



THE UNIVERSITY OF TEXAS AT AUSTIN

An Equal Opportunity/Affirmative Action Employer

PO-14 (rev. 8/2007)
CC020

APPLICATION FOR EMPLOYMENT FOR NON-ACADEMIC POSITIONS LESS THAN 20 HOURS PER WEEK AND/OR LESS THAN 4 1/2 MONTHS IN LENGTH

HUMAN RESOURCE SERVICES
STAFFING & CAREER MANAGEMENT SERVICES,
NOA J5600
P.O. Box V, AUSTIN, TX 78713-8922
(512) 471-4772 or (800) 687-4178

The University of Texas at Austin does not discriminate on any basis prohibited by applicable law including race, color, religion, sex, national origin, disability, age, citizenship status, or Vietnam era or special disabled veteran's status in recruitment, employment, promotion, compensation, benefits or training. It is also the university's policy to maintain a work environment free from discrimination on the basis of sexual orientation. The information on the Application, together with any attachments, is the property of the university.

INSTRUCTIONS: Print all information. Answer ALL questions completely. Please return completed application to the department to which you are applying.

PRINT NAME	Last	First	Middle Initial	UT EID	Date
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PRESENT ADDRESS	Street and Number (include apartment number if applicable)	City	State	Zip
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Daytime telephone number	Evening telephone number	Are you currently employed by The University of Texas at Austin? List all UT Austin work experience on the <u>work history</u> of this form.	<input type="checkbox"/> NO <input type="checkbox"/> YES
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Are you related by kinship or marriage to any current employee or to any member of the Board of Regents of The University of Texas System?
 NO YES Give name, relationship and department _____

When can you start work?	How many hours can you work per week?	If your age is below 18 years, give date of birth:	Are you eligible to work in the U.S.? <input type="checkbox"/> NO <input type="checkbox"/> YES
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GENERAL EDUCATION Select the one that applies:
 High School graduation
 G.E.D.
 Neither. Give the highest grade completed: _____

Do you have a current driver's license? NO YES
 If YES, what kind? Commercial Operator

If you are a UT Austin student, for how many hours are you currently enrolled? _____

Name and Location of School	Dates Attended				Are you Currently Enrolled?	Did you Graduate?	Undergraduate Semester Hours of credit	Graduate Semester Hours of credit	Completed Degree Level	Major(s)
	From		To							
	Mo.	Yr.	Mo.	Yr.						
Trade or Vocational School							N/A	N/A	N/A	
College or University										

CRIMINAL CONVICTION RECORD

The University of Texas at Austin has an obligation to provide a safe environment for all members of the UT Austin community and to protect the property of UT Austin. For these reasons, all job applicants must provide and certify their complete adult criminal conviction record. This includes any conviction and/or deferred adjudications where the final disposition is still pending (i.e. the original charge has not been judicially dismissed) from the age of 17 until now. Before an applicant is referred to or hired for a specific job vacancy, the recency, severity and direct job relatedness of his or her conviction(s) are compared to the functions of the vacant position. Based on that review, an applicant may not be referred, or hired. However, a criminal conviction DOES NOT necessarily disqualify an individual from being hired.

If an individual is hired into a security sensitive position, a conviction verification is conducted. If the verification results show that false statements, including omission(s), were made by the applicant on his or her adult criminal conviction record, then his or her application for employment, as well as any actions based on it, will be voided and the person will not be eligible for future employment with The University of Texas at Austin.

Do you have any criminal convictions (misdemeanors and/or felonies)? Do you have any deferred adjudications where the final disposition is still pending (i.e., the original charge has not been judicially dismissed) from the age of 17 until now)? NO YES
 If YES, complete the information below and list ALL information from the oldest to the most recent (for additional space, please request an additional form).

Date of Conviction Month/Year	Location of Conviction City, State	Name of Court	Mark appropriate box			Nature of Conviction Do not use abbreviations
			Misdemeanor	Felony	Deferred Adjudication	

Work History – Start with your FIRST job and work forward to the MOST RECENT. You may list both paid and non-paid jobs, such as internships or volunteer work.

EMPLOYER				STREET ADDRESS				CITY, STATE, ZIP			
DEPARTMENT				REASON FOR LEAVING							
SUPERVISOR'S NAME				SUPERVISOR'S TELEPHONE NUMBER				ARE YOU CURRENTLY EMPLOYED IN THIS JOB? <small>Circle answer:</small> YES NO			
FROM		TO		TITLE: _____ JOB DUTIES:							
Month	Year	Month	Year								
MONTHLY SALARY				START \$ _____ END \$ _____							
START \$ _____ END \$ _____											
AVERAGE NUMBER OF HOURS YOU WORKED EACH WEEK:						HOW MANY EMPLOYEES DID YOU SUPERVISE, IF ANY?:					

EMPLOYER				STREET ADDRESS				CITY, STATE, ZIP			
DEPARTMENT				REASON FOR LEAVING							
SUPERVISOR'S NAME				SUPERVISOR'S TELEPHONE NUMBER				ARE YOU CURRENTLY EMPLOYED IN THIS JOB? <small>Circle answer:</small> YES NO			
FROM		TO		TITLE: _____ JOB DUTIES:							
Month	Year	Month	Year								
MONTHLY SALARY				START \$ _____ END \$ _____							
START \$ _____ END \$ _____											
AVERAGE NUMBER OF HOURS YOU WORKED EACH WEEK:						HOW MANY EMPLOYEES DID YOU SUPERVISE, IF ANY?:					

EMPLOYER				STREET ADDRESS				CITY, STATE, ZIP			
DEPARTMENT				REASON FOR LEAVING							
SUPERVISOR'S NAME				SUPERVISOR'S TELEPHONE NUMBER				ARE YOU CURRENTLY EMPLOYED IN THIS JOB? <small>Circle answer:</small> YES NO			
FROM		TO		TITLE: _____ JOB DUTIES:							
Month	Year	Month	Year								
MONTHLY SALARY				START \$ _____ END \$ _____							
START \$ _____ END \$ _____											
AVERAGE NUMBER OF HOURS YOU WORKED EACH WEEK:						HOW MANY EMPLOYEES DID YOU SUPERVISE, IF ANY?:					

I certify that all the information provided by me in connection with my application, whether on this document or not, is true and complete, and I understand that any misstatement, falsification, or omission of information shall be grounds for refusal to hire or, if hired, termination. I understand any current or former employment at The University of Texas at Austin must be disclosed on my application. I understand that any offer of employment is contingent upon my agreement to abide by the rules and regulations of The Board of Regents of The University of Texas System.

I hereby authorize The University of Texas at Austin or any law enforcement agency to furnish to The University of Texas at Austin my criminal conviction record for a deferred adjudication, misdemeanor or felony offense at age 17 or older. I do hereby release all agents, servants, and employees of UT Austin, the person in charge of such law enforcement agency or department and all members of such law enforcement agency or department from all liability resulting from the furnishing of this information to The University of Texas at Austin.

I authorize The University of Texas at Austin to communicate with persons listed as references, former employers, and any others with whom you desire to check. I agree to hold such persons harmless with respect to any information they may give about me.

Signature of Applicant _____ Date _____

Notice Concerning Your Information: The Texas Public Information Act, with a few exceptions, gives you the right to be informed about the information that The University of Texas at Austin collects about you. It also gives you the right to request a copy of that information, and to have The University correct any of that information that is wrong. You may request to receive and review any of that information, or request corrections to it, by contacting the university's Public Information Officer, Office of Financial Affairs, PO Box 8179, Austin, Texas, 78713 (e-mail: cfo@www.utexas.edu).