

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"/>	YES <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					

PREVIOUS EMPLOYMENT			
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"/>			
PLEASE LIST ANY SPECIAL TRAINING/TALENTS/ATTRIBUTES/EXPERIENCES THAT YOU HAVE:			
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 _____	
DISCLAIMER AND SIGNATURE			
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.