

Employment Application

Alabama House of Representatives

An Equal Opportunity Employer

Type or print all information. Complete all parts of the application. Photocopied and facsimile applications will be accepted.

I. Personal Data

Name: _____
 First Middle Last

Address: Home: _____ Email: _____
 Street City State Zip

Telephone Number: Home: _____ Cell: _____ Work: _____

Title of position applied for: _____

Work Desired? Full Time Part Time Either Referred By: _____
 (Employees are required to work extended hours and holidays during the legislative session.)

Have you worked for the Alabama House of Representatives before? Yes No

If Yes, Start Date: _____ End Date: _____
 Department: _____ Title: _____

Are you related to any person presently working for the Alabama House of Representatives? Yes No
 If Yes, Name: _____ Department: _____ Relationship: _____

Are you 18 years of age or older? Yes No (If no, you may be required to provide authorization to work.)

Have you ever been convicted of a misdemeanor or felony crime? (including pleading guilty or nolo contendere, or attending pretrial diversion.) Yes No If Yes, list in the space below all prior misdemeanor and felony convictions and any extenuating or mitigating circumstances regarding such convictions. If necessary, you may use a separate sheet or sheets and attach to application. (An affirmative answer will not automatically disqualify you from employment. Criminal histories will be submitted to the National Crime Information Center (NCIC) for verification. Failure to disclose a conviction may be considered as grounds for disqualification and termination. For these reasons, applicants should be careful to disclose all criminal convictions.)

II. Applicant Statement

I hereby certify, under penalty of perjury, that all statements on or attached to this application are true, correct and complete. I authorize inquiries of any person, educational institution, military service, employment reference checks and criminal history background check verifying information on this application and hereby release any persons or agencies providing such information from any liability for the release of this information. I agree to allow my employer/prospective employer to receive a copy of my Alabama Background Check report through ALEA. I understand and agree that this application and other submissions become the property of the Alabama House of Representatives and that any false statements or any false answers on this application or any supplements thereto or in any interviews may result in denial of employment or immediate dismissal and prohibit me from being considered for future employment. I understand that all offers of employment must be confirmed by the Alabama House of Representatives in writing. I agree to return any House property upon termination of my employment; and to comply with all rules, regulations, policies and procedures of the House. If employed, I understand that either the House or I can terminate my employment at any time and for any reason, with or without cause and without prior notice. If employed, I agree to electronic deposits of my payroll check and other state payments.

Signature: _____ Print Name: _____ Date: _____

Name: _____

III. Employment History (Do not enter See Resume.)

Please begin with the most recent employer (including military service) first. If you have had more than three (3) employers, please provide additional information using this format on an attachment to this application.

Company/Organization Name: _____

Street Address: _____

City: _____ State: _____ Zip Code: _____

Type of Business: _____

Your Title: _____

Start Date: _____ End Date: _____ Final Salary: _____

Major Responsibilities: _____

Reason for Leaving/Discharge: _____

Supervisor's Name: _____ Telephone: _____

Supervisor's Title: _____

Company/Organization Name: _____

Street Address: _____

City: _____ State: _____ Zip Code: _____

Type of Business: _____

Your Title: _____

Start Date: _____ End Date: _____ Final Salary: _____

Major Responsibilities: _____

Reason for Leaving/Discharge: _____

Supervisor's Name: _____ Telephone: _____

Supervisor's Title: _____

Name: _____

III. Employment History (Continued)

Company/Organization Name: _____

Street Address: _____

City: _____ State: _____ Zip Code: _____

Type of Business: _____

Your Title: _____

Start Date: _____ End Date: _____ Final Salary: _____

Major Responsibilities: _____

Reason for Leaving/Discharge: _____

Supervisor's Name: _____ Telephone: _____

Supervisor's Title: _____

Have you ever been involuntarily terminated, discharged, forced to resign, resigned with disciplinary action pending, or resigned in lieu of termination from any job? _____ Yes _____ No
If so, please describe in detail:

IV. References

Please provide the name, address, and telephone number(s) of three independent persons, not relatives or present employer, who know you well enough to give information about you.

1. Name: _____ Tel: _____

Address: _____

Street Address	City	State	Zip
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Email Address: _____

2. Name: _____ Tel: _____

Address: _____

Street Address	City	State	Zip
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Email Address: _____

3. Name: _____ Tel: _____

Address: _____

Street Address	City	State	Zip
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Email Address: _____

V. Education/Training

Name: _____

High School

Name of School: _____
City: _____ State: _____
Diploma: Yes No GED: Yes No

College or University

Name of College/University: _____
City: _____ State: _____
Graduated: Yes No Type of Degree: _____
Course of Study (Major): _____

College or University Graduate Education

Name of College/University: _____
City: _____ State: _____
Graduated: Yes No Type of Degree: _____
Course of Study (Major): _____

Technical or Other Education/Training

Name of College/Institute: _____
City: _____ State: _____
Graduated: Yes No Type of Degree/Program: _____
Course of Study: _____

VI. Additional Job-Related Competencies/Skills

The Alabama House of Representatives is an equal opportunity employer and does not discriminate against otherwise qualified applicants on the basis of race, color, creed, religion, ancestry, age, sex, marital status, sexual orientation, national origin, citizenship status, disability or handicap, veteran status or other federal, state or local laws or executive orders.

The Alabama House of Representatives participates in the E-Verify Employment Verification Program.

Return completed application, signed and dated to:

**Alabama House of Representatives
Alabama State House
11 South Union Street, Suite 207-A
Montgomery, Alabama 36130
Attn: Lynn Parker, Human Resources**