

**Temporary Position for which you are Applying:** \_\_\_\_\_

**Personal Information**

Name (last, first, middle): \_\_\_\_\_ SSN: \_\_\_\_\_-\_\_\_\_\_-\_\_\_\_\_  
 Other names used: \_\_\_\_\_ Daytime Phone#: (\_\_\_\_) \_\_\_\_\_-\_\_\_\_\_  
 Mailing address (street, city, state, zip code): \_\_\_\_\_  
 Are you at least 17 years old?  Yes  No  
 Are you a current TXSTATE student?  Yes  No  
 If so, # of hours enrolled: \_\_\_\_\_

State Employment: Are you currently or have you been previously employed by Texas State?  Yes  No  
 For any other State of Texas entity?  Yes  No If "yes" to either, state dates of employment, job title, & entity:  
Nepotism: Do you have any relatives by blood or marriage employed at Texas State or serving on the Board of Regents of the Texas State  
 University System?  Yes  No If "yes," list name(s), relationship(s), and department(s)/unit(s):

Criminal History: Have you ever been convicted of a felony or subjected to deferred adjudication on a felony charge?  Yes  No  
 If "yes," explain in concise detail on a separate page, giving dates and the nature of the offense, name and location of the court, and  
 disposition of the case(s). A conviction may not disqualify you for employment, but a false statement will. Note: Some departments may  
 require additional information related to convictions of misdemeanors.

**Education & Training** [Applicants may be required to provide proof of diploma, degree, transcript, license, etc.]

Circle highest grade completed: 1 2 3 4 5 6 7 8 9 10 11 12 Did you graduate/achieve a GED?  Yes  No  
 Undergraduate College/University Name & Location: \_\_\_\_\_ Degree/Date: \_\_\_\_\_  
 Dates attended: \_\_\_\_\_ Credit hours completed: \_\_\_\_\_ Major: \_\_\_\_\_  
 Graduate College/University Name & Location: \_\_\_\_\_ Degree/Date: \_\_\_\_\_  
 Dates attended: \_\_\_\_\_ Credit hours completed: \_\_\_\_\_ Major: \_\_\_\_\_  
 Vocational, Technical or Business School Name & Location: \_\_\_\_\_  
 Dates attended: \_\_\_\_\_ Degree or Diploma: \_\_\_\_\_  
 Military Service?  Yes  No If "yes," branch: \_\_\_\_\_ Rank/Rate: \_\_\_\_\_ Active Duty dates: \_\_\_\_\_

List special skills and machines or equipment you can use (e.g., computer, software, calculator, etc.):  
 \_\_\_\_\_  
*If required for the position, provide the following:*  
 License/Certification Type (P.E., R.N., JD, CPA, etc.): \_\_\_\_\_ Date issued: \_\_\_\_\_ License#: \_\_\_\_\_  
 Driver's License#: \_\_\_\_\_ State: \_\_\_\_\_ Expiration date: \_\_\_\_\_ Class: \_\_\_\_\_  
 Language Fluency – Language(s): \_\_\_\_\_ Speak?  Yes  No Read?  Yes  No Write?  Yes  No

**NSNR EMPLOYMENT APPLICATION Pg. 2**

**Employment Record** [Provide your employment history below with additional pages as necessary or attach a detailed resume.]

Current employer: _____	Telephone: (____) _____ - _____
Supervisor name & title: _____	Your position/title: _____
Mailing address (street, city, state, zip code): _____	Start date (xx/xx/xxxx): _____
	End date (xx/xx/xxxx): _____
	Ending salary: \$ _____
Description of duties and responsibilities in order of importance:	

Previous employer: _____	Telephone: (____) _____ - _____
Supervisor name & title: _____	Your position/title: _____
Mailing address (street, city, state, zip code): _____	Start date (xx/xx/xxxx): _____
	End date (xx/xx/xxxx): _____
	Ending salary: \$ _____
Description of duties and responsibilities in order of importance:	

Previous employer: _____	Telephone: (____) _____ - _____
Supervisor name & title: _____	Your position/title: _____
Mailing address (street, city, state, zip code): _____	Start date (xx/xx/xxxx): _____
	End date (xx/xx/xxxx): _____
	Ending salary: \$ _____
Description of duties and responsibilities in order of importance:	

**Read the following statements carefully and indicate your understanding and acceptance by signing below.**

1. I certify that all 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.
2. I understand that, as a condition of employment, I will be required to provide legal proof of authorization to work in the United States.
3. I understand that Texas State University will check Texas Department of Public Safety and/or the Federal Bureau of Investigation records for any criminal history in accordance with applicable statutes.
4. I authorize any of the persons or organizations named in my application to give you any and all information about my employment, education, or other information they might have, personal or otherwise, with regard to any of these subjects. I release all such parties from all liability from any damages that might result from giving you this information.

**THIS APPLICATION MUST BE SIGNED.      APPLICANT SIGNATURE: \_\_\_\_\_      DATE: \_\_\_\_\_**