

# Application for Employment

The University of Texas  
at Dallas



An Equal Opportunity/Affirmative Action Employer

Please complete in ink and print clearly.

**Complete all sections even if enclosing resume**

If returning by mail, send to:  
The University of Texas at Dallas  
Office of Human Resources, AD 35  
PO Box 830688  
Richardson, TX 75083-0688

Social Security No. \_\_\_\_\_ Date \_\_\_\_\_

Name \_\_\_\_\_  
LAST FIRST MI

Address \_\_\_\_\_  
STREET CITY STATE ZIP

Phone, including area code (Home) \_\_\_\_\_ (Business) \_\_\_\_\_

Are you eligible to work in the United States?  Yes  No

Have you been previously employed within the University of Texas System?  Yes  No When \_\_\_\_\_

At which institution? \_\_\_\_\_ Job Title \_\_\_\_\_

Position desired: \_\_\_\_\_

Minimum Acceptable Salary per month \$ \_\_\_\_\_

**How did you hear about UTD?**

- Drop in
- Referred by friend or employee  
(Name) \_\_\_\_\_
- UTD Employment Opportunities Bulletin
- Newspaper Ad  
(Name of newspaper) \_\_\_\_\_
- Texas Workforce Commission (TWC)
- UTD Job Line
- Other  
(Please explain) \_\_\_\_\_  
\_\_\_\_\_

Do you desire full-time employment? \_\_\_\_\_  
or part-time employment? \_\_\_\_\_

If you were selected for a position when could you start?  
\_\_\_\_\_

Have you borrowed from the Hinson Hazlewood Program?  
 Yes       No

If Yes, are you current with loan repayment?  
 Yes       No

**Record of Education**

|                       | School | Location | Dates attended<br>from      to | Diploma, Degree<br>or Certificate | Major/Minor |
|-----------------------|--------|----------|--------------------------------|-----------------------------------|-------------|
| High School/GED       |        |          |                                |                                   |             |
| College or University |        |          |                                |                                   |             |
|                       |        |          |                                |                                   |             |
|                       |        |          |                                |                                   |             |
| Graduate School       |        |          |                                |                                   |             |
| Other                 |        |          |                                |                                   |             |

Professional certifications or licenses \_\_\_\_\_

**Skills Inventory**

In order to better match your qualifications with the appropriate positions, please complete by listing the total number of years experience you have in the following categories

Supervisory experience \_\_\_\_\_ Clerical experience \_\_\_\_\_  
 Typing speed \_\_\_\_\_ wpm Accounting experience \_\_\_\_\_  
 Computer/word processing experience \_\_\_\_\_ Dictophone/shorthand transcription experience \_\_\_\_\_

Do you have a valid Texas driver's license if required for the position for which you applied? \_\_\_\_\_

Please list any other appropriate skills you have \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

## Employment History

Start with your **present** or most recent work experience and work back through previous positions. Attach an additional sheet if necessary. **Complete all sections even if enclosing a resume.**

|                      |           |                      |          |                  |               |
|----------------------|-----------|----------------------|----------|------------------|---------------|
| Date Started         | Date Left | Name of Company      | Location |                  |               |
| Supervisor           |           | Company Phone Number |          | Beginning Salary | Ending Salary |
| Job Title and Duties |           |                      |          |                  |               |
|                      |           |                      |          |                  |               |
|                      |           |                      |          |                  |               |

Reason for Leaving

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|                      |           |                      |          |                  |               |
|----------------------|-----------|----------------------|----------|------------------|---------------|
| Date Started         | Date Left | Name of Company      | Location |                  |               |
| Supervisor           |           | Company Phone Number |          | Beginning Salary | Ending Salary |
| Job Title and Duties |           |                      |          |                  |               |
|                      |           |                      |          |                  |               |
|                      |           |                      |          |                  |               |

Reason for Leaving

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|                      |           |                      |          |                  |               |
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|                      |           |                      |          |                  |               |
|                      |           |                      |          |                  |               |

Reason for Leaving

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|                      |           |                      |          |                  |               |
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| Job Title and Duties |           |                      |          |                  |               |
|                      |           |                      |          |                  |               |
|                      |           |                      |          |                  |               |

Reason for Leaving

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Name under which you are known to employers or school attended if different from your current name

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May we contact the employers listed above?    Yes    No   If no, please indicate the ones you do not wish us to contact.

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Have you ever been convicted for a violation of any law other than minor traffic violation? No  Yes

If yes, give year, location and nature of violation and disposition (A conviction will be considered only if relevant to a particular position).

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Are you related by kinship or marriage to any current employee or to any member of the Board of Regents of the University of Texas System? Yes  No

If yes, (name) \_\_\_\_\_ (relationship) \_\_\_\_\_ (position) \_\_\_\_\_

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### Personal References

List three persons who are not related to you who can provide general information about you.  
Do not repeat names of supervisors listed in your employment history.

Name Address Phone (include area code) Occupation

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### Please Read Carefully

- 1. I certify that statements made by me in this application are true, complete and correct to the best of my knowledge and belief. I understand that any false statements or omissions made by me in connection with my application may be grounds for rejection of my application or dismissal after employment.
- 2. I understand that submission of this application does not obligate UTD in any way.
- 3. I hereby authorize any former employers of any other persons given as references (unless otherwise noted) to answer any questions that may be asked.
- 4. This application will be considered only if it is completed entirely, signed and dated below.

Signature of Applicant

Date

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### For Human Resources Use

Typing Speed \_\_\_\_\_

Name of Interviewer \_\_\_\_\_ Date of interview \_\_\_\_\_

# The University of Texas at Dallas

2601 North Floyd Road • Richardson, Texas 75080

## Voluntary Applicant Information

Please type or print clearly in ink

Dear Applicant

The following information is **voluntary** and requested for recordkeeping purposes only. This information will not be used for hiring decisions. Federal law requires UT Dallas to keep statistical information on applicants for all vacancies. To help us maintain these records we ask that you provide us with the following information. Thank you for your assistance.

(LAST)

(FIRST)

(MI)

Date: \_\_\_\_\_ Name: \_\_\_\_\_

Social Security Number: \_\_\_\_\_ Sex:  Male  Female

Date of Birth: \_\_\_\_\_

Position(s) Applied For: \_\_\_\_\_

### Race/Ethnicity:

Anglo/Caucasian

Black/African-American

Hispanic

Asian/Pacific Islander

American Indian

Will you need any type of workplace accommodation?  Yes  No

If yes, please explain \_\_\_\_\_

\_\_\_\_\_

*The University of Texas at Dallas is an Equal Employment/ADA/Affirmative Action employer*