



UNIVERSITY OF SOUTH ALABAMA  
HUMAN RESOURCES  
MOBILE, ALABAMA

APPLICATION UPDATE / ADDENDUM FORM

**INSTRUCTIONS:** This request form supplements the employment application and is used to make formal application for specific position vacancies for up to **4 MONTHS** after completion of the formal application, provided that no change has occurred in status as previously reported on your application. (If changes have occurred, please indicate below). **AFTER 4 MONTHS FROM THE DATE OF YOUR APPLICATION, YOU MUST COMPLETE A NEW APPLICATION FORM TO BE CONSIDERED AN ACTIVE APPLICANT FOR A POSITION.**

Date: \_\_\_\_\_

Applicant's Name: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

If there are several job numbers per title, you may indicate additional job numbers on this form.

**POSITION APPLYING FOR:**

Position Title: \_\_\_\_\_

Job Number: \_\_\_\_\_

Position Applied for Previously: \_\_\_\_\_

Date of Application (approx): \_\_\_\_\_

**PLEASE FILL OUT THIS SECTION IF THERE ARE ANY CHANGES**

Address: \_\_\_\_\_

\_\_\_\_\_

Telephone Number: (Day) (\_\_\_\_) \_\_\_\_\_ (Evening) (\_\_\_\_) \_\_\_\_\_

Other: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_