



Staff Application For Employment

Applicant's Name: _____

Position: _____ Position Number: _____

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

Required Credentials		Date Received
Signed Application		
Letter of application (if applicable)		
Resume/Vita		
Applicant Data Form		
Applicant Information Release		
Transcripts (if applicable)		
Request for Recommendation-Support (Three (3) Reference forms and/or letters)		
1.		
2.		
3.		

Office of Human Resources

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



Alabama Agricultural and Mechanical University

Staff Application for Employment

Date: _____

Instructions: This form should be completed in ink or typed. Please complete all items, indicating "No" or "None" to those items that do not apply to you. All blanks must be completed, even if the resume is attached. Alabama A&M University is an Equal Opportunity/Affirmative Action Employer. Applications will be accepted for vacancies only.

Position Information	Position Title for which you are applying: _____ Position Number: _____
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Personal Information	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 33%; border-bottom: 1px solid black;">Last Name</td> <td style="width: 33%; border-bottom: 1px solid black;">First Name</td> <td style="width: 33%; border-bottom: 1px solid black;">Middle Initial</td> </tr> <tr> <td colspan="3" style="border-bottom: 1px solid black;">Address _____</td> </tr> <tr> <td style="border-bottom: 1px solid black;"></td> <td style="border-bottom: 1px solid black;">City</td> <td style="border-bottom: 1px solid black;">State</td> </tr> <tr> <td style="border-bottom: 1px solid black;"></td> <td style="border-bottom: 1px solid black;">Zip</td> <td style="border-bottom: 1px solid black;"></td> </tr> <tr> <td colspan="3" style="border-bottom: 1px solid black;">Telephone _____</td> </tr> <tr> <td style="border-bottom: 1px solid black; text-align: center;">Home</td> <td style="border-bottom: 1px solid black; text-align: center;">Work</td> <td style="border-bottom: 1px solid black; text-align: center;">Cellular</td> </tr> <tr> <td colspan="3" style="border-bottom: 1px solid black;">Are you a U.S. Citizen? [] Yes [] No If No, please indicate type of Visa: _____</td> </tr> <tr> <td colspan="3" style="border-bottom: 1px solid black;">Have you ever been employed here as a staff employee, faculty member or consultant? [] Yes [] No</td> </tr> <tr> <td colspan="3" style="border-bottom: 1px solid black;">If Yes, complete the information below:</td> </tr> <tr> <td style="border-bottom: 1px solid black;">Supervisor _____</td> <td colspan="2" style="border-bottom: 1px solid black;">Department _____</td> </tr> <tr> <td style="border-bottom: 1px solid black;">Your Position _____</td> <td colspan="2" style="border-bottom: 1px solid black;">Employed from _____ to _____</td> </tr> <tr> <td colspan="3" style="border-bottom: 1px solid black;">Reason for termination of employment _____</td> </tr> <tr> <td colspan="3" style="border-bottom: 1px solid black;">Name(s) of relative(s) presently employed by Alabama A&M _____</td> </tr> <tr> <td colspan="3" style="border-bottom: 1px solid black;">_____</td> </tr> <tr> <td colspan="3" style="border-bottom: 1px solid black;">Relationship: _____ Department: _____</td> </tr> <tr> <td colspan="3" style="border-bottom: 1px solid black;">Have you ever been convicted of a misdemeanor or felony? ** [] Yes [] No</td> </tr> <tr> <td colspan="3" style="border-bottom: 1px solid black;">If Yes, give the date and explain the nature of each conviction _____</td> </tr> <tr> <td colspan="3" style="border-bottom: 1px solid black;">_____</td> </tr> </table> <p style="font-size: small; margin-top: 10px;">**A conviction will not necessarily bar you from employment. The University will consider the nature of the offense, the date of the offense, and the relationship between the offense and the position for which you are applying.</p>	Last Name	First Name	Middle Initial	Address _____				City	State		Zip		Telephone _____			Home	Work	Cellular	Are you a U.S. Citizen? [] Yes [] No If No, please indicate type of Visa: _____			Have you ever been employed here as a staff employee, faculty member or consultant? [] Yes [] No			If Yes, complete the information below:			Supervisor _____	Department _____		Your Position _____	Employed from _____ to _____		Reason for termination of employment _____			Name(s) of relative(s) presently employed by Alabama A&M _____			_____			Relationship: _____ Department: _____			Have you ever been convicted of a misdemeanor or felony? ** [] Yes [] No			If Yes, give the date and explain the nature of each conviction _____			_____		
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Education	School Attended	Name and Address of School	Dates Attended	Did you Graduate?	Diploma or Degree Received	Course or Major Area of Study
	High School			[] Yes [] No		
	College or University			[] Yes [] No		
	Graduate School			[] Yes [] No		
	Trade, Tech., or Business School			[] Yes [] No		

