



Student Employment Application Form

Last Name		First Name			Middle Name		
Address		City			State	Zip	
Current Telephone	Cell Telephone	Email					
Types of Positions Sought					Date Available?		
<input type="checkbox"/> Part-time on-campus*		<input type="checkbox"/> College Work Study**			<input type="checkbox"/> Emerald Eagle**		
* All students can apply for part-time on-campus. ** Must be approved by Financial Aid to apply for these positions.							
Dates and Hours Available during the week							
Days	Mon	Tues	Wed	Thurs	Fri	Sat	Sun
Hours							
Do you have a valid driver's license?				<input type="checkbox"/> Yes <input type="checkbox"/> No		State of Issue:	
Are you related by blood or marriage to any member of the Board of Regents, Faculty, Staff, or Student of the University of North Texas? (Required for compliance with nepotism law)					<input type="checkbox"/> Yes <input type="checkbox"/> No		
Have you ever been employed in any capacity by the University of North Texas?					<input type="checkbox"/> Yes <input type="checkbox"/> No		
If you answered yes to the above question, please include the dates, position titles and departments.							
Have you served in the Armed Forces of the United States? Contact the Career Center for Veteran's Preference Form (if applicable)					<input type="checkbox"/> Yes <input type="checkbox"/> No		
If you answered yes to the above question, please include the rank when released, approximate dates and branch of service.							
If you are a male between the ages of 18 and 25, what is your selective service registration number? (to obtain go to http://www.sss.gov).							
Have you ever pled no contest to, pled guilty to, or been found guilty of, any criminal act other than a minor traffic violation? (A conviction will not necessarily be a bar to employment.)					<input type="checkbox"/> Yes <input type="checkbox"/> No		
If you answered yes to the above question, please list all convictions (types of offenses, dates and sentences). (Attach additional sheet, if necessary)							
Have you ever been discharged, asked to resign or forced to resign from any position?					<input type="checkbox"/> Yes <input type="checkbox"/> No		
If you answered yes to the above question, please give details:							
Expected Graduation Date from UNT: <input type="checkbox"/> May <input type="checkbox"/> December <input type="checkbox"/> August Year							
Extracurricular & Volunteer Activities:							
•			•				
•			•				
•			•				
•			•				
•			•				
References: Full Name			Phone Number		Relationship		
1.							
2.							

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Work Experience – Start with your present or last position and work back.										
Name of Firm or Organization						Telephone		Location of Position		
Name and Title of Immediate Supervisor										
Dates of Employment	From	/ /	To	/ /	Hours per week	Starting Wage/Salary	\$	Ending Wage/Salary	\$	
Job Title										
Job Duties										
Reason for Leaving										
Name of Firm or Organization						Telephone		Location of Position		
Name and Title of Immediate Supervisor										
Dates of Employment	From	/ /	To	/ /	Hours per week	Starting Wage/Salary	\$	Ending Wage/Salary	\$	
Job Title										
Job Duties										
Reason for Leaving										
Name of Firm or Organization						Telephone		Location of Position		
Name and Title of Immediate Supervisor										
Dates of Employment	From	/ /	To	/ /	Hours per week	Starting Wage/Salary	\$	Ending Wage/Salary	\$	
Job Title										
Job Duties										
Reason for Leaving										
Additional information concerning any job, special training, special skills, knowledge, abilities, accomplishments, languages spoken/written, or work experiences (i.e. lifeguard certification, CPR, computer skills, Spanish, etc.)										
Selective Service: If I am a male applicant between the ages of 18-25, I understand that I must be registered with the Selective Service System upon my employment with UNT.										
I certify that all the information provided by me in connection with my application, whether on this document or not, is true, complete and correct to the best of my knowledge and belief and made in good faith. I understand that any misstatement, falsification or omission of information shall be grounds for refusal to hire or, if hired, may be cause for immediate discharge at any time thereafter. I understand that if I am employed in a "security sensitive" position, the University will check for any criminal history in accordance with applicable statutes. I understand that my Department/Employer can periodically check with the Center for Student Rights and Responsibilities my permanent disciplinary status with the University of North Texas. I understand that any offer of employment tendered me is contingent upon my agreement to abide by the laws of the State of Texas and the rules, regulations, and policies of the University of North Texas. I understand that student employee positions are at will and I could be dismissed at any time provided the reason is not illegal or discriminatory.										
By checking this box, I certify that I have read and agree with the above statements.										