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| TAMUCT-Logo-Main-Color.png | Employment ApplicationOffice of Employee Services *To be completed for:* ***Graduate Assistantship*** |

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| **MAIL**: Office of Employee Services, 1001 Leadership Place, Killeen, TX 76549 **TELEPHONE:** 254-519-5707 **FAX:** 254-519-8011 |

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| **Type of Position:** | **Graduate Assistantship** | **Date Available to Start:** |  |
| **Days / Hours Available:** |  |
| **College or Department of Interest:** | □ **COBA**  □ **CAS**  □ **COE**  □ **Student Affairs** | **Other, please list here:** |  |

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| **PERSONAL DATA:** *Only Applicants To Receive Further Consideration Will Be Contacted.* | | | |
| **Name** |  | **Previous Last Name** |  |
| **Street** |  | **Home Phone** |  |
| **City** |  | **Cell Phone** |  |
| **State and Zip** |  | **Other Phone** |  |
| **County** |  | **Email Address** |  |

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| **ELIGIBILITY:** *Information will be verified. Please circle NO or YES and give additional information if required.* | | | |
| Are you legally eligible to work in the U.S.? | No | Yes |  |
| Have you served in the United States Armed Forces? | No | Yes | If yes, list branch. |
| If employed in position applied for, would you be in a supervisory relationship to any relative or household member? | No | Yes | If yes, provide details. |
| Were you ever employed by Texas A&M University-Central Texas, Texas A&M University System, or other State agency? | No | Yes | If yes, list agencies, departments, dates employed. |
| Have you ever been convicted of a civilian or military crime, other than a minor traffic violation?  *A finding of guilty of does not necessarily bar employment.* | No | Yes | If yes and record not expunged, explain fully nature and date of offense(s), name and location of court(s), disposition(s) or outcome(s), and sentence(s), if any. |
| Have you ever received a “probation before judgment” disposition in a criminal proceeding, other than a minor traffic violation? | No | Yes | If yes and record not expunged, explain fully nature and date of offense(s), name and location of court(s), disposition(s) or outcome(s), and sentence(s), if any. |

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| **EDUCATION** | **School Name and Address** | **Did You Graduate?** | **G.P.A.** | **Number Yrs or Credit Hours Completed** | **Major or Program Type** | **Type of Degree or Certification** |
| High School | Name  Street  City, State, Zip Code |  |  |  |  |  |
| College | Name  Street  City, State, Zip Code |  |  |  |  |  |
| Graduate School | Name  Street  City, State, Zip Code |  |  |  |  |  |
| Vocational / Business School or Other | Name  Street  City, State, Zip Code |  |  |  |  |  |

Have you received a high school equivalency certificate? No \_\_\_\_ Yes \_\_\_\_\_ 🡺 If yes, Name of State: **\_\_\_\_\_\_\_\_\_\_\_\_\_**

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| **GRADUATE ADMISSIONS:** *Information will be verified. Check correct box and provide requested information.* | | | | | |
| Have you applied for admission to the College of Graduate Studies? | | | Yes  No | | |
| What is your category of admission to the College of Graduate Studies? | | | Full Admission  Provisional Admission (not eligible for Graduate  Conditional Admission Assistantship) | | |
| Total number of registered hours for the semester: | | |  | | |
| Toward which degree will you be working? | | | M.A.  M.Ed.  M.S.  M.C.J.  M.B.A.  ED.D | | |
| Proposed Field of Study: | Major: |  | | Minor: |  |
| Academic Honors: | |  | | | |
| List any scholarly activity in which you have participated that might be relevant to your application: (research, writing, institutes, seminars, etc.) | | |  | | |
| Fellowships, scholarships, teaching and other relevant positions held since entering college or university: | | |  | | |

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| **G.P.A.:** *Information will be verified.* | | | | | |
| All Undergraduate Work: |  | Undergraduate Major: |  | All Graduate Work: |  |

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| **REFERENCES:** *Input names, addresses and phone numbers of three persons, each of whom knows your academic and professional experience and ability:* | | |
| **Name** | **Address** | **Phone/E-Mail Address** |
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| **OBJECTIVES:** *Make a brief statement as to the objectives of your educational program and professional career:* |
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| **EXPECTATIONS:** *Describe the duties you expect to perform as a Graduate Assistant:* |
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**READ THIS SECTION AND SIGN AND DATE BELOW.**

I hereby affirm that this application contains no willful misrepresentations and that this information given by me is true and complete to the best of my knowledge and belief. I understand that any false statements or misleading omissions made by me in connection with my application, or in responding to requests for information, can be sufficient grounds for my rejection as a candidate for employment or for my immediate discharge.

I authorize persons, schools, my current employer (if applicable), and previous employers and organizations named in this application (and accompanying documents if any) to provide any relevant information that may be required to arrive at an employment decision. I also hereby release from liability the potential employer and its representatives for seeking, gathering, and using such information to make employment decisions and all other persons or organizations for providing such information.

**I represent and warrant that I have read and fully understand the foregoing, and that I seek a graduate assistantship under these conditions.**

**Signature of Applicant: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

*Texas A&M University-Central Texas, a member of the Texas A&M University System, is an Equal Opportunity / Affirmative Action Employer and Educator, committed to excellence through diversity.*

**INTERNAL USE ONLY:**

**APPROVED: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Department Head**

**APPROVED: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Director of Graduate Studies**

Is the position to be funded by the Office of Graduate Studies? □ Yes

□ No

If no, what account will be used to fund the position? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**------------------------------------------- End Application -------------------------------------------**