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| TAMUCT-Logo-Main-Color.png | Employment ApplicationOffice of Employee Services Department *To be completed for:* ***Students, Adjunct Faculty & Non-Budgeted Hourly*** *Positions* |

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| **MAIL**: Office of Employee Services, 1001 Leadership Place; Killeen, TX 76549 **TELEPHONE:** 254-519-8015 **FAX:** 254-519-8011 |

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| **Type of Position:** | **A**djunct Faculty  Non-Budgeted Hourly  Student Employment | **Date Available to Start:** |  |
| **Shift Available?** |  |
| **Department of Interest:** |  | **Full-Time / Part-Time?** | Full-Time Part-Time |
| **Days / Hrs available:** |  |

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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 |  |
| Are you currently attending Texas A&M University-Central Texas? | No | Yes | If yes, circle part-time or full-time. |
| 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?** | **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: **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

*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.*

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| **EMPLOYMENT INFORMATION:** Complete ALL information requested. *DO NOT state “Refer to Resume,” although you may include a resume.* List your work history beginning with your current or most recent employer. If you held more than one position with an employer, list each job *separately*. Include pertinent service in the Armed Forces and related volunteer experience. | | | |
| ***CURRENT or MOST RECENT EMPLOYER:*** |  | ***POSITION TITLE:*** |  |
| **Business Type:** |  | **Supervisor’s Name:** |  |
| **Street:** |  | **Supervisor’s Title:** |  |
| **City, State, Zip:** |  | **Supervisor’s Telephone:** |  |
| **Salary:** |  | **Hours worked per week:** |  |
| **Start Date (Month and Year):** |  | **End Date (Month and Year):** |  |
| **If still employed, explain reason for wanting to leave:** |  | **If no longer employed, explain reason for resignation, lay-off or termination:** |  |
| **Describe your duties in detail:** |  | | |
| **Describe supervisory duties if any and number of employees supervised:** |  | | |
| **Start date for supervisory duties:** |  | **End date for supervisory duties:** |  |

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| ***PREVIOUS EMPLOYER:*** |  | ***POSITION TITLE:*** |  |
| **Business Type:** |  | **Supervisor’s Name:** |  |
| **Street:** |  | **Supervisor’s Title:** |  |
| **City, State, Zip:** |  | **Supervisor’s Telephone:** |  |
| **Salary:** |  | **Hours worked per week:** |  |
| **Start Date (Month and Year):** |  | **End Date (Month and Year):** |  |
| **If still employed, explain reason for wanting to leave:** |  | **If no longer employed, explain reason for resignation, lay-off or termination:** |  |
| **Describe your duties in detail:** |  | | |
| **Describe supervisory duties if any and number of employees supervised:** |  | | |
| **Start date for supervisory duties:** |  | **End date for supervisory duties:** |  |

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| ***PREVIOUS EMPLOYER:*** |  | ***POSITION TITLE:*** |  | |
| **Business Type:** |  | **Supervisor’s Name:** |  | |
| **Street:** |  | **Supervisor’s Title:** |  | |
| **City, State, Zip:** |  | **Supervisor’s Telephone:** |  | |
| **Salary:** |  | **Hours worked per week:** |  | |
| **Start Date (Month and Year):** |  | **End Date (Month and Year):** |  | |
| **If still employed, explain reason for wanting to leave:** |  | **If no longer employed, explain reason for resignation, lay-off or termination:** |  | |
| **Describe your duties in detail:** |  | | | |
| **Describe supervisory duties if any and number of employees supervised:** |  | | | |
| **Start date for supervisory duties:** |  | **End date for supervisory duties:** |  |

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| --- | --- | --- | --- |
| ***PREVIOUS EMPLOYER:*** |  | ***POSITION TITLE:*** |  |
| **Business Type:** |  | **Supervisor’s Name:** |  |
| **Street:** |  | **Supervisor’s Title:** |  |
| **City, State, Zip:** |  | **Supervisor’s Telephone:** |  |
| **Salary:** |  | **Hours worked per week:** |  |
| **Start Date (Month and Year):** |  | **End Date (Month and Year):** |  |
| **If still employed, explain reason for wanting to leave:** |  | **If no longer employed, explain reason for resignation, lay-off or termination:** |  |
| **Describe your duties in detail:** |  | | |
| **Describe supervisory duties if any and number of employees supervised:** |  | | |
| **Start date for supervisory duties:** |  | **End date for supervisory duties:** |  |

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| **LICENSING:** If the position for which you are applying requires a license, including driver's license, certification or other authorization to practice a trade or profession, complete the following section: | | | | |
| Type and/or Class | License Number | Expiration Date | Issuing Authority | State |
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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.

