Form 3 - Revised February 2015

DO NOT WRITE IN THIS SPACE

APPLICATION FOR EXAMINATION

RETURN TO: ALABAMA ABC BOARD
PERSONNEL DEPARTMENT 2715
GUNTER PARK DRIVE WEST
MONTGOMERY, ALABAMA 36109
EMAIL: retail.jobs@abc.alabama.gov
FAX: (334) 260-5450

ENTER LAST 4 DIGITS OF SOCIAL SECURITY NUMBER BELOW.

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General Instructions

A separate application is required for each job. Do not write in shaded areas. Complete all parts of the application. Applications not properly completed will be returned. Photocopied and facsimile appli-cations will be accepted.

ABC Sales Associate 11706

Option (if applicable)

Full Name _____
First M. I. Last Email Address

Address _____
House or Apartment Number Street

_____
City State County Zip Code

Telephone Number: Home _____ Cell _____ Work _____
Area Code Area Code Area Code

The following information is required for governmental reporting or recordkeeping purposes:

Date of Birth _____ _____ _____
(Month) (Day) (Year)

Sex (check one) 1. ( ) Male 2. ( ) Female

Race (check one) 1. ( ) White 2. ( ) Black 3. ( ) Hispanic 4. ( ) Asian or Pacific Islander 5. ( ) American Indian or Alaskan Native 6. ( ) Other

EDUCATION:

High School Diploma or GED? ( ) Yes ( ) No

CLICK ON THE HIGHEST GRADE OF SCHOOL COMPLETED.

1 2 3 4 5 6 7 8 9 10 11 12 College 1 2 3 4

ED **LC**

PROVIDE INFORMATION ON ALL SCHOOLS ATTENDED. SPECIFY UNDERGRADUATE OR GRADUATE WORK.

Name and Location of School	Dates of Attendance Month/Year From	To	Credit Hours Sem.	Qtr.	Did You Graduate? Yes	No	Type of Degree and Date	Major

PROFESSIONAL LICENSE OR CERTIFICATE

License/Certificate Issued By	Field/Trade/Specialization	License/Certificate No.	Issue Date	Expiration Date

LIST COURSES (AND HOURS) WHICH ARE PARTICULARLY RELATED TO THE POSITION (attach additional sheets, if needed).

_____ _____ _____ _____ _____ _____

_____ _____ _____ _____ _____ _____

CERTIFICATION STATEMENT

I hereby certify, under penalty of perjury, that all statements on or attached to this application are true, correct, and complete. I further agree and understand that any false or deceptive information herein, regardless of time of discovery, may cause forfeiture on my part of any employment in the service of the State of Alabama and may prohibit me from being considered for future employment. I understand that all information on this application is subject to verification, and I consent to criminal history background and employment checks. I agree to allow my employer/prospective employer to receive a copy of my Alabama Background Check report through ACJIC. If employed, I agree to electronic deposits of my payroll check and other state payments; and consistent with applicable laws, to receive compensatory time off in lieu of overtime compensation for any overtime hours worked.

Signature _____ **Date** _____

Your name may be removed from employment consideration for any disqualifying reason.

AN EQUAL OPPORTUNITY EMPLOYER

SOCIAL SECURITY NUMBER: ___ ___ ___ - ___ ___ - ___ ___ ___ ___

List three reliable persons, not relatives or present employer, who know you well enough to give information about you.		
NAME	**ADDRESS AND PHONE NUMBER**	**EMPLOYER**

Should you need testing accommodations due to a health problem or disability, you must contact the ABC Board Personnel Office.

Have you ever been involuntarily terminated, discharged, forced or asked to resign from any job? **( ) Yes** **( ) No**

If you answered **Yes** to the above question, provide an explanation on a separate sheet noting any mitigating or extenuating circumstances in the space below. If necessary, you may use a separate sheet or sheets and attach to the application.

_____

_____

_____

Have you ever been convicted of a misdemeanor or felony crime? **( ) Yes** **( ) No**

If you answered **Yes** to the above question, list in the space below all prior misdemeanor and felony convictions and any extenuating or mitigating circumstances regarding such convictions. If necessary, you may use a separate sheet or sheets and attach to application.

