



OFFICE OF HUMAN RESOURCES

The University of Texas at Brownsville and Texas Southmost College

EMPLOYMENT APPLICANT CHECKLIST

We appreciate your interest in The University of Texas at Brownsville and Texas Southmost College. We seek the highest quality employees to help us achieve our mission and goals. After submitting an application, you will receive an acknowledgement postcard thanking you for your interest and confirming receipt of your application. Human Resources will conduct all minimum qualification appraisals as set forth on the job announcement.

Applications can be faxed, mailed or delivered:

The University of Texas at Brownsville and Texas Southmost College
Human Resources Department
80 Fort Brown – Cortez Bldg #129
Brownsville, Texas 78520
(956) 882-8205 or 1-800-544-8208
Fax (956) 882-7476

SUBMIT:

EMPLOYMENT APPLICATION FORM

A complete and signed employment application form is required. Applicants must complete a new application for each position they are applying for. Applications that do not state a position or list multiple positions will not be processed. Letters of intent/cover letters are considered inquires until the official employment application form has been submitted.

RESUMÉ/VITAE

Resumes should be attached to the official employment application form. Unsolicited resumes or application materials are discarded after 30 days.

TRANSCRIPTS

Copies of transcripts are required for some Staff/Administrative positions (where noted on advertisement) and all Faculty positions. Applicants with a foreign diploma need to submit their evaluated credentials as well. All full time employees will need to provide UTB/TSC with official transcripts within thirty (30) days if hired.

AFFIRMATIVE ACTION FORM

UTB/TSC is an equal opportunity/affirmative action employer and must acquire this information in order to submit reports required by federal regulations. The information collected is kept in strict confidence and is used only for statistical analyses. It is not made available to the person responsible for interviewing and hiring.

UTB/TSC does not discriminate on the basis of sex, race, color, religion, national origin, disability, age or veteran status. Women and minorities are encouraged to apply.



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Application for Employment - Staff

To Applicant: We appreciate your interest in The University of Texas at Brownsville and Texas Southmost College and we assure you that we are sincerely interested in your qualifications. It is extremely important, and to your advantage, to complete this application fully. The information contained herein will be considered confidential and is, together with all attached papers, etc, the property of The University of Texas at Brownsville and Texas Southmost College.

Name _____ Email Address _____
Last First Middle

Present Address _____ Phone # _____
No. Street City State Zip

What position are you applying for? Job Title _____ Job Vacancy # _____

Are you over 18 years of age? Yes No Check one: Available to work Full-time Part-time

When can you start working? _____ What is your minimum salary? _____

Have you previously been employed by us? Yes No If yes, when? _____ In what capacity? _____

Are you related to any member of the Board of Regents, Faculty member, or Staff of the The University of Texas at Brownsville? Yes No

If yes, please give name(s) and relationship _____

Have you ever been employed under another name? Yes No If yes, under what name? _____

Have you ever been convicted of a felony? Yes No If yes, please explain fully: _____

Education - Check off highest grade completed: 1 2 3 4 5 6 7 8 9 10 11 12 or G.E.D.

Give name and address of last high school or where G.E.D. was completed: _____

Name and location of college, business, or trade school	Years completed	Degrees awarded
College Major:	College Minor:	

List below all present and past employment, including military service, beginning with your most recent. **(Continue on back)**

Name and address of Company and type of Business	Dates of Employment	Rate of Pay at Termination
	Job Title:	
	Describe in detail the work you did:	
May we contact? <input type="checkbox"/> Yes <input type="checkbox"/> No Phone Number:		
Name of supervisor:	Reason for leaving:	

Name and address of Company and type of Business	Dates of Employment	Rate of Pay at Termination
	Job Title:	
	Describe in detail the work you did:	
May we contact? <input type="checkbox"/> Yes <input type="checkbox"/> No Phone Number:		
Name of supervisor:	Reason for leaving:	

Name and address of Company and type of Business	Dates of Employment	Rate of Pay at Termination
	Job Title:	
	Describe in detail the work you did:	
May we contact? <input type="checkbox"/> Yes <input type="checkbox"/> No	Phone Number:	
Name of supervisor:	Reason for leaving:	

Name and address of Company and type of Business	Dates of Employment	Rate of Pay at Termination
	Job Title:	
	Describe in detail the work you did:	
May we contact? <input type="checkbox"/> Yes <input type="checkbox"/> No	Phone Number:	
Name of supervisor:	Reason for leaving:	

List any other experiences, skills, or accomplishments which you feel would especially qualify you for employment with the University.

List below three references (not relatives)

Name	Address (Street No., City and State)	Phone#

Applicant, please read carefully.

I hereby authorize The University of Texas at Brownsville and Texas Southmost College to fully investigate my record and work qualifications either before or after my employment by the University, and to facilitate such investigation, I also hereby authorize any persons having knowledge thereof to give such information to The University of Texas at Brownsville and Texas Southmost College upon request. I certify that all statements made by me on this application for employment are true and correct to the best of my knowledge and belief, and agree that if employed, any misrepresentation, falsification or omission of facts thereon may justify my dismissal. I understand that any offer of employment tendered me is contingent upon my signing certain oaths required by State law and upon my agreement to abide by the rules and regulations of The University of Texas at Brownsville and Texas Southmost College. Further, I understand and agree that any employment will be probationary for one hundred and eighty (180) work days during which time I may be discharged without cause.

Dated this _____ day of _____ 20 _____

Signature _____

The University of Texas at Brownsville and Texas Southmost College do not discriminate on the basis of race, color, national origin, religion, sex, age, veteran status, or disability.