

PLEASE KEEP THIS SHEET FOR YOUR INFORMATION

**THE UNIVERSITY OF ALABAMA  
IN HUNTSVILLE**

<http://www.uah.edu>

**APPLICATION FOR STAFF EMPLOYMENT**

AN INCOMPLETE APPLICATION WILL NOT BE CONSIDERED. OTHER EMPLOYERS' APPLICATIONS SHOULD NOT BE INCLUDED. A RESUME WILL NOT SUBSTITUTE FOR COMPLETING THIS APPLICATION BUT MAY BE ATTACHED.

PLEASE COMPLETE THE APPLICATION AS FOLLOWS:

1. APPLICATION (**BOTH BLUE COPIES MUST BE COMPLETED** FOR YOUR APPLICATION TO BE CONSIDERED)
2. RECRUITMENT ANALYSIS FORM (INFORMATION TO BE GIVEN VOLUNTARILY)
3. REFERENCE CHECK FORM (SIGN AND DATE - **DO NOT COMPLETE**)
4. POLICY STATEMENT OF UAH INDEBTEDNESS FORM (SIGN AND DATE)
5. SKILLS/EXPERIENCE INVENTORY (CHECK ALL APPLICABLE)
6. POLICY STATEMENT ON DRUG-FREE WORKPLACE (SIGN)
7. TEMPORARY EMPLOYMENT FORM (FOR UNEMPLOYED APPLICANTS TO COMPLETE IF INTERESTED)

COMPLETE AND RETURN INFORMATION TO:

**THE UNIVERSITY OF ALABAMA IN HUNTSVILLE  
STAFF EMPLOYMENT OFFICE  
HUNTSVILLE, AL 35899  
(256) 890-6381**

APPLICATIONS WILL NOT BE CONSIDERED COMPLETE UNTIL **ALL** DOCUMENTS HAVE BEEN SUBMITTED. **ONLY ONE APPLICATION SET IS NECESSARY, EVEN IF APPLYING FOR SEVERAL POSITIONS.** YOUR QUALIFICATIONS WILL BE EVALUATED AGAINST THE REQUIREMENTS FOR CURRENT POSITION VACANCIES. IF YOU ARE NOT CONTACTED WITHIN A FEW WEEKS OR IF YOU HAVE NOT APPLIED FOR A SPECIFIC OPENING, YOUR APPLICATION IS PLACED IN OUR ACTIVE FILES FOR SIX **(6)** MONTHS FOR CONSIDERATION SHOULD A SUITABLE POSITION BECOME AVAILABLE OR FOR POSITIONS YOU REQUEST. WHILE ON ACTIVE STATUS, AN APPLICATION MAY BE UPDATED IF THERE ARE SIGNIFICANT CHANGES.

DUE TO THE VOLUME OF APPLICATIONS RECEIVED, WE REGRET THAT WE CANNOT RESPOND EACH TIME A POSITION IS FILLED. HOWEVER, YOU MAY BE CONTACTED AS POSITIONS ARISE WHICH MATCH YOUR EDUCATION AND EXPERIENCE BACKGROUND.

EACH WEEK CURRENT OPENINGS ARE RECORDED ON THE **JOBLINE - AT (256) 890-6105**. FOR YOUR CONVENIENCE, NEW JOB OPENINGS ARE POSTED AT THE BEGINNING OF THE TAPE RECORDED MESSAGE. THIS IS A 24-HOUR, 7 DAY A WEEK SERVICE.

**AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY INSTITUTION**

# The University of Alabama in Huntsville

## Application for Staff Employment

Date \_\_\_\_\_

UAH is an affirmative action, equal opportunity employer and all applicants will be considered without regard to their race, color, religion, sex, national origin, age, or handicap. We appreciate your interest in UAH and assure you we are interested in your qualifications. Please fill this application form out carefully and completely. Submission of a resume will not substitute for completing this application.

PERSONAL	Name-Last, First, Middle Initial		Other Names Used
	Street Address		Home Phone ( )
	City, State, Zip		Business Phone ( )
	Position(s) Applied For		Social Security Number*
	Have you ever applied for employment with UAH? <input type="checkbox"/> Yes <input type="checkbox"/> No      If yes: Month and Year		Pay Expected
	Types of employment preferred: <input type="checkbox"/> Secretarial/Clerical <input type="checkbox"/> Skilled Craft <input type="checkbox"/> Prof./Supervisory <input type="checkbox"/> Technical <input type="checkbox"/> Service/Maint.		Will you work overtime if asked?
	Are you seeking: <input type="checkbox"/> Full-time <input type="checkbox"/> Part-time <input type="checkbox"/> Temporary	If part-time, indicate hours available.	When are you available to begin work?
	Have you ever been employed here as a staff employee, student, faculty member or consultant? <input type="checkbox"/> Yes <input type="checkbox"/> No		
	Supervisor _____		Department _____
	Your Position _____		Employed from _____ to _____
Reason for termination of employment _____			
Name(s) of relative(s) presently employed by UAH _____			
Relationship _____		Department _____	
Have you ever been convicted of an offense other than a minor traffic violation? ** <input type="checkbox"/> Yes <input type="checkbox"/> No			
If "Yes", give the date and explain the nature of each conviction _____			
**Conviction of a crime is not an automatic bar to employment. The University will consider the nature of the offense, the date of the offense, and the relationship between the offense and the position for which you are applying.			

DO NOT COMPLETE FOR OFFICE USE ONLY

(LAST)

(FIRST)

(MIDDLE)

EDUCATION	Schools Attended	Name and Address of School	Number of Years Attended	Did You Graduate?	Grade Average e.g. 3.2/4.0	Degree Received	Major/Minor	
	GRAMMAR SCHOOL	X			X	X	X	
	HIGH SCHOOL	X			X	X	X	
	COLLEGE							
	GRADUATE SCHOOL							
	TRADE, TECH., OR BUSINESS							
	Typing speed _____ Shorthand/Speedwriting Speed _____ Computer/Word Processing Software Skills _____							
	Thesis or significant research in Graduate School or PhD program: _____							
	* Disclosure of your Social Security Number is voluntary. If given, it will assist the University in the verification of your records.							

