



*Marine Environmental Sciences Consortium  
 Dauphin Island Sea Lab  
 101 Bienville Boulevard  
 Dauphin Island, Alabama 36528  
 (251) 861-2141*

## Application for Employment

### I. Personal Data

Name: \_\_\_\_\_ Today's Date: \_\_\_\_\_  
Last First Middle

Present Address: \_\_\_\_\_  
Number Street City State Zip

Telephone Number: Home \_\_\_\_\_ Business \_\_\_\_\_ Other \_\_\_\_\_

Are you under age 18? \_\_\_\_\_

Have you previously been employed by MESC? \_\_\_\_\_

If yes, what department? \_\_\_\_\_

Dates: From \_\_\_\_\_ To \_\_\_\_\_ Name of Supervisor: \_\_\_\_\_

Are any employees of MESC related to you by blood or marriage? Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, give name, relationship and department: \_\_\_\_\_

In case of emergency, notify: \_\_\_\_\_

Are you a citizen of the United States? Yes \_\_\_\_\_ No \_\_\_\_\_

If not, do you have a legal right to work in the United States? Yes \_\_\_\_\_ No \_\_\_\_\_

**The Marine Environmental Sciences Consortium is an equal employment opportunity/affirmative action employer. The policy of MESC is to affirm and dedicate itself to a primary principle of affirmative action and nondiscrimination in such activities as employment, recruitment, transfers, promotions, compensation, benefits and other terms and conditions of employment. We do not discriminate on the basis of race, color, religion, sex, national origin, physical or mental disability, or on the basis of age with respect to individuals who are at least 40, disabled veterans or Vietnam-era veterans. If you feel you have been discriminated against, please notify the director of MESC.**

Last Name

First

M.I.

Date Received

Exp. Date

# Marine Environmental Sciences Consortium

Last Name \_\_\_\_\_

## II. Positions Applied For

List in the space provided, specific position(s) for which you possess the necessary education and experience and for which you wish to apply.


## III. Education

Type of School	Name and Address	From Mo./Yr.	To Mo./Yr.	Did you Graduate	Degree	Major
High School (GED)						
College Undergraduate						
College Graduate						
Vocational Business						
Military Schools						
Other						
Other						

Circle Highest Grade Completed:

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

High School  
9 10 11 12

College  
13 14 15 16

Graduate School  
1 2 3 4

# Marine Environmental Sciences Consortium

Last Name \_\_\_\_\_

## IV. Licenses & Special Skills

List the number, expiration date and State of issuance of any professional or occupational license you hold.

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List any laboratory, medical, or shop equipment you operate: \_\_\_\_\_

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Do you type? Yes \_\_\_\_\_ No \_\_\_\_\_ \_\_\_\_\_ wpm      Do you take shorthand? Yes \_\_\_\_\_ No \_\_\_\_\_ \_\_\_\_\_ wpm

Do you use dictating equipment? Yes \_\_\_\_\_ No \_\_\_\_\_

List any office equipment you operate: \_\_\_\_\_

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List any Wordprocessing/Computer software programs with which you are proficient: \_\_\_\_\_

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## V. Employment History

**Instructions:** Beginning with your present or most recent employer, please list in order all employment.

	Your name if different from present name:
Name of Employer	Date of Employment: From: Mo. Yr.                      To: Mo. Yr.
Address of Employer	Salary: Beginning:                      Ending:
Job Title	Supervisor: Name:                                      Title:
Specific Duties	
Reason for Leaving	

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Last Name \_\_\_\_\_

**V. Employment History Continued**

	Your name if different from present name:
Name of Employer	Date of Employment: From: Mo. Yr. To: Mo. Yr.
Address of Employer	Salary: Beginning: Ending:
Job Title	Supervisor: Name: Title:
Specific Duties	
Reason for Leaving	

	Your name if different from present name:
Name of Employer	Date of Employment: From: Mo. Yr. To: Mo. Yr.
Address of Employer	Salary: Beginning: Ending:
Job Title	Supervisor: Name: Title:
Specific Duties	
Reason for Leaving	

	Your name if different from present name:
Name of Employer	Date of Employment: From: Mo. Yr. To: Mo. Yr.
Address of Employer	Salary: Beginning: Ending:
Job Title	Supervisor: Name: Title:
Specific Duties	
Reason for Leaving	

*Marine Environmental Sciences Consortium*

Last Name \_\_\_\_\_

**VI. Military History (OPTIONAL)**

	Your name if different from present name:
Branch of Service	Date of Service: From: Mo. Yr. To: Mo. Yr.
Rank Attained	
Job Title	
Briefly describe your specific duties:	

**VII. General Information**

Have you ever been convicted of a misdemeanor or felony (other than traffic violation)?

Yes \_\_\_\_\_ No \_\_\_\_\_ If yes, explain: \_\_\_\_\_

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Are you able to perform the job tasks of the position for which you have applied, with or without accommodation?

Yes \_\_\_\_\_ No \_\_\_\_\_ Explain: \_\_\_\_\_

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## VIII. Certificate of Applicant

Thank you for making application to the Marine Environmental Sciences Consortium. If you need assistance with the application process, please contact the Business Manager.

Permission is hereby granted to the Marine Environmental Sciences Consortium to conduct any necessary and reasonable investigation with respect to statements and other information in this application. I release MESC, my former employers and personal references from any liability for damage caused by giving and receiving information or opinions as to my employment and character

I agree to furnish any other information required of me related to my employment. I also understand and agree that any false statements or any material misrepresentation of the information referred to above will be sufficient grounds for my separation.

I certify that I have no other employment application on file at this employment center. I also certify that I am qualified by education and experience for the job(s) for which I have applied; and that I understand the requirements and essential functions of the job(s) and certify that I am able to perform those job duties and functions. I have a genuine interest to be employed and no other purpose in submitting this application.

I understand that this employment application will remain active for 120 calendar days, and that upon expiration of this application, to continue to be considered for employment, I must complete a new employment application.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature