

All graduate student employees are required to be enrolled as full-time graduate students (9 hours).

Date of Application _____ **Current COE Program** _____

When will you be able to begin work? _____ **R#** _____

Days and Hours Available for Work: *(if you do not know your class schedule you may leave this section blank)*

	Monday		Tuesday		Wednesday		Thursday		Friday		Saturday		Sunday	
	From	To	From	To	From	To	From	To	From	To	From	To	From	To
AM														
PM														

Referral Source ☐ Faculty _____

☐ Employee _____

Personal Information

First Name _____ Middle Name _____ Last Name _____

Address _____ City _____

State _____ Zip Code _____ Country _____

Home Phone _____ Work Phone _____ Cell/Other Phone _____

Email: _____

Can you submit verification of your legal rights to work in the United States? (Proof of eligibility will be required upon employment)? ☐ Yes ☐ No

Are you currently employed at any Texas Tech component (TTU or TTUHSC)? ☐ Yes ☐ No

Are you related by blood or marriage to any member of the Board of Regents of Texas Tech? ☐ Yes ☐ No

Are you related by blood or marriage to any employee of Texas Tech? ☐ Yes ☐ No

If yes, relative's name and department _____

Have you ever been convicted, placed on probation, or placed on deferred adjudication for any criminal charges? ☐ Yes ☐ No

If yes, provide details (Type of Offense/ Date / Sentence / Deposition) _____

Highest Degree Completed

Name of School	_____	Type of School	_____
City	_____	State	_____
Course of Study	_____	Last month and year attended	_____

Work Experience

Employer Name	_____		
Address	_____	City	_____
State	_____	Zip Code	_____
Phone Number	_____		
Begin Date	_____	End Date (Leave blank if Current Job)	_____
Work Performed	_____		

Employer Name	_____		
Address	_____	City	_____
State	_____	Zip Code	_____
Phone Number	_____		
Begin Date	_____	End Date (Leave blank if Current Job)	_____
Work Performed	_____		

Skills and Qualifications

Summarize special skills and qualifications acquired from employment or other experience that may qualify you to work for Texas Tech College of Education

List any additional information you would like us to consider.

Personal References (List name and telephone number of business/work references who are *not* related to you and who are *not* your previous supervisors. If not applicable, list school or personal references who are not related to you.)

Name	Telephone	Years Known

Certify

I certify that all answers to the questions in my application and the supplemental questions and the information contained in my resume and other attached documents, if any, are true, complete, and correct to the best of my knowledge. I further understand that any misstatement, falsification, or omission of information will be sufficient grounds for rejection of the application, or termination of employment.

I authorize Texas Tech to make reference checks relating to my employment and I also authorize all prior employers to provide full details concerning my past employment. I release all such parties from all liabilities from any damages which may result from furnishing such information. I understand that this application and all attachments are the property of Texas Tech.

I understand that any offer of employment tendered me is contingent upon my agreement to abide by the rules and regulations of Texas Tech.

I understand that if I am applying for any position involved in patient care or the process of billing of medical services, my name must not be found on the Texas Department of Health State / Federal Medicare and Medicaid exclusion lists. Any offer of my employment will be void if my name is found on the exclusion listing.

I understand that if I am male, I am required to sign a Certification of Registration Status for the Selective Services as a requirement for employment. I further understand that if I am a male age 18 through 25, I must show proof of registration with Selective Services at the time of hire.

I understand that any offer of employment is contingent upon my completing the Immigration and Naturalization Service Employment Eligibility Verification (Form I-9) and providing documents to verify my identity and employment eligibility as required by law. When completing the Form I-9, I will be required to attest that I am a citizen or national of the U.S., a lawful Permanent Resident or an alien authorized to work.

I understand that if I am assigned to work on a federal contract at any Texas Tech entity that contains a clause requiring the contractor to use the E-Verify program, that my eligibility for employment will be confirmed through the E-Verify system.

If I am applying for employment at Texas Tech University, I understand that if I am applying for a security sensitive position, I will be subject to a background investigation and/or drug test.

I understand that continuation of employment is at the discretion and will of the institution. This is an application for employment and no employment contract is being offered. If employed, such employment is for an indefinite period of time and the institution can change wages, benefits and conditions or may terminate the employee at any time.

I certify that I have read and agree with these statements.

Signed By

Signature

Date

Please submit completed application and resume to Pam Smith, pam.smith@ttu.edu or College of Education Room 109