

APPLICATION FOR EMPLOYMENT

ALABAMA DEPARTMENT OF POSTSECONDARY EDUCATION

Date received by the Alabama Department of Postsecondary Education: (DPE USE ONLY) _____

POSITION APPLYING FOR: _____

GENERAL INFORMATION

Applicant's Name: Ms. Mr. Dr.

Last: _____ First: _____ Middle: _____

Applicant's Address:

Street Address or P.O. Box: _____

City: _____ State: _____ Zip Code: _____

Applicant's Telephone (include Area Code):

Home: _____ Office: _____ Cell: _____

Applicant's Email Address: _____

Are you either a U.S. Citizen or an alien authorized to work in the United States? Yes No

If you have ever worked or attended school under another name, please list name(s):

Did you graduate high school? Yes No

FAMILY RELATIONSHIP DISCLOSURE

Are you a relative of any member of the Alabama State Board of Education? Yes No

If yes, list the name(s) of relative(s): _____

Are you a relative of any employee of the Alabama Department of Postsecondary Education or any employee of the Alabama two-year college system? Yes No

If yes, list the name(s) of relative(s): _____

Place of employment of relative(s): _____

PRESENT EMPLOYMENT

Employer Name/Location: _____

Job Title: _____ Current Annual Salary: \$ _____

Responsibilities: _____

SELECTIVE SERVICE REGISTRATION

Code of Alabama (1975), sec. 36-26-15.1, provides that no person who is required to register with the Selective Service under the United States Military Selective Service Act (50 U.S.C. App.453) shall be offered employment by the State of Alabama without proof of such registration. Please complete the appropriate statement below.

(1) I am not required to register with the Selective Service System because:

(2) I have registered with the Selective Service System and I am enclosing or will provide documentation of such registration.

FELONY CONVICTIONS

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? Yes No

If yes, explain below:

AUTHORIZATION AND ACKNOWLEDGEMENTS

1. I hereby authorize the Alabama Department of Postsecondary Education to investigate all statements contained in this application. I also grant permission to the Department to contact all references and authorize said references to release all information concerning my previous employment and any other pertinent information these references might have, personal or otherwise, excluding any medical or health information precluded from disclosure or consideration under federal law or state law. I release all parties from all liability for any damage that may result from furnishing this information to you.
2. I understand and agree that, if hired, I shall be an at-will employee of the Alabama Department of Postsecondary Education subject to termination, with or without cause, upon such prior notice as is required by the policies and procedures of said Department.
3. I understand and agree that this form is intended to be used for application for a job opening as specifically stated in the published announcement for such job opening. This application will be considered exclusively for the announced current opening and for no other position or future job opening. Consideration for a future employment opening will require submission of an additional form and other application materials during the period stated in the announcement for the opening.
4. I have included a letter of interest, a current resume, a copy of my unofficial transcripts indicating degree earned, and four (4) references with contact information.
5. 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 understand that any offer of employment is contingent upon a satisfactory criminal background investigation and I hereby authorize the Alabama Department of Postsecondary Education and/or its assigns to conduct a criminal background history investigation. I understand that in the event a conviction for a felony or any crime involving moral turpitude is found that the procedures set out in the guidelines for State Board Policy 623.01 will be followed. I further understand that I will be responsible for the cost of said criminal background check.** I understand that failure to provide full and true information on this application may result in disqualification or dismissal.

APPLICANT'S SIGNATURE: _____ **Date:** _____

Please include with this application a letter of interest, a current resume, unofficial transcripts indicating degree earned, and four references with contact information. Please do not staple or bind any part of the application packet. Mail or deliver this application to:

Division of Legal and Human Resources
Alabama Department of Postsecondary Education

Delivery Address: 135 South Union Street
Montgomery, Al 36104

Mailing Address: Post Office Box 302130
Montgomery, Al 36130-2130

Telephone (334) 293-4602

The Alabama Department of Postsecondary Education and the Alabama State Board of Education are equal opportunity employers and do not discriminate on the basis of race, color, national origin, religion, age, gender, disability, or any other basis on which it is unlawful to discriminate.