

Application for Employment for 04 Irregular and 06 Student Employment

**Instructions: Print application and complete all requested information thoroughly.
Return completed application to hiring department.**

PERSONAL INFORMATION							
Today's Date		Position Applying For (Title & #)				Minimum Acceptable Salary	
Last Name		First Name		Middle Name		Social Security Number	
Street Address			City		State	Zip Code	County
Other Names Previously Used Under Which Your Records May Be Located				Applicant e-mail address (optional)			
When Can You Begin Work				Phone: Cell Home			
Specify Type Of Work Desired: Full-time Part-time				Specify Days And Hours Willing To Work			
Whom Should We Notify In Case Of Emergency		Name		Address		Phone	Relation
EDUCATION							
	School / Institution	City	State	Dates Attended	Did You Graduate/ Complete	Type of Certificate, Diploma, Degree, GED	Courses Or Major
School/ GED							
Vocational/ Tech School							
College Or University							
List Scholastic Achievements							
List Extracurricular Activities in High School And/Or College							

OTHER REQUIRED INFORMATION

State/Number of Current Driver's License	Number/Expiration Date of Professional or Occupational Licenses	Do You Type? If So, WPM
PC Systems/Software With Which You Are Experienced		
List Equipment You Operate Or Other Job-Related Skills You Have, Including Medical Procedures You Are Qualified/Certified To Perform.		
Are You Legally Authorized To Work In The United States?		Yes No
Will You Now Or In The Future Require Sponsorship For Employment Visa Status (e.g. H-1B Or Other)?		Yes No
Have You Ever Been Convicted Of Any Crime(s) (Felony Or Misdemeanor Including DUI) Other Than A Routine Traffic Citation(s)? Yes No If "Yes," You Must Disclose All Offenses On The "Consent For Background Investigation" Form.		Are You A Relative Of Anyone Working For UAB? Yes No If Yes, Name, Relationship And Department.
Have You Ever Been Associated With UAB In Any Employment Capacity? Yes No If Yes, When?	Department	Were You Referred By A UAB Employee? Yes No Who?

EMPLOYMENT HISTORY

List Most Recent Employer First

Dates of Employment				Employer's Name/Department				Starting Salary	Ending Salary
				Supervisor's Name/Title				Title:	
From	Month	Year	Street Address				Duties		
To			City	State	Zip	Employer's Phone No.			
Check One	Full Time	Part Time	Temp	Reason For Leaving					
Dates of Employment				Employer's Name/Department				Starting Salary	Ending Salary
				Supervisor's Name/Title				Title:	
From	Month	Year	Street Address				Duties		
To			City	State	Zip	Employer's Phone No.			
Check One	Full Time	Part Time	Temp	Reason For Leaving					

Dates of Employment				Employer's Name/Department				Starting Salary	Ending Salary
				Supervisor's Name/Title				Title:	
From	Month	Year		Street Address				Duties	
To				City	State	Zip	Employer's Phone No.		
Check One	Full Time	Part Time	Temp	Reason For Leaving					
Dates of Employment				Employer's Name/Department				Starting Salary	Ending Salary
				Supervisor's Name/Title				Title:	
From	Month	Year		Street Address				Duties	
To				City	State	Zip	Employer's Phone No.		
Check One	Full Time	Part Time	Temp	Reason For Leaving					
Dates of Employment				Employer's Name/Department				Starting Salary	Ending Salary
				Supervisor's Name/Title				Title:	
From	Month	Year		Street Address				Duties	
To				City	State	Zip	Employer's Phone No.		
Check One	Full Time	Part Time	Temp	Reason For Leaving					
May We Communicate With Your Employers? Past: YES NO Present: YES NO									

The University of Alabama at Birmingham utilizes credit reporting agencies (CRAs) and direct inquiry to obtain background information on applicants. If an adverse action is taken against you as a result of information we obtain from a CRA, you will be provided a Summary of Your Rights Under the Fair Credit Reporting Act and a copy of the consumer report. The University of Alabama at Birmingham will not use information obtained from a CRA in a manner that would violate any federal or state equal opportunity law or regulation, or otherwise in a manner inconsistent with the Federal Fair Credit Reporting ACT.

UAB STATEMENT OF POLICY

The University of Alabama at Birmingham is an Equal Opportunity/Affirmative Action employer. As such the University pledges to take the necessary action to preclude discrimination in recruiting, employment, training, disciplining and/or terminating of employees because of race, color, creed, age, sex, national origin, sexual orientation, disability, veteran status or other reason in accordance with all applicable state and federal statutes, executive orders and regulations which prohibit discriminatory personnel practices.

CERTIFICATION BY APPLICANT

I certify that the information given on this application and in any other supporting documentation, resume, etc., is true and correct. I understand that any false information, willful or negligent misrepresentation, or failure to disclose any requested information will constitute sufficient grounds for the University of Alabama at Birmingham to terminate my employment without notice. I further understand that the University will perform a pre-employment investigation to determine my suitability for employment and I authorize the University to secure the information necessary to make a decision. I hereby release from liability any and all individuals and organizations who provide information to the University of Alabama at Birmingham concerning my professional competence, ethics, character and other qualifications and authorize my prior employers to release any requested information from my personnel files. I further understand that the University will adhere to applicable state and federal statutes concerning the securing of information, handling, utilization and release of information obtained in the pre-employment investigation. I acknowledge by my signature that I have read and understand these statements.

Signature _____

Date _____