



APPLICATION FOR EMPLOYMENT

Application must be typed and submitted online. All blanks must be completed. If information is not applicable, indicate by entering N/A. Resumes and cover letters may be attached but will not substitute for completion of the application.

Tuscaloosa's One Place is an Equal Opportunity Employer and Drug Free Workplace. If offered employment, you will be required to consent to a criminal history background investigation.

PERSONAL INFORMATION *(Incomplete information may disqualify you from further consideration)*

Full Name _____

Mailing Address _____

E-mail Address _____

Home Phone# _____ Cell Phone# _____ Work Phone# _____

Are you eligible to work in the U.S? Yes___ No___

Are you at least 18 years of age? Yes___ No___ (If no, you may be required to provide authorization to work.)

Can you work overtime, including after hours and weekends? Yes ___ No___

Are you able to perform the essential functions of the position for which you are applying, with or without a reasonable accommodation? Yes___ No___

EMPLOYMENT DESIRED

Date you can start _____ Position desired _____

Are you currently employed? Yes___ No___ If so may we contact your present employer? Yes___No___

Do you know anyone who works for our agency? Yes___No___ If yes, who? _____

EDUCATION	NAME AND LOCATION OF SCHOOL	YEARS ATTENDED	DEGREE RECEIVED	MAJOR
High School				
College or University				
College or University				

EMPLOYMENT HISTORY (Employment history, including periods of unemployment, starting with the most recent and working backwards in time. *Incomplete information may disqualify you from further consideration.*)

FROM	TO	EMPLOYER NAME	TELEPHONE
Job Title		Address	
Immediate supervisor and title		Summarize the nature of work performed and job responsibilities	
Reason for leaving		Hourly Rate/Salary	
FROM	TO	EMPLOYER	TELEPHONE
Job Title		Address	
Immediate supervisor and title		Summarize the nature of work performed and job responsibilities	
Reason for leaving		Hourly Rate/Salary	

FROM	TO	EMPLOYER	TELEPHONE
Job Title		Address	
Immediate supervisor and title		Summarize the nature of work performed and job responsibilities	
Reason for leaving		Hourly Rate/Salary	

Do you have any special skills, experience and/or training that would enhance your ability to perform in the position for which you are applying? If yes, explain.

Computer Skills (please describe):

REFERENCES Give the names of three persons not related to you.

NAME	PHONE & EMAIL	COMPANY	YEARS ACQUAINTED
1			
2			
3			

HAVE YOU EVER BEEN CONVICTED OF A CRIME: Other than minor traffic violations, please list all arrests or convictions that you have had in the last 10 years, including reason, date, plea, and any penalty or time served. A positive response will not necessarily bar you from employment.

CERTIFICATION OF INFORMATION (Please read carefully before signing.)

Tuscaloosa's One Place does not discriminate on the basis of race, color, religion, national origin, citizenship status, ancestry, age, gender (including sexual orientation, sexual identity or expression, and transgender status), pregnancy, marital status, physical or mental disability, military status, or any other reason prohibited by state and federal law.

I understand that neither the completion of this application nor any other part of my consideration for employment establishes any obligation for Tuscaloosa's One Place to hire me. If I am hired, I understand that either Tuscaloosa's One Place or I can terminate my employment at any time and for any reason, with or without cause or prior notice. I understand that no representative of Tuscaloosa's One Place has the authority to make any assurance to the contrary.

I hereby certify, with my signature below, that I have given Tuscaloosa's One Place true and complete information on this application and all attachments. No requested information has been concealed or falsified. I authorize Tuscaloosa's One Place to verify information by contacting references and conducting a criminal history background investigation. If any information I have provided is untrue, or if I have concealed material information, I understand that this will constitute cause for disqualification of the employment application, denial of employment, or immediate dismissal, whenever the material omission or error is discovered.

Date _____ Signature _____