_____

_____

_____

NOTE: A CRIMINAL CONVICTION WILL NOT NECESSARILY BE A BAR TO CONSIDERATION FOR EMPLOYMENT, EXCEPT THAT A FELONY CONVICTION WILL BAR EMPLOYMENT IN A LAW ENFORCEMENT JOB; THE DISCLOSURE OF A MISDEMEANOR CONVICTION WILL NOT AUTOMATICALLY RESULT IN DISQUALIFICATION. CRIMINAL HISTORIES WILL BE SUBMITTED TO THE NATIONAL CRIME INFORMATION CENTER (NCIC) FOR VERIFICATION. FAILURE TO DISCLOSE A CONVICTION MAY BE CONSIDERED AS GROUNDS FOR DISQUALIFICATION. FOR THESE REASONS, APPLICANTS SHOULD BE CAREFUL TO DISCLOSE ALL CRIMINAL CONVICTIONS.

WORK HISTORY
THIS SECTION MUST BE COMPLETED REGARDLESS OF WHETHER OR NOT A RESUME' IS ATTACHED.

Begin with your PRESENT or most recent employment. List in REVERSE ORDER periods of employment. **Each time you changed jobs or your title changed should be listed as a separate period.** Describe in detail your duties. (Attach additional sheets if needed.)

1. Current or Last Employer						Your Official Job Title	
Address						Type of Business	
FROM Month Year	TO Month Year	Total Months	Number of Hours Per Week	Beginning Salary	Ending Salary	May we contact your employer?	
_____ _____	_____ _____	_____	_____	$_____Per _____	$_____ Per _____	( ) Yes	( ) No
Number/Title of Employees You Supervised On a Continuing Basis						Equipment You Operated	
Name, Title and Telephone Number of Supervisor						Reason for Leaving	
Describe Your Duties in Detail							

SOCIAL SECURITY NUMBER: ___ ___ ___ - ___ ___ - ___ ___ ___ ___

2. Employer							Your Official Job Title
Address							Type of Business
FROM Month Year _____ _____	TO Month Year _____ _____	Total Months _____	Number of Hours Per Week _____	Beginning Salary $_____ Per _____	Ending Salary $_____ Per_____		May we contact your employer? ( ) Yes ( ) No
Number/Title of Employees You Supervised On a Continuing Basis							Equipment You Operated
Name, Title and Telephone Number of Supervisor							Reason for Leaving
Describe Your Duties in Detail							

3. Employer							Your Official Job Title
Address							Type of Business
FROM Month Year _____ _____	TO Month Year _____ _____	Total Months _____	Number of Hours Per Week _____	Beginning Salary $_____ Per _____	Ending Salary $_____ Per_____		May we contact your employer? ( ) Yes ( ) No
Number/Title of Employees You Supervised On a Continuing Basis							Equipment You Operated
Name, Title and Telephone Number of Supervisor							Reason for Leaving
Describe Your Duties in Detail							

4. Employer							Your Official Job Title
Address							Type of Business
FROM Month Year _____ _____	TO Month Year _____ _____	Total Months _____	Number of Hours Per Week _____	Beginning Salary $_____ Per _____	Ending Salary $_____ Per_____		May we contact your employer? ( ) Yes ( ) No
Number/Title of Employees You Supervised On a Continuing Basis							Equipment You Operated
Name, Title and Telephone Number of Supervisor							Reason for Leaving
Describe Your Duties in Detail							

5. USING THE ABOVE FORMAT, SHOW OTHER EXPERIENCE BY USING ADDITIONAL SHEETS.

LAST 4 DIGITS OF SOCIAL SECURITY NUMBER : ___ ___ ___ ___

SELECT ABC SPIRITS

Where did you learn of this job? (check all that apply)

1 ( ) State Employment Service	**5** ( ) Friend/Relative	**9** ( ) Legislative Representative	**13** ( ) TV/Radio Commercial
2 ( ) Job Announcement Notice	**6** ( ) Dept. News Bulletin	**10** ( ) State Recruiter/Counselor	**14** ( ) Other
3 ( ) Newspaper	**7** ( ) Rehabilitation Services	**11** ( ) State Personnel Dept. Information Board	**15** ( ) State Personnel Dept. Website
4 ( ) College Placement/Career Office	**8** ( ) High School Counselor	**12** ( ) Outreach Program (i.e. Church)	**16** ( ) Other Website