# EMPLOYMENT

**This section must be completed in full.** Please list your employment history. You may only refer to your resume for job duties performed. Note any periods for which you were not employed.

<b>1</b>	Company Name (most recent employment)	Telephone ( )	Number of Hours Worked per Week
	Address		Employed (State Month and Year) From                      To
	Supervisor Name and Title		Annual Pay Start                      Last
	State Job Title and Describe Your Work		Reason for Leaving

<b>2</b>	Company Name	Telephone ( )	Number of Hours Worked per Week
	Address		Employed (State Month and Year) From                      To
	Supervisor Name and Title		Annual Pay Start                      Last
	State Job Title and Describe Your Work		Reason for Leaving

<b>3</b>	Company Name	Telephone ( )	Number of Hours Worked per Week
	Address		Employed (State Month and Year) From                      To
	Supervisor Name and Title		Annual Pay Start                      Last
	State Job Title and Describe Your Work		Reason for Leaving

<b>4</b>	Company Name	Telephone ( )	Number of Hours Worked per Week
	Address		Employed (State Month and Year) From                      To
	Supervisor Name and Title		Annual Pay Start                      Last
	State Job Title and Describe Your Work		Reason for Leaving

Have you ever been suspended or discharged from any position by any employer? [ ] Yes [ ] No If "Yes", please explain: \_\_\_\_\_

Please explain all gaps in employment listed above: \_\_\_\_\_

May we contact the employers listed above? [ ] Yes [ ] No If not, please indicate which one(s) you do not wish us to contact: \_\_\_\_\_

List any additional qualifications, skills, scholastic honors, memberships in professional societies, publications, licenses, etc., which you feel are job related, that could aid in placing you at the University. \_\_\_\_\_

**AGREEMENT (Please Read Carefully)**

I agree that any false statement or any pertinent information withheld in this application shall be sufficient cause for rejection or dismissal. I authorize investigation of all statements contained in this application without liability arising thereon. It is understood that the use of this application does not indicate that there are positions open and does not in any way obligate The University of Alabama in Huntsville. I understand that no manager or representative of UAH has authority to enter into any agreement for employment for any specified period of time, and my employment with UAH is at will and may be terminated by myself or UAH at any time.

Date \_\_\_\_\_ Signature \_\_\_\_\_

----- **Personnel Use Only** -----

Department \_\_\_\_\_ Position \_\_\_\_\_ Rate \_\_\_\_\_

Reports \_\_\_\_\_ Approved \_\_\_\_\_

# The University of Alabama in Huntsville

## Application for Staff Employment

Date \_\_\_\_\_

UAH is an affirmative action, equal opportunity employer and all applicants will be considered without regard to their race, color, religion, sex, national origin, age, or handicap. We appreciate your interest in UAH and assure you we are interested in your qualifications. Please fill this application form out carefully and completely. Submission of a resume will not substitute for completing this application.

<b>P E R S O N A L</b>	Name-Last, First, Middle Initial		Other Names Used
	Street Address		Home Phone ( )
	City, State, Zip		Business Phone ( )
	Position(s) Applied For		Social Security Number*
	Have you ever applied for employment with UAH? <input type="checkbox"/> Yes <input type="checkbox"/> No                      If yes: Month and Year		Pay Expected
	Types of employment preferred: <input type="checkbox"/> Secretarial/Clerical <input type="checkbox"/> Skilled Craft <input type="checkbox"/> Prof./Supervisory <input type="checkbox"/> Technical <input type="checkbox"/> Service/Maint.		Will you work overtime if asked?
	Are you seeking: <input type="checkbox"/> Full-time <input type="checkbox"/> Part-time <input type="checkbox"/> Temporary	If part-time, indicate hours available.	When are you available to begin work?
	Have you ever been employed here as a staff employee, student, faculty member or consultant? <input type="checkbox"/> Yes <input type="checkbox"/> No		
	Supervisor _____ Department _____		
	Your Position _____ Employed from _____ to _____		
Reason for termination of employment _____			
Name(s) of relative(s) presently employed by UAH _____			
Relationship _____ Department _____			
Have you ever been convicted of an offense other than a minor traffic violation? ** <input type="checkbox"/> Yes <input type="checkbox"/> No			
If "Yes", give the date and explain the nature of each conviction _____			
<small>**Conviction of a crime is not an automatic bar to employment. The University will consider the nature of the offense, the date of the offense, and the relationship between the offense and the position for which you are applying.</small>			

<b>E D U C A T I O N</b>	Schools Attended	Name and Address of School	Number of Years Attended	Did You Graduate?	Grade Average e.g. 3.2/4.0	Degree Received	Major/Minor	
	GRAMMAR SCHOOL							
	HIGH SCHOOL							
	COLLEGE							
	GRADUATE SCHOOL							
	TRADE, TECH., OR BUSINESS							
	Typing speed _____ Shorthand/Speedwriting Speed _____ Computer/Word Processing Software Skills _____							
	Thesis or significant research in Graduate School or PhD program: _____							

\* Disclosure of your Social Security Number is voluntary. If given, it will assist the University in the verification of your records.

# EMPLOYMENT

**This section must be completed in full.** Please list your employment history. You may only refer to your resume for job duties performed. Note any periods for which you were not employed.

