



SOUTH ALABAMA REGIONAL PLANNING COMMISSION

Mature 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 Mature 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: _____ _____ |

| | |
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| Supervisor Name | Wage or Salary Starting: _____ Final: _____ |
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| 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.