



PO Box 12744
Tallahassee, FL 32317

Alpha II

An Equal Opportunity Employer

APPLICATION FOR EMPLOYMENT

Alpha II is an equal opportunity employer and does not discriminate against otherwise qualified applicants on the basis of race, color, creed, religion, ancestry, age, sex, marital status, national origin, disability or handicap, or veteran status. This application for employment is good for 30 days only. Consideration for employment after 30 days requires a new application. Please complete a separate application for each position.

Please type in the following information and return to Alpha II via email by saving the application and sending it as an attachment to hr@alphaii.com.

PERSONAL

Name _____ **Date** _____

Last First Middle

Address _____

Street City State Zip

Home Phone _____ **Business Phone** _____ **Email** _____

Position Sought _____ **Full time** **Part time**

Date Available _____ **Salary Desired** _____ **per** _____

Are you over 18? **Yes** **No** **If under 18, please indicate your age for child labor law purposes** _____

Are you legally eligible for employment in the United States? **Yes** **No**
(If offered employment, you will be required to provide documentation to verify eligibility)

Have you applied for a job with this company before? **Yes** **No**

Have you been employed by this company before? **Yes** **No**

Are you able to perform the functions of this position (with or without accommodation)? **Yes** **No**

EDUCATION

High school grade completed: 9 10 11 12 **Diploma?** **Yes** **No**

If you did not complete high school, do you have a GED diploma? **Yes** **No**

Check number of years post high school education 1 2 3 4 5 6 7

Name of Institution	City / State	Hours	Degree Received	Major or Specialty	Dates Attended

If you expect to complete an educational program in the near future, please indicate the type of degree or program and the expected completion date

Software Skills (e.g., Microsoft Office, accounting applications, software development tools, etc.)

Other Job-Related Skills (e.g., public speaking, technical writing, web site development, etc.)

RECORD OF CONVICTION

Have you ever been convicted of a crime other than a minor traffic offense? [] Yes [] No

If yes, explain below

(A conviction will not necessarily disqualify you for employment. Rather, such factors as age and date when convicted, seriousness and nature of the crime, and rehabilitation will be considered.)

EMPLOYMENT HISTORY (List most recent employment first. Include military service.)

Other names employed under _____ May we contact your present employer? [] Yes [] No

(If you wish to describe additional work experience for the positions listed below, attach the information on a separate sheet of paper)

Dates of Employment From Date _____ To Date _____

Employer _____ Address _____

Position _____ Salary _____ [] Full time [] Part time Hours/Week _____

Supervisor _____ Telephone _____ Email _____

Duties _____

Reason for Leaving _____

Dates of Employment From Date _____ To Date _____

Employer _____ Address _____

Position _____ Salary _____ [] Full time [] Part time Hours/Week _____

Supervisor _____ Telephone _____ Email _____

Duties _____

Reason for Leaving _____

Dates of employment **From Date** _____ **To Date** _____

Employer _____ **Address** _____

Position _____ **Salary** _____ **Full time** **Part time** **Hours/Week** _____

Supervisor _____ **Telephone** _____ **Email** _____

Duties _____

Reason for Leaving _____

Dates of Employment **From Date** _____ **To Date** _____

Employer _____ **Address** _____

Position _____ **Salary** _____ **Full time** **Part time** **Hours/Week** _____

Supervisor _____ **Telephone** _____ **Email** _____

Duties _____

Reason for Leaving _____

Explain any gaps in work history

Have you ever been discharged or asked to resign from a job? **Yes** **No**

If yes, explain

REFERENCES

(List contact information for three work-related references. Include at least one supervisor, preferably two.)

Name	Address	Phone	Relationship