<b>1</b>	Company Name (most recent employment)	Telephone ( )	Number of Hours Worked per Week
	Address		Employed (State Month and Year) From                      To
	Supervisor Name and Title		Annual Pay Start                      Last
	State Job Title and Describe Your Work		Reason for Leaving

<b>2</b>	Company Name	Telephone ( )	Number of Hours Worked per Week
	Address		Employed (State Month and Year) From                      To
	Supervisor Name and Title		Annual Pay Start                      Last
	State Job Title and Describe Your Work		Reason for Leaving

<b>3</b>	Company Name	Telephone ( )	Number of Hours Worked per Week
	Address		Employed (State Month and Year) From                      To
	Supervisor Name and Title		Annual Pay Start                      Last
	State Job Title and Describe Your Work		Reason for Leaving

<b>4</b>	Company Name	Telephone ( )	Number of Hours Worked per Week
	Address		Employed (State Month and Year) From                      To
	Supervisor Name and Title		Annual Pay Start                      Last
	State Job Title and Describe Your Work		Reason for Leaving

Have you ever been suspended or discharged from any position by any employer? [ ] Yes [ ] No If "Yes", please explain: \_\_\_\_\_

Please explain all gaps in employment listed above: \_\_\_\_\_

May we contact the employers listed above? [ ] Yes [ ] No If not, please indicate which one(s) you do not wish us to contact: \_\_\_\_\_

List any additional qualifications, skills, scholastic honors, memberships in professional societies, publications, licenses, etc., which you feel are job related, that could aid in placing you at the University. \_\_\_\_\_

**AGREEMENT (Please Read Carefully)**

I agree that any false statement or any pertinent information withheld in this application shall be sufficient cause for rejection or dismissal. I authorize investigation of all statements contained in this application without liability arising thereon. It is understood that the use of this application does not indicate that there are positions open and does not in any way obligate The University of Alabama in Huntsville. I understand that no manager or representative of UAH has authority to enter into any agreement for employment for any specified period of time, and my employment with UAH is at will and may be terminated by myself or UAH at any time.

Date \_\_\_\_\_ Signature \_\_\_\_\_

**Personnel Use Only**

Department \_\_\_\_\_ Position \_\_\_\_\_ Rate \_\_\_\_\_

Reports \_\_\_\_\_ Approved \_\_\_\_\_

**THE UNIVERSITY OF ALABAMA IN HUNTSVILLE  
RECRUITMENT ANALYSIS FORM  
AN EEO/AA INSTITUTION**

This form will be maintained separately from the employment application and, except for Selective Service registration (see below), will not in any way affect consideration for possible employment with **The University of Alabama in Huntsville**. Further, this institution will make all decisions regarding recruitment, employment, promotions, transfers, and all other terms and conditions of employment without discrimination on the basis of race, color, creed or religion, sex, national origin, age, or physical or mental disability.

The voluntary information is requested so that we can more effectively evaluate our efforts toward providing equal employment opportunities to all individuals. Your answers to these questions will help us analyze recruiting and employment patterns so that corrective measures can be implemented as required. **Failure to provide the voluntary information will not jeopardize or adversely affect any consideration you may receive for employment. Failure to complete the Selective Service section (if applicable) will prohibit the University from employing you.**

\*\*\*\*\*

(PLEASE PRINT ALL INFORMATION)

**SOCIAL SECURITY NUMBER** \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ **TODAY'S DATE** \_\_\_\_\_

**POSITION(S) APPLIED FOR** \_\_\_\_\_

**NAME** \_\_\_\_\_

**LAST**

**FIRST**

**MIDDLE INITIAL**

**STREET** \_\_\_\_\_ **CITY, STATE** \_\_\_\_\_

**ZIP CODE** \_\_\_\_\_ **PHONE NUMBER ( )** \_\_\_\_\_ **DOB (MM/DD/YY)** \_\_\_\_\_

**SEX**  
 \_\_\_\_\_ M (MALE)  
 \_\_\_\_\_ F (FEMALE)

**RACE (CHECK ONE)**  
 \_\_\_\_\_ 1) WHITE  
 \_\_\_\_\_ 2) BLACK  
 \_\_\_\_\_ 3) HISPANIC  
 \_\_\_\_\_ 4) ASIAN OR P.I.  
 \_\_\_\_\_ 5) AMERICAN INDIAN  
 OR ALASKAN NATIVE  
 \_\_\_\_\_ 6) OTHER (SPECIFY)

**FOR INDIVIDUALS WHO ARE REQUIRED TO REGISTER WITH THE SELECTIVE SERVICE SYSTEM: IF YOU FAIL TO REGISTER WITH SELECTIVE SERVICE, YOU CANNOT BE EMPLOYED OR PROMOTED BY INSTITUTIONS OF HIGHER LEARNING IN THE STATE OF ALABAMA.**

I CERTIFY THAT, AS A MALE BORN ON OR AFTER JANUARY 1, 1960 (IF APPLICABLE), I HAVE REGISTERED WITH THE SELECTIVE SERVICE SYSTEM.

**EMPLOYMENT ELIGIBILITY**

ARE YOU ELIGIBLE TO WORK IN THE UNITED STATES? \_\_\_\_\_ **YES** \_\_\_\_\_ **NO**

\_\_\_\_\_  
 Signature Date

IS YOUR ELIGIBILITY PERMANENT OR TEMPORARY? \_\_\_\_\_

**WHERE DID YOU LEARN ABOUT THIS JOB?**

IF YOU ARE NOT A U. S. CITIZEN, PLEASE COMPLETE THE FOLLOWING:

CITIZEN OF \_\_\_\_\_  
 TYPE VISA \_\_\_\_\_  
 VISA NUMBER \_\_\_\_\_

- \_\_\_\_\_ 01 HEARD FROM UNIVERSITY EMPLOYEE
- \_\_\_\_\_ 02 WALK-IN
- \_\_\_\_\_ 03 PROFESSIONAL PUBLICATIONS
- \_\_\_\_\_ 04 UAH BULLETIN BOARD
- \_\_\_\_\_ 05 UAH JOBLINE
- \_\_\_\_\_ 06 STATE EMPLOYMENT OFFCE
- \_\_\_\_\_ 07 PRIVATE EMPLOYMENT AGENCY
- \_\_\_\_\_ 08 LOCAL NEWSPAPER
- \_\_\_\_\_ 09 REGIONAL NEWSPAPER
- \_\_\_\_\_ 10 NATIONAL NEWSPAPER
- \_\_\_\_\_ 11 UAH CAREER SERVICES
- \_\_\_\_\_ 12 OTHER CP/PO (SPECIFY) \_\_\_\_\_
- \_\_\_\_\_ 13 REFERRED BY COMMUNITY AGENCY
- \_\_\_\_\_ 14 INTERNAL TO UAH
- \_\_\_\_\_ 15 INTERNET
- \_\_\_\_\_ 16 OTHER (SPECIFY) \_\_\_\_\_

# UAH

The University of Alabama in Huntsville

Human Resources  
Staff Employment & Affirmative Action

135 Madison Hall  
Huntsville, AL 35899  
Phone: (256) 890-6381  
Fax: (256) 890-6908

NAME: \_\_\_\_\_  
SSN: \_\_\_\_\_  
POSITION: \_\_\_\_\_

**Attention:**

The individual identified above has been appointed to or is an applicant for the position shown. As part of our employment procedures, we request that you furnish the information below and return the form to us in the enclosed envelope at your earliest convenience.

