



The University of Alabama at Birmingham

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

PERSONAL INFORMATION

Form section for personal information including fields for Today's Date, Position Applying For, Last Name, First Name, Middle Name, Social Security Number, Street Address, City, State, Zip Code, County, Other Names Previously Used, Applicant e-mail address, When Can You Begin Work, Phone Number, Specify Type Of Work Desired, Whom Should We Notify In Case Of Emergency, etc.

EDUCATION

Table with 8 columns: School / Institution, City, State, Dates Attended, Did You Graduate/Complete, Type of Certificate, Diploma, Degree, GED, Courses Or Major. Rows include School / GED, Vocational/ Tech School, College Or University.

List Scholastic Achievements
List Extracurricular Activities in High School And/Or College

OTHER REQUIRED INFORMATION

Form section for other required information including 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, Are You Legally Authorized To Work In The United States?, Will You Now Or In The Future Require Sponsorship For Employment Visa Status, etc.

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	Temporary	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	Temporary	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	Temporary	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	Temporary	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	Temporary	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 _____