



# Human Resources

## Employment Application

For non-academic positions less than 20 hours per week or less than 4½ months in length  
CC020 · Revised 2/2015

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, veteran or disability 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.

Answer **all** questions completely. Please return completed application to the department to which you are applying.

Mark if currently employed at UT Austin  
 Mark if eligible to work in the US

Last name \_\_\_\_\_ First name \_\_\_\_\_ Middle initial \_\_\_\_\_ UT EID \_\_\_\_\_

Street address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip code \_\_\_\_\_

Daytime phone \_\_\_\_\_ Evening phone \_\_\_\_\_ E-mail address \_\_\_\_\_ Date available to start work \_\_\_\_\_ Hours per week available \_\_\_\_\_

If you are related by kinship or marriage to any current employee or to any member of the Board of Regents of The University of Texas System, provide their name, relationship and department.

If your age is below 18 years, give date of birth \_\_\_\_\_ If you are a UT Austin student, how many hours are you currently enrolled? \_\_\_\_\_

Current driver's license type  Commercial  Operator  None

**Education** General education  High School graduate  GED  Other Highest grade completed \_\_\_\_\_

School name and location \_\_\_\_\_

Beginning attendance date (MM/YYYY) \_\_\_\_\_ End attendance date (MM/YYYY) \_\_\_\_\_ Major(s) \_\_\_\_\_

Currently enrolled  Graduated Undergraduate hours \_\_\_\_\_ Graduate hours \_\_\_\_\_ Completed degree level \_\_\_\_\_

School name and location \_\_\_\_\_

Beginning attendance date (MM/YYYY) \_\_\_\_\_ End attendance date (MM/YYYY) \_\_\_\_\_ Major(s) \_\_\_\_\_

Currently enrolled  Graduated Undergraduate hours \_\_\_\_\_ Graduate hours \_\_\_\_\_ Completed degree level \_\_\_\_\_

School name and location \_\_\_\_\_

Beginning attendance date (MM/YYYY) \_\_\_\_\_ End attendance date (MM/YYYY) \_\_\_\_\_ Major(s) \_\_\_\_\_

Currently enrolled  Graduated Undergraduate hours \_\_\_\_\_ Graduate hours \_\_\_\_\_ Completed degree level \_\_\_\_\_

Please return completed application to the department to which you are applying.  
Human Resource Services does not need a copy of this form.



Work history

# Human Resources

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. Include any previous UT Austin work experience here.

Employer \_\_\_\_\_ Department \_\_\_\_\_

Street address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip code \_\_\_\_\_

Title \_\_\_\_\_ Supervisor's name \_\_\_\_\_ Supervisor's phone \_\_\_\_\_

Mark if currently employed with this employer      Average number of hours you worked each week \_\_\_\_\_      Number of employees you supervised, if any \_\_\_\_\_

Job duties

Reason for leaving \_\_\_\_\_

Starting salary \_\_\_\_\_ End salary \_\_\_\_\_ Begin date \_\_\_\_\_ End date \_\_\_\_\_

Employer \_\_\_\_\_ Department \_\_\_\_\_

Street address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip code \_\_\_\_\_

Title \_\_\_\_\_ Supervisor's name \_\_\_\_\_ Supervisor's phone \_\_\_\_\_

Mark if currently employed with this employer      Average number of hours you worked each week \_\_\_\_\_      Number of employees you supervised, if any \_\_\_\_\_

Job duties

Reason for leaving \_\_\_\_\_

Starting salary \_\_\_\_\_ End salary \_\_\_\_\_ Begin date \_\_\_\_\_ End date \_\_\_\_\_

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 employee

\_\_\_\_\_  
Date



# Human Resources

The University of Texas at Austin is required to reach out to, hire, and provide equal opportunity to veterans and individuals with disabilities. To help us measure how well we are doing, we are asking you to provide the following confidential information online at this web address: <https://utdirect.utexas.edu/jobs/confidential.WBX>

- Birthdate, Ethnicity and Race, Gender
- Voluntary Self Identification of Disability
- Federal Veteran Information Invitation to Self-Identify

This information is for reporting purposes only and is not part of the job application. You are not obligated to identify whether you are a person with a disability or whether you are a protected veteran, but we do hope you will choose to provide this information. Your answers will not be used against you in any way.