Sincerely,

Human Resources

\*\*\*\*\*

Date Employed \_\_\_\_\_ Starting Salary \_\_\_\_\_

Position \_\_\_\_\_

Date Separated \_\_\_\_\_ Final Salary \_\_\_\_\_

Reason for Leaving \_\_\_\_\_

Attendance Record: Good \_\_\_\_\_ Average \_\_\_\_\_ Poor \_\_\_\_\_

Supervisor's Rating: Above Average \_\_\_\_\_ Average \_\_\_\_\_ Fair \_\_\_\_\_ Poor \_\_\_\_\_

Eligible for Rehire \_\_\_\_\_ If no, why not? \_\_\_\_\_

Additional Remarks: \_\_\_\_\_

\_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

Title \_\_\_\_\_

\*\*\*\*\*

**APPLICANT - PLEASE READ CAREFULLY**

I hereby consent to an inspection of records and documents in the provision of former employers that may be material to an evaluation of my qualifications for employment and competence to carry out the terms of my employment. I release from liability all individuals, organizations, institutions, and former employers who provide information to the University concerning my competence, ethics, character, ability to work with others and other qualifications for employment, including what may be considered privileged, or confidential, information.

Signature \_\_\_\_\_ Date \_\_\_\_\_

A Space Grant College  
An Affirmative Action/Equal Opportunity Institution

# THE UNIVERSITY OF ALABAMA IN HUNTSVILLE

In recognition of the accountability of the University, as a public educational institution, for the proper use, management, and preservation of its resources, it is a policy of the University to use all reasonable methods to collect its receivables, which represent an uncompensated expenditure of these resources. To this end, payroll deductions shall be used as a means of collecting delinquent debts owed by University employees to the institution, whether such debts are employment related or not and whether such debts are incurred during or prior to the period of employment. Ordinarily and for the purposes of this policy, a debt shall be considered delinquent when it is thirty (30) days or more past due. If the employee wishes to contest the validity or amount of the debt, he or she may do so before the payroll deduction is made by taking the matter up with the supervisor in the division in which the charge originates. As a general rule, the University shall limit the amount of the monthly deduction to twenty percent (20%) of the employee's disposable earnings, which shall be understood to be the amount of his or her regular earnings less all deductions required by state and federal law or University policy by reason of the employment relationship. Under unusual or exigent circumstances, however, a payroll deduction may be made in any amount and at any time after the debt becomes due and may be made from a payment other than earnings, such as payment for unused leave at the time of termination, provided prior approval of the Vice President for Administration, or his designee, is obtained for a deduction in such circumstances.

***I have read and understand the foregoing policy and agree that it shall become a condition of any employment offered to me by the University.***

**DATED:** \_\_\_\_\_ **SIGNED:** \_\_\_\_\_

# THE UNIVERSITY OF ALABAMA IN HUNTSVILLE

## POLICY STATEMENT ON DRUG-FREE WORKPLACE

The Drug-Free Workplace Act of 1988 requires The University of Alabama in Huntsville to provide the following statement of the University's Drug-Free Workplace Policy to all persons employed by the University:

1. It is forbidden to manufacture, distribute, dispense, possess or use any controlled substance unlawfully in the University workplace. The term "controlled substance" means any drug listed in the federal statutes and regulations and includes but is not limited to, heroin, marijuana, cocaine, PCP and "crack." The term includes "legal drugs" when not prescribed by a licensed physician.
2. The following sanctions shall be imposed for violation of this policy:  
  
Any of the disciplinary actions described in the University Faculty Handbook and Staff Handbook up to and including immediate dismissal.
3. Any person employed by the University must, as a condition of employment:
  - a. Abide by the University's Drug-Free Workplace policy contained herein;
  - b. Notify the University, through its Office of Human Resources, within five (5) days of his or her conviction under any criminal drug statute for a violation occurring in the University workplace. A conviction means a finding of guilt (including a plea of nolo contendere) or the imposition of a sentence by a judge or jury in state or federal court.

---

I have read and understand the Drug-Free Workplace Policy Statement of the University of Alabama in Huntsville, and I agree to abide by all the provisions contained therein. I agree to notify the University of any conviction under a criminal drug statute within five (5) days of my conviction as set out above, and I waive and release any claims I may have resulting from the University conveying the fact of such conviction to federal agencies as required by law. I understand that this is a condition of my employment by the University as required by the Drug-Free Workplace Act of 1988.

---

Signature of Employee

---

Date

---

Printed Name of Employee

# UAH

The University of Alabama in Huntsville

Human Resources  
Staff Employment & Affirmative Action

135 Madison Hall  
Huntsville, AL 35899  
Phone: (256) 890-6381  
Fax: (256) 890-6908

Dear Applicant:

Thank you for your interest in employment with The University of Alabama in Huntsville. Due to the increasing number of temporary positions on campus, we have entered into a contract with *SOS Temporary Services*. If you are currently unemployed and are interested in temporary employment with the University or *SOS Temporary Services*, please complete the lower portion of this form and return it with your completed application set. **A copy of your application will then be forwarded to *SOS Temporary Services* for review.**

If your skills match an existing job opening, an *SOS Temporary Services* representative will contact you to set up an interviewing and testing session, or you may call them at **721-0513**. You will then be notified as positions arise with either UAH or *SOS Temporary Services*. Regardless of your interest in temporary employment, your application will remain in our active files for future consideration of other full-time and part-time positions.

