The North Alabama
Center for Educational Excellence

Email: nacee.educenter@aamu.edu

Application for Employment

Please Type or Print in Black Ink   Date: _____

Please submit a resume. This application must be completed in its entirety. Incomplete applications will not be considered. APPLICATIONS WILL ONLY BE ACCEPTED IF IT CONTAINS A VACANT POSITION SOUGHT.

Personal Information

First	Middle/Maiden	Last	Other Names Used
NAME			

Address	City	State	Zip Code

Home Phone	Business Phone	Email Address

Have you ever applied for employment with NACEE? ☐ Yes ☐ No If yes, Month & Year: _____ Position: _____	Social Security Number

Have you ever been convicted of a felony? ☐ Yes ☐ No If yes, please explain:	When are you available to begin work?

Education

College	Location	Dates Attended	Did you graduate?	Degree Received	Major/Minor
High School	**Location**	**Dates Attended**	Did you graduate?	**Degree Received**	**Major/Minor**
Other	**Location**	**Dates Attended**	Did you graduate?	**Degree Received**	**Major/Minor**

Position Desired	☐ Full-Time ☐ Part-Time ☐ Hourly ☐ Summer

Employment
List last employment first. Include summer or temporary jobs. Use an extra sheet of paper if necessary.

Employer's Name & Address	Position Title/ Duties & Skills	Dates Employed

Reason for Leaving	Supervisor's Name	Telephone Number

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Reason for Leaving	**Supervisor's Name**	**Telephone Number**

Military Service

Are you a veteran?	Duties/ Specialized Training
☐ Yes ☐ No	

Skills/ Abilities

Types of Computer Skills and/or Other Electronic Equipment Used

Professional Licenses, Certifications or Registrations

Additional Skills or Abilities, Not Previously Mentioned, You Wish to Bring to the Employer's Attention

Emergency Contact

Name	Address	Phone Number	Relationship

REFERENCES
Please list three people, not related to you, who know your qualifications.

Name	Occupation	Address	Phone Number	Relationship

*I certify that the information on this application is true to the best of my knowledge. If employed, any mistatement or ommission of fact on the application may result in my dismissal.

*I understand that acceptance of an offer of employment does not create a contractual obligation upon the employer to continue to employ me in the future.

*I authorize the employer to engage a consumer reporting investigative agency to report on my credit and personal history if neccessary. If a report is obtained, the employer must provide, at my request, the name and address of the agency, so I may obtain from them the nature or substance of the information contained in the report.

_____   _____
Applicant's Signature   **Date**

EQUAL EMPLOYMENT OPPORTUNITY INFORMATION

The following information is being requested solely for internal purposes and will not be used to evaluate the applicant's qualifications, suitability, or desirability for employment.

Name _____

              Last   **First**   **Middle**

Date of Birth _____

Gender: ☐ Male   ☐ Female

Ethnic Background

Please answer Question 1 and Question 2.

1. Are you Hispanic or Latino? (choose only one)

☐ No, not Hispanic or Latino

☐ Yes, Hispanic or Latino (A person of Cuban, Mexican, Puerto Rican, Cuban Sount or Central America, or other Spanish culture or orgin, regardless of race.)

2. What is your race? (choose one or more)

☐ **American Indian or Alaska Native** (A person having origins in any of the original peoples of North and South America (including Central America), and who maintains tribal affiliation or community attachment.)

☐ **Asian** (A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent including, for example, Cambodia, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.)

☐ **Black or African American** (A person having origins in any of the black racial groups of Africa.)

☐ **Native Hawaiian or Other Pacific Islander** (A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.)

☐ **White/ Caucasian** (A person having origins in any of the original peoples of Europe, the Middle East, or North Africa.)