Training

List specialized training, if appropriate, e.g., computer skills, typing or shorthand (including years of study) or office machines, apprenticeships, or skills not indicated already. (Do not include information that provides evidence of race, color, religious creed, or national origin).

List trade or professional organizations of which you are a member, including office held if applicable and professional licenses and certifications you consider significant.

This section must be completed in full. Please list most recent employment experience first.

Employment History

Firm Name _____ Telephone _____

Address _____

Position Title _____ Dates of Employment _____ Final Salary _____

Describe your duties _____

Name and Job Title of Supervisor _____

Your reason for leaving _____

Firm Name _____ Telephone _____

Address _____

Position Title _____ Dates of Employment _____ Final Salary _____

Describe your duties _____

Name and Job Title of Supervisor _____

Your reason for leaving _____

Firm Name _____ Telephone _____

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Describe your duties _____

Name and Job Title of Supervisor _____

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Employment History

Firm Name _____ Telephone _____

Address _____

Position Title _____ Dates of Employment _____ Final Salary _____

Describe your duties _____

Name and Job Title of Supervisor _____

Your reason for leaving _____

Attach additional pages if needed.

May we contact the employers listed above? [] Yes [] No If not, please indicate the one(s) you do not wish us to contact: _____

Military Service

Were you in the U.S. Armed Forces? [] Yes [] No If yes, what Branch? _____

Date of Duty: From _____ to _____ Rank at Discharge _____

Month/Year Month/Year

List duties including special training: _____

References

Please list three reliable references who can provide information verifying qualifications, character, or work experience. References from relatives will not be accepted. Recommendation Forms must be returned with your application. Forms are provided in this packet for this purpose.

Name and Title	Address	Phone Number

Consent Agreement

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 (Application, Resume, Applicant Information Release, Applicant Data Form and Three (3) Recommendation Forms and/or 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, marital 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.

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 A&M University

Request for Recommendation Support (Reference)

Office of Human Resources



P.O. Box 305
Normal, AL 35762
256.372.5835

Please print or type.

Applicant's Name: _____

Position: _____ Position Number: _____

This applicant is applying for a position with Alabama A&M University and has listed you as a reference. We request that you furnish the information below and return the form to the Office of Human Resources or to the individual in a sealed envelope. **References from relatives will not be accepted.**

Check each of the items below in one of the five groups	Best	Above Average	Average	Below Average	Cannot Evaluate
General Attitude					
General Appearance					
Motivation of Work					
Receptive to instructions					
Initiative and Interest in Work					
Positive Cooperative Attitude					
Versatility and General Knowledge					
Quality of Work					
General Rating					

For how long and in what capacity have you known the applicant? _____

If this applicant was employed by you, why did he/she leave your organization? _____

Would you re-employ if needed? _____ If not, why? _____

Other Comments: _____

Date: _____ Name of Reference (Print) _____

Signature of Reference _____ Phone _____

Title/Position _____

Company _____

Street Address _____

Please duplicate

HR-Recommendation Form 2/2006



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: _____

Social Security Number _____ Date of Birth _____
Month Day Year

Signature: _____

Date: _____