

Application for Faculty Employment



Application Date:	Date Available:
<input type="checkbox"/> Full-time <input type="checkbox"/> Part-time	

PERSONAL DATA	<input checked="" type="checkbox"/> 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)						
	Current Address (Street & Number or P.O. Box)						
	City, State, Zip Code						
	Do you have a current valid Driver's License? <input type="checkbox"/> YES <input type="checkbox"/> 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? <input type="checkbox"/> YES <input type="checkbox"/> NO Answering "YES" will not automatically bar you from employment. Please explain, giving dates and circumstances:						
	Do you have any relatives working for TSU? <input type="checkbox"/> YES <input type="checkbox"/> NO If yes, list names, relationships, and place employed:						
EDUCATION	School Type	Name and Location of School	Graduated	Type of Diploma	Date Conferred	G.P.A.	Major Field of Study
	High School		Yes No				
	College or University		<input type="checkbox"/> <input type="checkbox"/>				
Licenses or certificates:							
MILITARY	Military Service Record (Brief): _____						
	Branch of Service: _____ Date Entered: _____ Date Discharged: _____						

PROFESSIONAL MEMBERSHIP/HONORS	<u>HONORS</u>					
	Graduate: _____ _____					
	Undergraduate: _____ _____					
	<u>PROFESSIONAL SOCIETIES</u> _____ _____					
PROFESSIONAL MEMBERSHIP/HONORS	<u>OTHER PROFESSIONAL RECOGNITIONS</u> <small>(e.g. membership in honorary societies or foreign academics, election to offices in professional societies, honorary degrees with date and name of institution, medals or professional prizes, or fellowships held)</small>					

EMPLOYMENT RECORD	<u>POSITIONS HELD WITHIN THE PAST FIVE YEARS</u>					
	DATES:	EMPLOYER:	PHONE:	LOCATION:	POSITION:	SALARY:
ADDITIONAL INFORMATION	<u>CHARACTER REFERENCES</u>					
	NAME:	ADDRESS:	PHONE:			
ADDITIONAL INFORMATION	<u>OTHER PERTINENT INFORMATION</u>					

Tarleton State University

I hereby certify that the foregoing statements as well as those on any attachment(s) to this form are to the best of my knowledge true and correct and that they are all given of my own free will. I agree that any intentional misstatement(s) or omission(s) as to material facts will constitute grounds for unfavorable consideration or dismissal from employment.

I authorize the schools, references and my prior employers listed in my employment application to provide my record, reason from leaving and all other information they may have concerning me. I understand a criminal history information check will be conducted for all positions designated as security sensitive. I release all parties from any and all liability or claims for any damage whatsoever that may result from these actions.

I understand that this application and all attachments are the property of Tarleton State University. If I am hired, my employment is contingent upon furnishing required documents including official transcripts, Social Security Card, and other documents necessary for verification of employment eligibility.

YOU MAY CONTACT:

Present Employer Yes No
Former Employers Yes No

Applicant Signature Date

Attach the following:

- 1) Vita or resume which includes a list of your publications
- 2) An official transcript of collegiate scholastic records
- 3) Copies of other certificates that might be relevant

SUBMIT TO: DEPARTMENT OF HUMAN RESOURCES
Tarleton State University, PO Box T-0510, Stephenville, Texas 76402
254/968-9905

The filing of this application, and our acceptance thereof, does not exempt applicant from responsibility for contacting Human Resources regarding subsequent job openings.

FOR HUMAN RESOURCES USE ONLY

<u>REQ # / DATE</u>	<u>REQ # / DATE</u>	<u>REQ # / DATE</u>	<u>REQ # / DATE</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

TARLETON STATE UNIVERSITY

TRANSCRIPTS

For faculty positions, employment may be contingent upon furnishing official college transcripts upon employment.

SCREENING/INTERVIEWING

Applicants who apply for a posted opening will be screened briefly by the employing department or search committee. 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.

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.

Faculty Applicant Statistical Data Sheet

TARLETON STATE UNIVERSITY

As an Equal Opportunity/Affirmative Action employer and educator, Tarleton State University is committed to give all applicants equal consideration based on job-related criteria. The information contained in this form will be retained in the Department of Human Resources, is regarded as confidential, and is, together with all papers, etc., the property of Tarleton State University.

Name: (First, MI, Last)		Social Security No.:
Date of Birth:	Sex: ___M ___F	Application Date:
Race: <input type="checkbox"/> White Non-Hispanic <input type="checkbox"/> Black Non-Hispanic <input type="checkbox"/> Hispanic <input type="checkbox"/> American Indian/Alaskan National <input type="checkbox"/> Asian/Pacific Islander		How did you hear about this position? <input type="checkbox"/> Stephenville Empire Tribune <input type="checkbox"/> Tarleton 24-hour job line <input type="checkbox"/> Hispano/Patriot Press <input type="checkbox"/> HigherEdJobs.com web site <input type="checkbox"/> Tarleton Employment web site <input type="checkbox"/> Texas Workforce Commission <input type="checkbox"/> Other: _____
Veteran Status: <input type="checkbox"/> Veteran (other than Vietnam) <input type="checkbox"/> Vietnam Veteran <input type="checkbox"/> Surviving Spouse of Veteran <input type="checkbox"/> Disabled Veteran <input type="checkbox"/> Other Veteran Designation <input type="checkbox"/> No Veteran Status <input type="checkbox"/> Orphan of Veteran		Citizenship Status: <input type="checkbox"/> Natural Born <input type="checkbox"/> Naturalized <input type="checkbox"/> Non-Resident Alien If yes, visa status: <hr style="border: 1px solid black;"/> <input type="checkbox"/> Permanent Resident
<input type="checkbox"/> I decline to furnish the information requested.		

Indicate position for which you are applying:

Requisition Number and Title of Position _____

Department _____

Signature of Applicant

Date