



SOUTH ALABAMA REGIONAL PLANNING COMMISSION

SARPC Staffing Service

110 Beauregard Street

Mobile, AL 36602

Phone (251) 652-0585 • Fax (251) 433-0148

APPLICATION FOR EMPLOYMENT

Today's Date: _____

PERSONAL INFORMATION

PLEASE PRINT

Last Name:		First Name:		Middle Initial:	
Current Street Address:			City:		State: Zip:
Home Number: ()		Cellular Number: ()		Email:	
Are you at least 18 years of age? _____ Yes _____ No		Do you have a legal right to work in the United States? _____ Yes _____ No		Referred By:	
Have you ever worked for SARPC Staffing Services before? _____ Yes _____ No			Do you have a valid Alabama Driver's License? _____ Yes _____ No _____ CDL (Class _____)		
Have you ever been convicted of a crime? (other than traffic violation) _____ Yes _____ No If yes, explain: _____					
Are you interested in the Senior Community Service Employment Program (SCSEP) for individuals 55+? _____ Yes _____ No					

EMPLOYMENT DESIRED

Position(s) Applying For:		Available Start Date:	Desired Salary/Wage:
When are you available to work? _____ Days _____ Evenings _____ Nights _____ Weekends		Are you seeking _____ Full-time _____ Part-time _____ Either	

EDUCATION

Name of school and location	Diploma/Degree/ Certificate	Did you Graduate? Y/N
High School (GED)		
College		
Other		

Circle Highest Grade Completed

First through Eight Grade
1 2 3 4 5 6 7 8

High School
9 10 11 12

College
13 14 15 16

EMPLOYMENT HISTORY

Instructions: Begin with your present or most recent employer.

Employer	Telephone
Address	Dates of Employment (month/year) From: _____ To: _____
Supervisor Name	Wage or Salary: Starting: _____ Final: _____
Job Title:	Reason for leaving
Describe Job Duties:	May we contact this employer? _____ Yes _____ No If no, explain: _____ _____

Employer	Telephone
Address	Dates of Employment (month/year) From: _____ To: _____
Supervisor Name	Wage or Salary Starting: _____ Final: _____
Job Title:	Reason for leaving
Describe Job Duties:	May we contact this employer? _____ Yes _____ No If no, explain: _____ _____

Employer	Telephone
Address	Dates of Employment (month/year) From: _____ To: _____
Supervisor Name	Wage or Salary Starting: _____ Final: _____
Job Title:	Reason for leaving
Describe Job Duties:	May we contact this employer? _____ Yes _____ No If no, explain: _____ _____

If additional space is needed, please use the back of this page.

List any computer hardware/software with which you have a working knowledge or experience:

Type: Y/N

_____ WPM

Please indicate any other skills or experience you feel may be important in helping us make our decision:

PROFESSIONAL REFERENCES

NOTE: Please do NOT list relatives

Name	Phone Number	Relationship

EMERGENCY CONTACT

In case of an emergency, please notify:

Name	Phone Number	Relationship

AUTHORIZATION

I certify that the information provided in this employment application (and accompanying resume or documentation, if any) is true and complete to the best of my knowledge. I understand that any false or misleading information may disqualify me from further consideration for employment and may lead to my dismissal from employment, if discovered at a later date.

I authorize and request all current and previous employers, educational institutions who possess information about my suitability for employment to share that information with South Alabama Regional Planning Commission (SARPC).

I understand that any offer of employment with SARPC is contingent upon satisfactory completion of reference checks, background check, credit check and pre-employment drug test.

Signature of Applicant: _____ Date: _____

South Alabama Regional Planning Commission is an equal opportunity employer, and selects individuals best matched for the job based upon job-related qualifications regardless of race, religion, sex, national origin, disability, marital status, pregnancy, medical condition, color or any other status or characteristic protected by law.