



## TEXAS TECH UNIVERSITY SUMMER 2018

### **Instructions:**

1. Save this blank file
2. Open the downloaded file, fill out your information
3. Save file as "LastName, FirstName"
4. Email saved application to [outreach.coe@ttu.edu](mailto:outreach.coe@ttu.edu) from your TTU email

### **Overview of Program:**

This camp will provide an opportunity to spend a week learning about the Whitacre College of Engineering at Texas Tech University. Participants will be introduced to each engineering discipline, attend classes and participate in hands-on activities. Participants will also learn about Texas Tech University admissions, financial aid, campus life and traditions. Participants will reside on campus in a residence hall to complete a real-life college experience.

Counselors will ensure camper safety, encourage learning of the engineering disciplines, and assist eGIRL staff. In order to be eligible to be a counselor for the eGIRL summer program, applicants must complete all necessary paperwork, must attend counselor training on Wednesday, June 13<sup>th</sup> from 10am – 2pm (lunch will be provided), must complete the Sexual Abuse/Child Molestation Prevention training, and sign the eGIRL Guidelines. Counselor hours and pay information are found in the last page of this document.


The camp will run from June 24, 2018 12pm to June 29, 2018.

**Application Deadline: April 4, 2018**

Questions may be directed to [outreach.coe@ttu.edu](mailto:outreach.coe@ttu.edu) or (806) 742-3451

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**HALLIBURTON**

 TEXAS TECH UNIVERSITY  
Edward E. Whitacre Jr.  
College of Engineering

 ConocoPhillips



R Number: \_\_\_\_\_

**Counselor Information**

Last Name, First Name, Middle Initial		
Major	Current Classification	TTU Email
Date of Birth	TTU GPA	Number of Semesters at TTU
Cell Number	Shirt size	Eligible to Work in the US Y/N

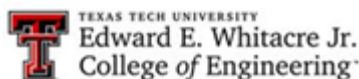
List any involvement in organizations and/or community service:

Activity	Position Held	Years of Service

Have you ever been convicted, placed on probation, or placed on deferred adjudication for any criminal charges? If yes, provide details (Type of Offense/ Date / Sentence / Deposition):

Yes	No

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R Number: \_\_\_\_\_

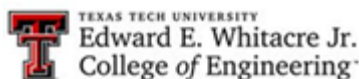
**Work Experience**

Please complete in reverse chronological order.

Employer Name		
Street Address		
City, State, Zip		Employer Phone Number
Supervisor Name		Supervisor Title
Employment Start Date – Employment End Date		
Position Held		
Position Description:		
Reason for Leaving:		
Select one:	Full-Time	Part-Time
May we contact this employer?	Yes	No

Employer Name		
Street Address		
City, State, Zip		Employer Phone Number
Supervisor Name		Supervisor Title
Employment Start Date – Employment End Date		
Position Held		
Position Description:		

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**R Number:** \_\_\_\_\_

Reason for Leaving:		
Select one:	Full-Time	Part-Time
May we contact this employer?	Yes	No

**References**

List at least three business/work references (not related to you). If not applicable, list at least three school or personal references (not related to you).

Name	How do you know this reference?	Year known	Phone number

How did you find out about eGIRL?

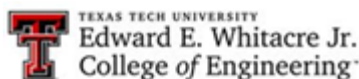
- WCOE Website    
  On-Campus Advertisement    
  University Career Center  
 Facebook    
  TTU Staff/Faculty    
  Other \_\_\_\_\_

What interests you most about working as an eGIRL Counselor?

What single word would you use to describe yourself?

List any additional information you would like us to consider.

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**R Number:** \_\_\_\_\_

I certify that all answers to the questions in my application and the supplemental questions and the information contained in my résumé 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.

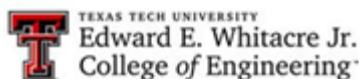
I certify that I have read and agree with these statements.

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

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**R Number:** \_\_\_\_\_

Texas Government Code Section 657.007, states an employment preference may be extended to qualified veterans, surviving spouses and orphans in the event where two or more individuals equally qualified for a position. It must be given at the time of final selection. To claim veteran's preference, verifying documentation must be submitted to the employment office.

Texas Government Code Section 672.001, states an employment preference must be extended to an applicant that is 25 years of age or under and was under the permanent managing conservatorship of the DFPS as a foster child on the day preceding their 18th birthday. Such preference is to be granted over other applicants who do not have a greater qualification. To claim preference, verifying documentation must be submitted to the employment office.

It is the policy of Texas Tech that in all aspects of its operations each person shall be considered solely on the basis of qualifications, without regard to race, color, sex, religion, national origin, age, disabilities or Vietnam-era veteran status, refusal to submit to a genetic test, or any other legally protected class. With few exceptions, you have the right to request and be informed about the information that Texas Tech collects about you. You are entitled to receive and review that information upon request. You also have the right to ask Texas Tech to correct any information that is determined to be false. For instructions to submit documentation, contact: Texas Tech University, (806) 742-3851 ext.238, email: hrs.employee.services@ttu.edu

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## Counselor Employment

We are hiring Full-Time eGIRL counselors, as detailed below.

Counselors will be obligated to work the hours scheduled below if hired for their desired position. eGIRL Counselors must contact EOC staff immediately if their schedule must be altered in any way.

**Full-Time**

Full-time counselors (FTC) will be with the campers at all times, helping students with projects, camp logistics, and attending classes. These counselors will be assisting EOC staff to make sure every component of camp is seamless, counselors have the support they need, and every camper is safe. All meals of camp will be provided to FTC counselors at no cost to them. FTC will stay in Gordon the week of the camp at no cost to them. Due to the camp schedule, FTC cannot take Summer 1 Session courses.

\*Overnight hourly rate adjusted as appropriate.

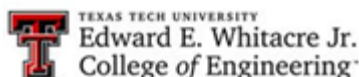
Total Pay: \$900

Positions Available: 12

**Shift:** Sunday (6.24.18) 12pm –Friday (6.29.18) 12pm\*

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