Prairie View A&M University
(A Member of the Texas A&M University System)
Employment Application

Prairie View A&M University is an Affirmative Action/Equal Opportunity Employer committed to excellence through diversity.
Every individual will be considered solely on the basis of his/her qualifications and without regard to race, color, sex, religion, natural origin, age, disability or Vietnam-era veteran status. In accordance with the Americans with Disabilities Act, applicants are welcome to request needed accommodation for any portion of the application process by asking a human resources representative for assistance.
Please print in ink (blue preferred) or type and answer all questions.

IDENTIFICATION

Last Name	First	M.I.	Home Phone

Mailing Address	Business Phone

City	State	Zip	Social Security Number

Date you can begin work:	Specifically, which job title and number interests you?

Have you ever worked within the TAMU System?   Yes   No

If yes, state date and department

If not, have you ever worked for the State of Texas?   Yes   No

Are you presently legally authorized to work in the United States on a full-time basis? Yes No	If your age is below 18 years, state date of birth:

To comply with the Texas A&M University System policy on nepotism, answer the following:
Are you currently related to any Texas A&M University System employee, official or regent?   Yes   No
If yes, please state his/her name, relationship and A&M System institution or agency:

VETERAN, VETERAN'S ORPHAN OR SURVIVING SPOUSE

I have served in the military for not less than 90 consecutive days during a national emergency declared in accordance with federal law and was discharged with other than a dishonorable discharge or was discharges for an established service-connected disability, and I am competent.   Yes   No

I am an orphan or surviving spouse (who has not remarried) of a veteran killed on active duty who had served in the military for not less than 90 consecutive days during a national emergency in accordance with federal law, and I am competent.   Yes   No

EDUCATION AND TRAINING

Name and location of high schools, colleges, universities, business or trade schools attended:	Diploma or degree awarded	
	Type	Major Field

Major Field(s) of study:	Minor Field(s) of study:	Number of college hours completed:

SPECIAL SKILLS   These include clerical, computer, mechanical, languages, etc.   **Please be specific**

EXPERIENCE   Please provide all information that is **not** included on your resume. Start with your present or last position and work back, including military experience. If you were ever employed in any position under a different name, list the name used.

May we contact your employer?   Yes   No

Position Title: Employer: Mailing Address: City, State and ZIP: Employer's Phone: ( )	

Immediate Supervisor: Position Title: Phone: (   )

Number of employees you supervised:

Starting Date:	Leaving Date:	Final Salary:	Full-Time Part-Time Summer Temp. If part-time, state avg. number of hours worked per week:

Summary of duties:

Specific reason for leaving:

Position Title: Employer: Mailing Address: City, State and ZIP: Employer's Phone: ( )	

Immediate Supervisor: Position Title: Phone: (   )

Number of employees you supervised:

Starting Date:	Leaving Date:	Final Salary:	Full-Time Part-Time Summer Temp. If part-time, state avg. number of hours worked per week:

Summary of duties:

Specific reason for leaving:

EXPERIENCE   (CONTINUED)

Position Title:
Employer:
Mailing Address:
City, State and ZIP:
Employer's Phone: (   )

Immediate Supervisor:
Position Title:
Phone: (   )

Number of employees you supervised:

Starting Date:	Leaving Date:	Final Salary:	Full-Time Part-Time Summer Temp.
			If part-time, state avg. number of hours worked per week:

Summary of duties:

Specific reason for leaving:

Position Title:
Employer:
Mailing Address:
City, State and ZIP:
Employer's Phone: (   )

Immediate Supervisor:
Position Title:
Phone: (   )

Number of employees you supervised:

Starting Date:	Leaving Date:	Final Salary:	Full-Time Part-Time Summer Temp.
			If part-time, state avg. number of hours worked per week:

Summary of duties:

Specific reason for leaving:

OTHER EXPERIENCE

Employer	Position Title	Starting Date	Leave Date

CONVICTION RECORD

Have you ever been convicted of a violation of any local, state or federal law, other than a minor traffic violation (this includes a plea of guilty or no contest)?   Yes   No

If yes, please explain:_____

I certify that the statements made by me in this application are true, complete and correct to the best of my knowledge and belief and are made in good faith. I understand that any false statement made herein will void this application and any actions based on it. I agree to keep this application current should any of the information change.

I authorize Prairie View A&M University to make any reference checks necessary to complete the selection process for my potential employment with Prairie View A&M University. I also authorize all my prior employers to provide full details concerning my past employment and release them from all liability that may result from providing such truthful information. If I become employed, I further grant authority to appropriate parties within Prairie View A&M University, including my supervisors, to provide during and after my employment full details concerning my employment to prospective employers having a legitimate interest.

I understand this application and all attachments are the property of Prairie View A&M University and that my application will remain under consideration until the position I applied for has been staffed. If I become employed, the first six months of my employment are probationary. My employment is also at-will, which means that either my employer or I can end the employment relationship at any time. The filing out of this application and the acceptance thereof does not obligate Prairie View A&M University to respond in any way to take any action.

I understand that if I am eligible for overtime under provisions of the Fair Labor Standards Act, all hours I work in excess of 40 in a workweek will be recorded in a compensatory time bank, at time and a half, unless management elects to pay me at time and a half. Furthermore, I understand that I can take compensatory time off so long as my doing so would nor unduly disrupt the activities of my department and my supervisor approves such absence. I also understand that I must use all my compensatory time before taking leave without pay (for most purposes) or using time from the sick leave pool. Unused overtime compensatory time will be paid upon termination of employment.

_____   _____
Date   Signature

Please submit this application in person to:

Office of Human Resources
Prairie View A&M University
Harrington Science Building, Room 109

Or mail to:

Office of Human Resources
Mail Stop 1337
P.O. Box 519
Prairie View, TX 77446