**May we contact your current employer?**  **Yes**  **No**

In order to be hired into the position for which you have applied, you must be a citizen or national of the United States or an alien lawfully admitted for United States permanent residence, or an alien authorized under United States Immigration Reform and Control Act of 1986.

Attach the following:

Vita or resume

List of publications (adjunct faculty positions only)

Official college transcripts

Copies of other certificates that might be relevant

Send to: Human Resources; 1001 Leadership Place; Killeen, TX 76549

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

**Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**EXPERIENCE PROFILE**

**Please check all items in which you have experience. You may be asked to demonstrate your skills and knowledge on any items checked. Your application or resume should describe how you have utilized each of the items checked.**

OFFICE / CLERICAL

**Accounting / Auditing**

**Accounts Payable**

**Accounts Receivable**

**Bookkeeping**

**Budget**

**Cashier**

**Coordinate Projects**

**Create Letters, Forms on PC**

**Create Reports on PC**

**Customer Service**

**Data Entry**

**Employment**

**Executive Assistant**

**Expense Reports**

**Filing**

**Keyboarding / Typing**

**Library**

**Marketing / Advertising**

**Mathematics**

**Office Supply Maintenance**

**Payroll**

**Personnel / Human Resources**

**Public Contact**

**Public Relations**

**Purchasing / Invoicing**

**Receptionist**

**Scheduling - Work, Meetings**

**Student Contact**

**Supervising**

**Training**

**Travel Arrangements**

**Other \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Other \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Other \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

PC HARDWARE / SOFTWARE

**Microsoft Office**

**Access**

**Excel**

**Outlook**

**PowerPoint**

**Word**

**Payroll / Bookkeeping Software**

**Purchasing Software**

**Training Software**

**Troubleshooting**

**User Support**

**Windows**

**Other \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Other \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Other \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Other\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

MEDIA / NETWORKING

**Cable / Video Wiring**

**Design & Publication**

**Instructional Design**

**Internet / WWW**

**Multimedia Technology**

**Network Administration**

**Network Design / Maintenance**

**Printing**

**Telecommunications**

**Training**

**Troubleshooting**

**Web Site Design**

**Writer / Composer**

**Video Technology**

**Other \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Other \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Other \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Other \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

TRADES / POLICE

**Cabinetry**

**Carpentry**

**Construction**

**Delivery / Pick-up**

**Driver - Car**

**Driver - Van**

**Dry Wall**

**Electrical Installation / Repair**

**Groundskeeping**

**Heavy Equipment Operation**

**HVAC**

**Law Enforcement**

**Lawn Equipment**

**Locksmith**

**Masonry**

**Painting**

**Physical Inventory**

**Plumbing**

**Preventive Maintenance**

**Roofing**

**Routine Building Repair**

**Safety Inspections**

**Security**

**Sheet Metal**

**Special Events / Moving / Storage**

**Stationary Engineer / IT Specialist**

**Steamfitting / Boilers**

**Trades Supervisor**

**Training**

**Vehicle Maintenance / Repair**

**Welding**

**Other \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Other \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Other \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

This information is collected for the purpose of applying for employment at Texas A&M University-Central Texas (TAMUCT). Failure to provide this information will prevent the application from being considered for potential employment at TAMUCT. This information may be inspected, amended or corrected by contacting the Human Resources Department. This information is not generally available for public inspection. It will be shared only with other departments at TAMUCT, the Texas A&M University System, the State of Texas, the US federal government, and with other entities as permitted by law and/or as authorized by you.

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