Thank you for your continued interest in the University of Alabama in Huntsville.

-----  
**Name** \_\_\_\_\_ **Address** \_\_\_\_\_  
(please print)

**City** \_\_\_\_\_ **State** \_\_\_\_\_ **Zip Code** \_\_\_\_\_

*I hereby consent to your furnishing my completed Application for Employment to SOS Temporary Services for their use in filling temporary positions. I further understand that this information may be used by SOS Temporary Services in filling positions with UAH or other employers.*

**Signature** \_\_\_\_\_

A Space Grant College  
An Affirmative Action/Equal Opportunity Institution

## SKILLS/EXPERIENCE INVENTORY

Name \_\_\_\_\_ S.S.# \_\_\_\_\_ Date \_\_\_\_\_

The information on this page will be recorded in our applicant information system and be used in addition to your application to help us screen applicants fairly and appropriately. Check the amount of work-related experience you have in the clerical field and skills which you could use immediately in a job. Also check applicable items in the education category. All items checked must have been acquired through formal training, education, or work experience and will be subject to verification.

### CLERICAL

#### *Experience*

- 3801 \_\_ 0 to 1 year
- 3802 \_\_ 1 to 3 years
- 3803 \_\_ 3 to 5 years
- 3804 \_\_ more than 5 years

#### *Education*

- 3805 \_\_ high school
- 3806 \_\_ clerical/business school
- 3807 \_\_ 1 to 2 years college
- 3808 \_\_ 2 or more years of college
- 3809 \_\_ BA or BS degree

#### *Typing Skills*

- 3901 \_\_ typing 40 to 50 wpm
- 3902 \_\_ typing 50 to 60 wpm
- 3903 \_\_ typing - over 60 wpm
- 3904 \_\_ typing - contracts
- 3905 \_\_ typing - technical

#### *Computer skills*

- 4001 \_\_ computer graphics
- 4002 \_\_ data entry
- 4003 \_\_ dBase III
- 4004 \_\_ dBase IV
- 4005 \_\_ desktop publishing skills
- 4006 \_\_ Excel
- 4007 \_\_ First Choice
- 4008 \_\_ Foxbase
- 4009 \_\_ Harvard Graphics
- 4010 \_\_ Internet
- 4011 \_\_ Lotus 1-2-3
- 4012 \_\_ Macintosh
- 4013 \_\_ Microsoft Word
- 4014 \_\_ MultiMate
- 4015 \_\_ Perfect Labels
- 4016 \_\_ Powerpoint
- 4017 \_\_ Professional Write
- 4018 \_\_ Windows
- 4019 \_\_ Windows '95
- 4020 \_\_ Word for Windows
- 4021 \_\_ Word Perfect
- 4022 \_\_ WordStar

#### *Dictation Skills*

- 4101 \_\_ dictaphone
- 4102 \_\_ dictation
- 4103 \_\_ shorthand/speedwriting

#### *Accounting Skills*

- 4201 \_\_ accounting/bookkeeping
- 4202 \_\_ billing
- 4203 \_\_ budget maintenance
- 4204 \_\_ collections
- 4205 \_\_ payroll

#### *Office Skills*

- 4401 \_\_ appointment scheduling
- 4402 \_\_ audiovisual
- 4403 \_\_ conference coordination
- 4404 \_\_ file clerk
- 4405 \_\_ foreign language
- 4406 \_\_ inventory of supplies
- 4407 \_\_ library skills
- 4408 \_\_ mail services
- 4409 \_\_ public relations
- 4410 \_\_ receptionist duties
- 4411 \_\_ shipping/receiving
- 4412 \_\_ special events coordination
- 4413 \_\_ switchboard operation
- 4414 \_\_ travel arrangements

#### *Office Experience*

- 4501 \_\_ cashier
- 4502 \_\_ catering
- 4503 \_\_ college/university
- 4504 \_\_ contracts & grants
- 4505 \_\_ courier/delivery
- 4506 \_\_ executive/administrative
- 4507 \_\_ financial aid
- 4508 \_\_ human resources
- 4509 \_\_ legal
- 4510 \_\_ marketing
- 4511 \_\_ print shop
- 4512 \_\_ purchasing
- 4513 \_\_ security & immigration
- 4514 \_\_ stockroom/warehouse
- 4515 \_\_ volunteer

#### *Employment Desired*

- 4601 \_\_ full-time
- 4602 \_\_ part-time
- 4603 \_\_ temporary
- 4604 \_\_ overtime

## SKILLS/EXPERIENCE INVENTORY

Name \_\_\_\_\_ S.S.# \_\_\_\_\_ Date \_\_\_\_\_

The information on this page will be recorded in our applicant information system and be used in addition to your application to help us screen applicants fairly and appropriately. Check the amount of work-related experience you have had in the service field and/or craft/trade areas and skills which you could use immediately in a job. Also check applicable items in the education category. All items checked must have been acquired through formal training, education, or work experience and will be subject to verification.

