



Human Resources

Employment Application

For non-academic positions less than 20 hours per week or less than 4½ months in length
CC020 · Revised 8/2016

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.

Last name _____		First name _____		Middle initial _____	UT EID _____	<input type="checkbox"/> Mark if currently employed at UT Austin
						<input type="checkbox"/> Mark if eligible to work in the US
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 _____

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Human Resources does not need a copy of this form.



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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. 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.