



Tuscaloosa Research & Education Advancement Corporation

VA Medical Center (151C)  
3701 Loop Rd East  
Tuscaloosa, AL 35404

Phone (205) 554-2000 ext. 2840 / Fax (205) 554-2002

## APPLICATION FOR EMPLOYMENT

Date: \_\_\_\_\_

Position for which you are applying \_\_\_\_\_

Salary desired \_\_\_\_\_

Date available \_\_\_\_\_

We appreciate your interest in working for the Tuscaloosa Research and Education Advancement Corporation, Inc. As an equal opportunity employer, our employment practices are in accordance with the laws which prohibit discrimination against qualified individuals on the basis of race, religion, gender, age, disability, national origin, veteran's status or any other protected status.

This application form was designed for use by persons applying for various types of positions - professional, technical, clerical and administrative. Please answer only the questions that apply. All information will be treated confidentially. PLEASE PRINT.

Name \_\_\_\_\_  
Last First Middle Social Security Number

Address \_\_\_\_\_  
Street Apartment Number

City State Zip

Telephone ( ) ( )  
Home Work

If hired, can you provide proof that you are at least 18 years of age or, if under, do you have a permit to work?  Yes  No

If no, please explain \_\_\_\_\_

If hired, can you provide proof that you are eligible to work in the United States?  Yes  No.

If no, please explain \_\_\_\_\_

Attach any additional documentation or information necessary to the end of this application.

[The Tuscaloosa Research and Education Advancement Corporation complies with the Immigration Reform and control Act of 1986. If you are unsure of what documents are permitted to prove eligibility, we will be happy to explain the legal requirements.]

# Employment History

Starting with the most recent employer, list full and part-time jobs, summer or volunteer work

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Last or Present Employer

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Address

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Job Title Supervisor' Name and Title

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Employment dates	From	To	Earnings:	Starting	End
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Summarize Work Duties

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May we contact supervisor  Yes  No? If yes, telephone number \_\_\_\_\_ . If no, may we contact employer only  Yes  No? If no, why? \_\_\_\_\_

Reason for leaving \_\_\_\_\_

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Previous Employer

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Address

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Job Title Supervisor' Name and Title

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Employment dates	From	To	Earnings:	Starting	End
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Summarize Work Duties

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May we contact supervisor  Yes  No? If yes, telephone number \_\_\_\_\_ . If no, may we contact employer only  Yes  No? If no, why? \_\_\_\_\_

Reason for leaving \_\_\_\_\_

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Previous Employer

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Address

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Job Title Supervisor' Name and Title

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Employment dates	From	To	Earnings:	Starting	End
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Summarize Work Duties

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May we contact supervisor  Yes  No? If yes, telephone number \_\_\_\_\_ . If no, may we contact employer only  Yes  No? If no, why? \_\_\_\_\_

Reason for leaving \_\_\_\_\_

**Education and Training**

Have you received a high school diploma or its equivalent?  Yes  No

Other Education:

Name & Location of School	Major	Degree Received
		<input type="checkbox"/> Yes <input type="checkbox"/> No
		<input type="checkbox"/> Yes <input type="checkbox"/> No
		<input type="checkbox"/> Yes <input type="checkbox"/> No
		<input type="checkbox"/> Yes <input type="checkbox"/> No

List any professional, trade, business or civic activities, offices held, or certifications you have received.

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Skills/program knowledge you possess that you believe relevant to the position you are applying for:

Skill	Software experience
Word Processing	
Spreadsheet	
Database, Data Entry	
Graphics	
Other Software Programs	
Dictaphone	
Switchboard	
Other	

**Additional Information**

Have you ever been disciplined or discharged for:

	Yes	No
Absenteeism		
Tardiness		
Insubordination		
Theft or unauthorized use or removal of company property		
Fighting or assault		
Violating organization's safety rules		
Violating organization's alcohol or drug policies		

If yes to any of these questions, please explain. \_\_\_\_\_

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Have you ever been convicted of a crime?  Yes  No [A conviction record will not necessarily be a bar to employment]

If yes, please explain. \_\_\_\_\_

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I certify that the information contained in this application is correct to the best of my knowledge and understand that falsification of this information is grounds for immediate dismissal. I hereby authorize every one of the former employers listed on this application to answer any questions about my employment, including assessments of my job performance and ability, which may be requested by the Tuscaloosa Research and Education Advancement Corporation in connection with my application for employment. Furthermore, I hereby release each and every one of my former employers from any and all liability, of any type, for providing accurate information.

If I am hired, I agree to conform to the rules and regulation of the Tuscaloosa Research and Education Advancement Corporation. I understand that, just as I retain the right to resign without notice or cause, the Tuscaloosa Research and Education Advancement Corporation has the same right with respect to termination of my employment. I understand that my employment is for not definite term, regardless of any other oral or written statement by any officer or representative of the Tuscaloosa Research and Education Advancement Corporation, with the exception of an express written employment contract signed by the President and Executive Director.

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Applicant's Signature

Date

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Print Applicant's Name