### SERVICE

#### Law Enforcement

##### Experience

- 1101 \_\_ 0 to 1 year
- 1102 \_\_ 1 to 3 years
- 1103 \_\_ 3 to 5 years
- 1104 \_\_ more than 5 years

##### Skills

- 1105 \_\_ Alabama certified
- 1106 \_\_ criminal investigation
- 1107 \_\_ radio dispatcher
- 1108 \_\_ report writing
- 1109 \_\_ revolver qualified
- 1110 \_\_ security protection
- 1111 \_\_ ten code procedures
- 1112 \_\_ traffic control
- 1113 \_\_ traffic enforcement

#### Custodial

##### Experience

- 1201 \_\_ 0 to 1 year
- 1202 \_\_ 1 to 3 years
- 1203 \_\_ 3 to 5 years
- 1204 \_\_ more than 5 years

##### Skills

- 1205 \_\_ cleaning supplies techniques
- 1206 \_\_ inventory/stockroom control
- 1207 \_\_ maintenance repairs
- 1208 \_\_ mopping/waxing
- 1209 \_\_ supply/delivery
- 1210 \_\_ vacuuming

#### Groundskeeping

##### Experience

- 1301 \_\_ 0 to 1 year
- 1302 \_\_ 1 to 3 years
- 1303 \_\_ 3 to 5 years
- 1304 \_\_ more than 5 years

##### Skills

- 1305 \_\_ greenhouse
- 1306 \_\_ insecticides/fertilizer
- 1307 \_\_ landscaping
- 1308 \_\_ riding mowers/tractors
- 1309 \_\_ shrubbery/trees
- 1310 \_\_ trash removal/garbage truck
- 1311 \_\_ tree climbing/surgery
- 1312 \_\_ trimming/edging
- 1313 \_\_ valid driver's license

### CRAFT/TRADE

#### General Craft/Trade

##### Experience

- 1401 \_\_ blueprint reading
- 1402 \_\_ computerized energy management & maintenance systems
- 1403 \_\_ forklift experience
- 1404 \_\_ heavy physical labor
- 1405 \_\_ job estimation
- 1406 \_\_ lock repair
- 1407 \_\_ material purchases
- 1408 \_\_ safety regulations
- 1409 \_\_ supervising others
- 1410 \_\_ training others
- 1411 \_\_ troubleshooting
- 1412 \_\_ valid driver's license
- 1413 \_\_ work order requests

#### Carpentry

##### Experience

- 1501 \_\_ 0 to 1 year
- 1502 \_\_ 1 to 3 years
- 1503 \_\_ 3 to 5 years
- 1504 \_\_ more than 5 years

##### Skills

- 1505 \_\_ cabinet making
- 1506 \_\_ concrete finishing work
- 1507 \_\_ concrete form work
- 1508 \_\_ floor tile
- 1509 \_\_ framing
- 1510 \_\_ hardware installation
- 1511 \_\_ install ceiling tile
- 1512 \_\_ install door/window
- 1513 \_\_ layout
- 1514 \_\_ masonry work
- 1515 \_\_ roofing/built up
- 1516 \_\_ roofing/HIP
- 1517 \_\_ sheetrock
- 1518 \_\_ trim work

#### Painting

##### Experience

- 1601 \_\_ 0 to 1 year
- 1602 \_\_ 1 to 3 years
- 1603 \_\_ 3 to 5 years
- 1604 \_\_ more than 5 years

##### Skills

- 1605 \_\_ airless spray systems
- 1606 \_\_ caulking
- 1607 \_\_ color mixing
- 1608 \_\_ commercial jobs
- 1609 \_\_ enamels/varnish
- 1610 \_\_ glazing/patching
- 1611 \_\_ paper hanging
- 1612 \_\_ sheetrock finishing
- 1613 \_\_ trimming

## CRAFT/TRADE SKILLS INVENTORY (CONTINUED)

### Plumbing

#### Experience

- 1701 \_\_ 0 to 1 year
- 1702 \_\_ 1 to 3 years
- 1703 \_\_ 3 to 5 years
- 1704 \_\_ more than 5 years

#### Skills

- 1705 \_\_ brazing
- 1706 \_\_ compressed air
- 1707 \_\_ hydraulics
- 1708 \_\_ pipe threading/cutting
- 1709 \_\_ plumbing installation
- 1710 \_\_ plumbing repair
- 1711 \_\_ sewer cleaning
- 1712 \_\_ sheet metal
- 1713 \_\_ steel fabrication
- 1714 \_\_ welding

### Electrical

#### Experience

- 1801 \_\_ 0 to 1 year
- 1802 \_\_ 1 to 3 years
- 1803 \_\_ 3 to 5 years
- 1804 \_\_ more than 5 years

#### Skills

- 1805 \_\_ conduit installation
- 1806 \_\_ electrical circuitry
- 1807 \_\_ electrical installation
- 1808 \_\_ electrical repair
- 1809 \_\_ fire alarm systems
- 1810 \_\_ generators
- 1811 \_\_ high voltage
- 1812 \_\_ lamping system controls
- 1813 \_\_ switches/relays
- 1814 \_\_ switchgear pm
- 1815 \_\_ transformers
- 1816 \_\_ troubleshooting

### Machinery

#### Experience

- 1901 \_\_ 0 to 1 year
- 1902 \_\_ 1 to 3 years
- 1903 \_\_ 3 to 5 years
- 1904 \_\_ more than 5 years

#### Skills

- 1905 \_\_ brazing
- 1906 \_\_ CAD programming
- 1907 \_\_ CAM programming
- 1908 \_\_ CNC milling
- 1909 \_\_ CNC operator
- 1910 \_\_ CNC programming
- 1911 \_\_ CNC turning
- 1912 \_\_ flight hardware experience
- 1913 \_\_ grinders
- 1914 \_\_ jig & fixture design & build
- 1915 \_\_ job setup
- 1916 \_\_ lathes
- 1917 \_\_ machine maintenance
- 1918 \_\_ manual grinding
- 1919 \_\_ manual milling
- 1920 \_\_ manual turning
- 1921 \_\_ metrology
- 1922 \_\_ mills
- 1923 \_\_ O-CNC - lathe
- 1924 \_\_ O-CNC - mill
- 1925 \_\_ O-P CNC - lathe
- 1926 \_\_ O-P CNC - mill
- 1927 \_\_ prototype instrument design
- 1928 \_\_ quality control
- 1929 \_\_ screw machine operator
- 1930 \_\_ screw machine setup
- 1931 \_\_ sheet metal fabrication
- 1932 \_\_ SPC
- 1933 \_\_ tool and die
- 1934 \_\_ tool maintenance
- 1935 \_\_ tool/fixture building
- 1936 \_\_ welding

### Heating/AC

#### Experience

- 2001 \_\_ 0 to 1 year
- 2002 \_\_ 1 to 3 years
- 2003 \_\_ 3 to 5 years
- 2004 \_\_ more than 5 years