AVAILABILITY

81 - Northwest Alabama
17 Colbert
30 Franklin
39 Lauderdale
40 Lawrence

82 - Huntsville/ Decatur Area
36 Jackson
42 Limestone
45 Madison
48 Marshall
52 Morgan

83 - Northeast Alabama
10 Cherokee
25 DeKalb
28 Etowah

84 - Jasper/ Winfield Area
29 Fayette
38 Lamar
47 Marion
64 Walker
67 Winston

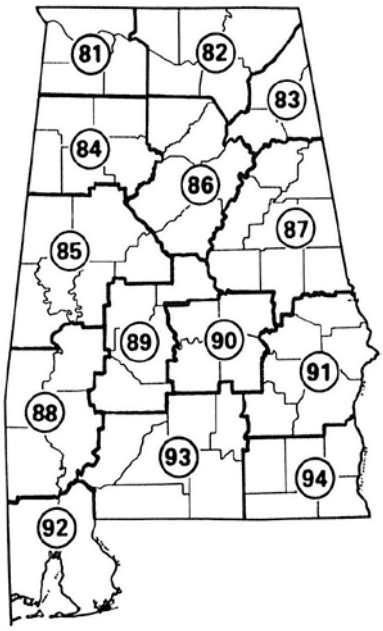
85 - Tuscaloosa Area
04 Bibb
32 Greene
33 Hale
54 Pickens
60 Sumter
63 Tuscaloosa

86 - Birmingham Area
05 Blount
22 Cullman
37 Jefferson
58 Shelby
59 St. Clair

87 - East Central Alabama
08 Calhoun
09 Chambers
14 Clay
15 Cleburne
19 Coosa
56 Randolph
61 Talladega
62 Tallapoosa

88 - Southwest Alabama
12 Choctaw
13 Clarke
46 Marengo
65 Washington

89 - Selma/Clanton Area
11 Chilton
24 Dallas
53 Perry
66 Wilcox



90 - Montgomery Area
01 Autauga
26 Elmore
43 Lowndes
51 Montgomery

91 - Phenix City/ Troy Area
03 Barbour
06 Bullock
41 Lee
44 Macon
55 Pike
57 Russell

92 - Mobile Area
02 Baldwin
49 Mobile

93 - South Central Alabama
07 Butler
18 Conecuh
20 Covington
21 Crenshaw
27 Escambia
50 Monroe

94 - Dothan Area
16 Coffee
23 Dale
31 Geneva
34 Henry
35 Houston

Please answer the following questions with care. List in the spaces provided those areas of the state in which you would accept employment. You will be considered for employment only in the locations you indicate. You may choose a combination of up to three counties and/or regions from the list above. If you list a region, you will be considered available for all counties in that region. The counties in each region are listed alphabetically below the region. You will not be considered for jobs involving overnight travel or shift work unless you so indicate.

List the numbers of up to 3 counties and/or regions where you are willing to relocate _____ _____ _____ _____ _____ _____ _____

Enter the earliest date you will be available to interview for employment. (Your name will not appear on a list of eligibles until this date.) _____ _____ _____
Month Day Year

Will you accept work involving overnight travel? ( ) **Yes** ( ) **No**

Will you accept part-time work? ( ) **Yes** ( ) **No**

Will you accept temporary work? ( ) **Yes** ( ) **No**

Will you accept temporary part-time work? ( ) **Yes** ( ) **No**

Which shifts are you willing to work? **0.** ( ) **all shifts** **1.** ( ) **1st only** **2.** ( ) **2nd only** **3.** ( ) **3rd only** **4.** ( ) **1st and 2nd only** **5.** ( ) **1st & 3rd only** **6.** ( ) **2nd & 3rd only**

NOTE: **Your application will be considered inactive for this class after declining three offers of employment consideration or failing to reply to the agency's inquiry concerning your availability.**