



APPLICATION FOR EMPLOYMENT

Application date	Date available
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Full-time
 Part-time
 Nights
 Temporary

PERSONAL DATA

Answer all applicable questions
 NOTE: When college education is required for the position for which you are applying, complete college transcript(s) must be provided upon employment

Name (Last, first, middle, other names previously used)	Social Security Number
Current address (Street & Number or P.O. Box)	Home Phone
City, State, Zip Code	Work Phone

Do you have a current valid Driver's License?
 YES
 NO
 If yes, D.L.# _____ Type _____ State _____

Have you ever been convicted of, or have you pleaded guilty or no contest to a felony offense?
 YES
 NO
 Answering "Yes" will not automatically bar you from employment. Please explain giving dates and circumstances: _____

Do you have any relative working for TSU?
 YES
 NO
 If "YES", list names, relationships and place employed.

Have you ever been employed by the State of Texas previously?
 YES
 NO
 If "YES", When? _____ Which Agency? _____

Education - Circle highest grade completed:
 1 2 3 4 5 6 7 8 9 10 11 12
 GED B.A./B.S. M.B./M.S. Ph.D./Ed.D.

EDUCATION

Type of School	Name and location of School	Graduated		Number of Sem. Hrs. Completed	Type of Diploma or Degree	G.P.A.	Major Field of Study
		Yes	No				
HIGH SCHOOL		<input type="checkbox"/>	<input type="checkbox"/>				
COLLEGE OR UNIVERSITY		<input type="checkbox"/>	<input type="checkbox"/>				
		<input type="checkbox"/>	<input type="checkbox"/>				
		<input type="checkbox"/>	<input type="checkbox"/>				
TECHNICAL/ VOCATIONAL		<input type="checkbox"/>	<input type="checkbox"/>				

License or certificates (if any): _____

JOB SKILLS

Indicate below which machine and other job skills you have:

<p>DATA PROCESSING EQUIPMENT</p> <p><input type="checkbox"/> Mainframe Computer: Software</p> <p><input type="checkbox"/> Mainframe Computer: Hardware & Peripherals</p> <p><input type="checkbox"/> Microcomputer</p>	<p>OFFICE EQUIPMENT</p> <p><input type="checkbox"/> Calculator</p> <p><input type="checkbox"/> Typewriter</p> <p><input type="checkbox"/> List Word processing and/or other software</p>	<p>OTHER OFFICE SKILLS</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>
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If you speak, read, or write a foreign language, please indicate: _____

TEST SCORES:

FOR HR USE ONLY

<p><u>COMPUTER TEST</u></p> <p>WPM _____</p> <p>Errors _____</p> <p>Date _____</p>	<p><u>RE-TEST</u></p> <p>WPM _____</p> <p>Errors _____</p> <p>Date _____</p>	<p><u>SPELLING TEST</u></p> <p>____ words/____ errors</p> <p><u>OTHER TEST</u></p> <p>_____</p>
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EMPLOYMENT RECORD: Please indicate **at least** the last 10 years of employment. Start with present or most recent position and work back. Include military service, **use additional sheets if necessary.**

Employer:				Telephone No. ()				Type of Business				Full Time <input type="checkbox"/>	
Mailing Address:												Part Time <input type="checkbox"/>	
City, State, Zip Code												Seasonal <input type="checkbox"/>	
Starting Date		Leaving Date		Starting Base Salary		Ending Base Salary		Starting Position Title			Present or Last Title		
Mo	Yr	Mo	Yr										
Immediate Supervisor:						Briefly describe your duties and responsibilities: (Indicate any supervisory experience)							
Explain reason for leaving:													
Employer:				Telephone No. ()				Type of Business				Full Time <input type="checkbox"/>	
Mailing Address:												Part Time <input type="checkbox"/>	
City, State, Zip Code												Seasonal <input type="checkbox"/>	
Starting Date		Leaving Date		Starting Base Salary		Ending Base Salary		Starting Position Title			Present or Last Title		
Mo	Yr	Mo	Yr										
Immediate Supervisor:						Briefly describe your duties and responsibilities: (Indicate any supervisory experience)							
Explain reason for leaving:													
Employer:				Telephone No. ()				Type of Business				Full Time <input type="checkbox"/>	
Mailing Address:												Part Time <input type="checkbox"/>	
City, State, Zip Code												Seasonal <input type="checkbox"/>	
Starting Date		Leaving Date		Starting Base Salary		Ending Base Salary		Starting Position Title			Present or Last Title		
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Employer:				Telephone No. ()				Type of Business				Full Time <input type="checkbox"/>	
Mailing Address:												Part Time <input type="checkbox"/>	
City, State, Zip Code												Seasonal <input type="checkbox"/>	
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Immediate Supervisor:						Briefly describe your duties and responsibilities: (Indicate any supervisory experience)							
Explain reason for leaving:													

TARLETON STATE UNIVERSITY

YOUR APPLICATION FOR EMPLOYMENT

We welcome your application for employment with Tarleton State University. Our Department of Human Resources will carefully consider all applicants.

TESTING

If you are applying for a position requiring use of office equipment, tests may be administered at the time you apply.

TRANSCRIPTS

If you are hired for a position requiring college education, employment may be contingent upon furnishing complete copies of college transcripts upon employment.

SCREENING/INTERVIEWING

Applicants who directly apply for a posted opening will be screened briefly by one of our employment members. Individuals meeting required qualifications may be contacted by telephone for an extended interview by the employing department.

APPLICATION REVISIONS

Your application will be in an active status for two years from the date of your last application. You must revise your application when necessary to keep your address, telephone number and any subsequent experience gained up-to-date.

OVERTIME PROVISIONS

If you are eligible for overtime under provisions of the Fair Labor Standards Act, all hours worked in excess of 40 in a workweek will be recorded unless management elects to pay you at time and a half. Furthermore, you can take compensatory time off so long as doing so would not unduly disrupt the activities of the department and your supervisor approves such absence. Unused overtime compensatory time will be paid upon termination of employment.

EMPLOYMENT VERIFICATION

If you are applying for a position requiring specific work experience in terms of types of duties performed and length of work experience, former employers may be contacted to verify this work history.

Please feel free to contact the Department of Human Resources (254) 968-9905 if you have any questions about your application. You may also call our "Job Line" at (254) 968-9750 for information on current vacancies. The filing of this application and our acceptance thereof does not exempt an applicant from responsibility for contacting Human Resources regarding subsequent job openings.

Tarleton State University, A Member of The Texas A&M University System, is an Equal Employment Opportunity/Affirmative Action Employer and Educator, committed to excellence through diversity.