#### Skills

- 2005 \_\_ balancing
- 2006 \_\_ centrifugal chillers
- 2007 \_\_ electric motors/fans
- 2008 \_\_ electrical duct heaters
- 2009 \_\_ energy maintenance
- 2010 \_\_ EPA certification
- 2011 \_\_ heat pumps
- 2012 \_\_ heating/AC installation
- 2013 \_\_ heating/AC repair
- 2014 \_\_ pneumatic controls
- 2015 \_\_ reciprocating chillers
- 2016 \_\_ refrigeration
- 2017 \_\_ screw chillers
- 2018 \_\_ sheet metal
- 2019 \_\_ troubleshooting
- 2020 \_\_ ventilation

### Education

- 2101 \_\_ grammar school
- 2102 \_\_ high school
- 2103 \_\_ craft/trade school
- 2104 \_\_ trade school graduate
- 2105 \_\_ apprentice program
- 2106 \_\_ 1 to 2 years college
- 2107 \_\_ 2+ years college
- 2108 \_\_ Associate's degree
- 2109 \_\_ BA or BS degree

### Employment Desired

- 2201 \_\_ full-time
- 2202 \_\_ part-time
- 2203 \_\_ temporary
- 2204 \_\_ overtime

## SKILLS/EXPERIENCE INVENTORY

Name \_\_\_\_\_ S.S.# \_\_\_\_\_ Date \_\_\_\_\_

The information on this page will be recorded in our applicant information system and be used in addition to your application to help us screen applicants fairly and appropriately. Check the amount of work-related experience you have had in the technical/professional, computing/data processing, budget/administrative or general professional areas which you could use immediately in a new job. Also check applicable items in the education category. All items checked must have been acquired through formal training, education, or work experience and will be subject to verification.

### TECHNICAL/PROFESSIONAL

#### Laboratory

##### Experience

- 2701\_\_0 to 1 year
- 2702\_\_1 to 3 years
- 2703\_\_3 to 5 years
- 2704\_\_more than 5 years

##### Skills

- 2705\_\_air analysis
- 2706\_\_bacteriology
- 2707\_\_experimental analyses
- 2708\_\_glassblowing
- 2709\_\_high vacuum techniques
- 2710\_\_immunology
- 2711\_\_infrared detection
- 2712\_\_internal medicine
- 2713\_\_microbiology
- 2714\_\_optical technician
- 2715\_\_radiological technologist
- 2716\_\_real-time image processing
- 2717\_\_specimen collection
- 2718\_\_thermodynamics
- 2719\_\_tissue culture
- 2720\_\_water analysis
- 2721\_\_X-ray diffraction

#### Accounting

##### Experience

- 3001\_\_0 to 1 year
- 3002\_\_1 to 3 years
- 3003\_\_3 to 5 years
- 3004\_\_more than 5 years

##### Skills

- 3005\_\_accounts payable/receivable
- 3006\_\_auditing
- 3007\_\_cash flow projections
- 3008\_\_collections
- 3009\_\_computerized accounting  
syst.
- 3010\_\_cost center
- 3011\_\_CPA
- 3012\_\_financial reporting
- 3013\_\_fund accounting
- 3014\_\_payroll
- 3015\_\_regulations/policies

#### Newswriting

##### Experience

- 2401\_\_0 to 1 year
- 2402\_\_1 to 3 years
- 2403\_\_3 to 5 years
- 2404\_\_more than 5 years

##### Skills

- 2405\_\_broadcast scripts
- 2406\_\_editing/proofing
- 2407\_\_feature stories
- 2408\_\_news releases
- 2409\_\_public relations
- 2410\_\_publications administration
- 2411\_\_speech writing
- 2412\_\_technical writing

#### Electronics

##### Experience

- 2901\_\_0 to 1 year
- 2902\_\_1 to 3 years
- 2903\_\_3 to 5 years
- 2904\_\_more than 5 years

##### Skills

- 2905\_\_calibration checking
- 2906\_\_circuit diagrams
- 2907\_\_computer terminal maint.
- 2908\_\_inventory control analysis
- 2909\_\_radiation technology
- 2910\_\_schematics
- 2911\_\_troubleshooting/repair

#### Art/Graphics

##### Experience

- 2501\_\_0 to 1 year
- 2502\_\_1 to 3 years
- 2503\_\_3 to 5 years
- 2504\_\_more than 5 years

##### Skills

- 2505\_\_35mm
- 2506\_\_audiovisual equipment
- 2507\_\_desktop publishing
- 2508\_\_drafting
- 2509\_\_exhibition management
- 2510\_\_Freehand
- 2511\_\_gallery administration
- 2512\_\_graphics production
- 2513\_\_illustration
- 2514\_\_layout
- 2515\_\_Macintosh
- 2516\_\_Microtek
- 2517\_\_photo processing
- 2518\_\_photography
- 2519\_\_Photoshop
- 2520\_\_Quark Xpress
- 2521\_\_ScanMaker
- 2522\_\_transparency production
- 2523\_\_typography
- 2524\_\_WACOM Tablet

#### Library Science

##### Experience

- 2601\_\_0 to 1 year
- 2602\_\_1 to 3 years
- 2603\_\_3 to 5 years
- 2604\_\_more than 5 years

##### Skills

- 2605\_\_bibliographic searching
- 2606\_\_bindery
- 2607\_\_bookkeeping
- 2608\_\_cataloging-automated
- 2609\_\_cataloging-manual
- 2610\_\_circulation-automated
- 2611\_\_circulation-manual
- 2612\_\_Internet
- 2613\_\_LC classification
- 2614\_\_microform equipment
- 2615\_\_reference desk
- 2616\_\_serials-automated
- 2617\_\_serials-manual
- 2618\_\_SIRSI

#### Budget/Administrative

##### Experience

- 3301\_\_0 to 1 year
- 3302\_\_1 to 3 years
- 3303\_\_3 to 5 years
- 3304\_\_more than 5 years

