TEXAS TECH UNIVERSITY
Student Union & Activities

DATE: _____
NAME: _____

Thank you for your interest in applying for our Student Maintenance Crew! Please review the following Job Description, complete the application and email to studentunion@ttu.edu or bring to the SUB Main office in Suite 203.

Operations Maintenance Student Employee Job Description

- Customer service skills are needed.
- Support the mission statement of the Texas Tech Student Union and Activities Department.
- Ability to perform maintenance work in the Texas Tech Student Union Building in areas such as plumbing, carpentry, painting, HVAC, and electrical.
- Knowledge of the standard methods, practices, tools, and equipment's of the maintenance trade.
- Able to perform other types pf repair and maintenance work as needed.
- Knowledge of the hazards and safety precautions of the maintenance trade.
- Ability to inspect equipment to determine whether maintenance is satisfactory, noting worn or defective parts, malfunction of equipment, and the need for preventive maintenance or repair.
- May be required to build or construct items for events in the building.
- May be required to assist other teams in the department such as, Setups/Guest Services, SAB, etc.
- Greet building users with a professional attitude and provide them information regarding their reservation.
- Ability to pay attention to detail when working on task.
- Ability to perform time sensitive duties.
- Able to work evenings, weekends, and/or special events as needed.
- Ability to work in a team setting to accomplish duties in an effective manner.
- Ability to have work with minimum supervision.
- Able to lift 50lb items.
- The ability to bend, twist, turn, and squat without difficulty.
- Appropriate protective clothing (close-toed shoes, proper-length shorts/pants, etc.)
- Ability to communicate efficiently.
- Ensure that all rooms and spaces appear clean and ready for events.
- Valid motor vehicle operator's license and insurable to operate a Texas Tech vehicle.
- Other job assignments as needed.

Last updated: January 22, 2021

Maintenance Crew
Application for Employment

Texas Government Code Section 657.007, states an employment preference may be extended to qualified veterans, surviving spouses and orphans in the event there are 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.

Date of Application _____ **Have you reviewed the job description?** _____

When will you be able to begin work? _____

Days and Hours Available for Work:

	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

☐ Advertisement ☐ Employee ☐ Relative ☐ Walk-In ☐ Private Employment Agency

☐ Government Employment Agency ☐ Other _____

Personal Information

First Name _____ Middle Name _____ Last Name _____

Address _____ City _____

State _____ Zip Code _____ Country _____

Home Phone _____ Work Phone _____ Cell/Other Phone _____

Email (If you do not have an e-mail address, please sign up for any free internet e-mail account) _____

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 17 years of age or under? ◯ Yes ◯ No

Have you ever been employed at any Texas Tech component ◯ 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) _____

Select Highest Educational Level _____

Education

Name of School _____ Type of School _____

City _____ State _____

Course of Study _____ Last month and year attended _____

Did you graduate / complete program? ◯ Yes ◯ No Degree / Certificate _____

If you did not graduate / complete the program, number of credit hours completed _____

Name of School _____ Type of School _____

City _____ State _____

Course of Study _____ Last month and year attended _____

Did you graduate / complete program? ◯ Yes ◯ No Degree / Certificate _____

If you did not graduate / complete the program, number of credit hours completed _____

Work Experience

Employer Name _____

Address _____ City _____

State _____ Zip Code _____ Phone Number _____

Begin Date _____ End Date (Leave blank if Current Job) _____

Work Performed

_____

Ending Salary _____ Supervisor Name _____ Supervisor Title _____

Reason for Leaving _____ Type of Work _____ May we contact this employer? _____

Employer Name _____

Address _____ City _____

State _____ Zip Code _____ Phone Number _____

Begin Date _____ End Date (Leave blank if Current Job) _____

Work Performed

_____

Ending Salary _____ Supervisor Name _____ Supervisor Title _____

Reason for Leaving _____ Type of Work _____ May we contact this employer? _____

Employer Name _____

Address _____ City _____

State _____ Zip Code _____ Phone Number _____

Begin Date _____ End Date (Leave blank if Current Job) _____

Work Performed

_____

Ending Salary _____ Supervisor Name _____ Supervisor Title _____

Reason for Leaving _____ Type of Work _____ May we contact this employer? _____

Skills and Qualifications

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

List professional, trade, business, or civic associations and any offices held. (Exclude memberships which would reveal sex, race, religion, national origin, age, color, disability or other protected status.)

List special accomplishments, publications, awards. (Exclude memberships which would reveal sex, race, religion, national origin, age, color, disability or other protected status.)

List any additional information you would like us to consider.

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