

**ALABAMA DEPARTMENT OF ARCHIVES & HISTORY**  
 Student Employment Application  
 (December 2016)

APPLICANT INFORMATION					
Last Name		First		M.I.	Date
Street Address				Apartment/Unit #	
City		State		ZIP	
Phone		E-mail Address			
Date Available		Social Security No.		Date of Birth	
Position Applied for					
Are you a citizen of the United States?		YES <input type="checkbox"/>	NO <input type="checkbox"/>	If no, are you authorized to work in the U.S.? YES <input type="checkbox"/> NO <input type="checkbox"/>	
Have you ever worked for this agency?		YES <input type="checkbox"/>	NO <input type="checkbox"/>	If so, when?	
Have you ever been convicted of a felony?		YES <input type="checkbox"/>	NO <input type="checkbox"/>	If yes, explain	
EDUCATION					
Current College/University			Major/Minor:		
Are you currently enrolled?		YES	NO	Graduation Date:	
Classification: Freshman      Sophomore      Junior      Senior      Masters      Doctoral					
Professor/ advisor name:		Professor email:		Phone:	
Previous College/University:			Address:		
From:	To:	Did you graduate?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Degree/Major:
REFERENCES					
<i>Please do not list friends or Relatives</i>					
1. Full Name			Relationship		
Company			Phone		
Address					
2. Full Name			Relationship		
Company			Phone		
Address					
3. Full Name			Relationship		
Company			Phone		
Address					

<b>PREVIOUS EMPLOYMENT</b>			
1. Company		Phone	
Address		Supervisor	
Job Title	Starting Salary	\$	Ending Salary \$
Responsibilities			
From	To	Reason for Leaving	
May we contact your previous supervisor for a reference? YES <input type="checkbox"/> NO <input type="checkbox"/>			
2. Company		Phone	
Address		Supervisor	
Job Title	Starting Salary	\$	Ending Salary \$
Responsibilities			
From	To	Reason for Leaving	
May we contact your previous supervisor for a reference? YES <input type="checkbox"/> NO <input type="checkbox"/>			
3. Company		Phone	
Address		Supervisor	
Job Title	Starting Salary	\$	Ending Salary \$
Responsibilities			
From	To	Reason for Leaving	
May we contact your previous supervisor for a reference? YES <input type="checkbox"/> NO <input type="checkbox"/>			
<b>PLEASE LIST ANY SPECIAL TRAINING/TALENTS/ATTRIBUTES/EXPERIENCES THAT YOU HAVE:</b>			
Archival, History, or Museum classes or training:			
Relevant hands-on experience			
Other interests or talents:			
Do you have experience working with Children?		Are you comfortable climbing ladders, lifting heavy boxes and working in a warehouse environment?	
The Archives is open Monday- Saturday 8:30am - 4:30pm. When are you available to work?			
Monday _____	Tuesday _____	Friday _____	
Wednesday _____	Thursday _____	Saturday _____	
<b>DISCLAIMER AND SIGNATURE</b>			
I certify that my answers are true and complete to the best of my knowledge.			
If this application leads to employment, I understand that false or misleading information in my application or interview may result in my release.			
Signature _____			Date _____

Please complete form and email to the person specified in the job announcement or mail to ADAH Administrative Office, PO Box 300100, Montgomery, AL 36130-0100.