##### Skills

- 3305\_\_bid tabulation/analysis
- 3306\_\_budget development
- 3307\_\_contract administration
- 3308\_\_data processing
- 3309\_\_expenditure projections
- 3310\_\_FARS
- 3311\_\_financial analysis
- 3312\_\_governmental contracts
- 3313\_\_grant management
- 3314\_\_inventory
- 3315\_\_maintenance contracts
- 3316\_\_management information  
syst.
- 3317\_\_merchandise inspection
- 3318\_\_negotiations
- 3319\_\_office management
- 3320\_\_personnel administration
- 3321\_\_professional writing
- 3322\_\_proposal preparation
- 3323\_\_purchasing
- 3324\_\_small business development
- 3325\_\_statistical reports
- 3326\_\_subcontract administration
- 3327\_\_technical writing
- 3328\_\_workshop implementation

## SKILLS/EXPERIENCE INVENTORY (Continued)

### Computing/Data Processing

#### Experience

- 3101\_\_0 to 1 year
- 3102\_\_1 to 3 years
- 3103\_\_3 to 5 years
- 3104\_\_more than 5 years

#### Skills

- 3105\_\_back-up & purging operations
- 3106\_\_computer architecture
- 3107\_\_computer graphics
- 3108\_\_database management
- 3109\_\_documentation
- 3110\_\_hardware operation
- 3111\_\_Internet/FTP
- 3112\_\_machine editing
- 3113\_\_magnetospheric data proc.
- 3114\_\_mainframe experience
- 3115\_\_maintenance of user files
- 3116\_\_network experience
- 3117\_\_network installation
- 3118\_\_operations research
- 3119\_\_personal computer experience
- 3120\_\_programming experience
- 3121\_\_project life cycle
- 3122\_\_repair
- 3123\_\_report preparation
- 3124\_\_RPA curve analysis
- 3125\_\_software development
- 3126\_\_software testing
- 3127\_\_spectrogram
- 3128\_\_spreadsheets
- 3129\_\_trouble reports
- 3130\_\_UNIX
- 3131\_\_user training
- 3132\_\_VAX
- 3133\_\_VGA

### Computer Languages & Software Packages

#### Experience

- 3201\_\_0 to 1 year
- 3202\_\_1 to 3 years
- 3203\_\_3 to 5 years
- 3204\_\_more than 5 years

#### Skills

- 3205\_\_Access
- 3206\_\_Ada
- 3207\_\_Assembler
- 3208\_\_BASIC
- 3209\_\_C
- 3210\_\_C++
- 3211\_\_CAD
- 3212\_\_COBOL
- 3213\_\_CPT
- 3214\_\_Excel
- 3215\_\_FORTRAN
- 3216\_\_FoxPro
- 3217\_\_HTML/JAVA
- 3218\_\_Harvard Graphics
- 3219\_\_Knowledge Pro
- 3220\_\_Lotus 1-2-3
- 3221\_\_Macintosh
- 3222\_\_Microsoft Word
- 3223\_\_MS DOS
- 3224\_\_Multiplan
- 3225\_\_Norton Utilities
- 3226\_\_NOVELL Netware
- 3227\_\_Oracle
- 3228\_\_Pascal
- 3229\_\_Powerpoint

- 3230\_\_Quattro Pro
- 3231\_\_Silicon Graphics
- 3232\_\_SPSS-X
- 3233\_\_Web page development

### General Professional Experience

- 3401\_\_admissions
- 3402\_\_alumni affairs
- 3403\_\_benefits administration
- 3404\_\_budget maintenance
- 3405\_\_coaching
- 3406\_\_college/university experience
- 3407\_\_communications
- 3408\_\_computer knowledge
- 3409\_\_conferences
- 3410\_\_cooperative education
- 3411\_\_counseling
- 3412\_\_financial aid
- 3413\_\_fundraising
- 3414\_\_grant writing
- 3415\_\_Human Resources management
- 3416\_\_interviewing
- 3417\_\_LPC
- 3418\_\_marketing
- 3419\_\_NASA research projects
- 3420\_\_NCAA rules knowledge
- 3421\_\_policy procedure development
- 3422\_\_program implementation
- 3423\_\_proposal composition
- 3424\_\_public relations
- 3425\_\_recruitment
- 3426\_\_research composition
- 3427\_\_strategic planning
- 3428\_\_student counseling
- 3429\_\_student records
- 3430\_\_student union
- 3431\_\_supervision
- 3432\_\_teaching
- 3433\_\_technical writing
- 3434\_\_testing
- 3435\_\_training
- 3436\_\_university housing

### Employment Desired

- 3501\_\_full-time
- 3502\_\_part-time
- 3503\_\_temporary
- 3504\_\_overtime

## Education

3701\_\_accounting  
3702\_\_advertising  
3703\_\_agriculture  
3704\_\_atmospheric science  
3705\_\_biological science  
3706\_\_business  
3707\_\_chemistry  
3708\_\_communications  
3709\_\_computer science  
3710\_\_counseling  
3711\_\_design  
3712\_\_economics  
3713\_\_education  
3714\_\_engineering  
3715\_\_graphics  
3716\_\_healthcare administration  
3717\_\_horticulture  
3718\_\_human resources management  
3719\_\_journalism  
3720\_\_law  
3721\_\_liberal arts  
3722\_\_library science  
3723\_\_management  
3724\_\_marketing  
3725\_\_mathematics  
3726\_\_medical sciences  
3727\_\_medical technology  
3728\_\_MIS  
3729\_\_nursing  
3730\_\_office administration  
3731\_\_operations research  
3732\_\_physical education  
3733\_\_physical sciences  
3734\_\_procurement  
3735\_\_psychology  
3736\_\_social science  
3737\_\_technical writing

## Education

Check ***each*** level completed

3601\_\_high school  
3602\_\_clerical/business school  
3603\_\_craft/trade school  
3604\_\_Associate's degree  
3605\_\_1 to 2 years of college  
3606\_\_2+ years of college  
3607\_\_BA or BS degree  
3608\_\_MA or MS degree  
3609\_\_Ph.D.