTICIPATION AND AFFILIATION

Memberships and offices in professional associations.

Meetings of professional societies that you have attended during the last five years.

On what programs of professional societies have you appeared during the last five years? (Give dates)

Memberships in honor societies.

REFERENCES (Names and Addresses)

Former Colleagues:

Name

Address

REFERENCES (Names and Addresses)

Three most recent Employers:

May we contact current employer? [] Yes [] No

Name	Address	Number

Note: If additional space is required to fully respond to any question or statement, please attach additional sheets and state the question or statement to which the response pertains.

I certify that the information I have given is complete, true and correct to the best of my knowledge and belief. I further affirm that I have not knowingly withheld any facts or circumstances in completing this application. I understand that any misrepresentation of information by me can cancel this application, or be cause for my termination in the event I am employed by the University.

Signature of Applicant

Date

Return completed package (Letter of Interest, Application, Resume, Applicant Data Form, copy of Transcripts, Applicant Information Release form and Three (3) Reference Letters) by the application deadline to the Office of Human Resources, P. O. Box 305, Normal, AL 35762. The Office of Human Resources is located in room 113, Patton Hall on the campus of Alabama A&M University. The telephone number is 256.372.5835. ***No incomplete application package will be considered. A separate application must be submitted for each position that you are applying for.***

Alabama A&M University

APPLICANT DATA RECORD

Employees are treated during employment without regard to race, color, religion, creed, gender, national origin, age disability, martial or veteran status, sexual orientation or any other legally protected status.

As an employer with an Affirmative Action Program, we comply with government regulations including Affirmative Action responsibilities where they apply.

The purpose for this data record is to comply with government record keeping, reporting, and other requirements. Periodic reports are made to the government on the following information. The completion of the Data Record is optional. If you choose to volunteer the requested information, please note that all data records are kept in a confidential file and are not a part of your Application for Employment or Personnel File.

PLEASE NOTE: YOUR COOPERATION IS VOLUNTARY. INCLUSION OR EXCLUSION OF DATA WILL NOT AFFECT EMPLOYMENT DECISIONS.

Social Security Number _____ Date of Birth _____
Month Day Year

Name _____
Last First Middle Initial

Address _____
Street (include apt. number) City State Zip

Phone () _____ Alternate Phone () _____

Position Applied For: _____

Referral Source: _____ Advertisement _____ Employee _____ Relative _____ Friend
_____ Walk-In _____ Private Employment Agency _____
Government Employment Agency _____ Other _____

AFFIRMATIVE ACTION SURVEY

Government agencies require periodic reports on the sex, ethnicity, and veteran status of applicants. This data is for analysis and affirmative action only.

Check one: _____ Male _____ Female

Check one of the following:

Race/Ethnic Code: _____ White _____ Afro-American _____ Hispanic

_____ American Indian/Alaskan Native _____ Asian/Pacific Islander

Other _____

Check one of the following if applicable: _____ Vietnam Era Veteran _____ Disabled Veteran

Signature _____

Date _____



ALABAMA AGRICULTURAL AND MECHANICAL UNIVERSITY

OFFICE OF HUMAN RESOURCES

Post Office Box 305
Normal, Alabama 35762

Applicant Information Release

I hereby authorize any person, educational institution, or company I have listed as a reference on my employment application to disclose in good faith any information they may have regarding my qualifications and fitness for employment. I will hold Alabama A&M University, any former employers, educational institutions, and any other persons giving references free of liability for the exchange of this information and any other reasonable and necessary information incident to the employment process.

Name: _____ SSN: _____

Signature: _____

Date: _____