



## APPLICATION FOR EMPLOYMENT

### **E-Verify Statement**

As a federal contractor, University of Texas Permian Basin is required to participate in the federal government's E-Verify program. With E-Verify we are able to confirm the employment authorization of all newly hired employees and most existing employees through an electronic database maintained by the Social Security Administration and Department of Homeland Security. With respect to new hires, the E-Verify process is completed in conjunction with a new hire's completion of the Form I-9, Employment Eligibility Verification upon commencement of employment. E-Verify is not used as a tool to pre-screen candidates. For up-to-date information on E-Verify, go to [www.uscis.gov](http://www.uscis.gov) and click on the 'E-Verify' logo.

### **Notice About Social Security Numbers**

Disclosure of your SSN is mandatory before you may be employed by the University. Federal law requires the University to report income and SSNs for all employees to whom compensation is paid. Employee SSNs are maintained and used by The University of Texas of the Permian Basin for payroll and benefits purposes and are reported to Federal and State agencies on forms required by law for benefits purposes. Further disclosure of your social security number will be governed by the Public Information Act (Chapter 552 of the *Texas Government Code*).

### **Notice about Information Laws and Practices**

With few exceptions, you are entitled on your request to be informed about the information The University of Texas of the Permian Basin collects about you. Under Sections 552.01 and 552.023 of the *Texas Government Code*, you are entitled to receive and review the information. Under Section 559.004 of the *Texas Government Code*, you are entitled to have the University correct information about you that is held by us and is incorrect, in accordance with the procedures set forth in The University of Texas System Business Procedures Memorandum 32. The information that The University collects will be retained and maintained as required by Texas records retention laws (Section 441.180 et seq. of the *Texas Government Code*) and rules. Different types of information are kept for different periods of time.

In compliance with H.B. 558 passed during the 76th legislative session, The University of Texas of the Permian Basin requires male citizens/nationals who are from 18 to 26 years of age to provide proof of registration with the Selective Service System of exemption from registration, prior to employment.

### **An Equal Opportunity Employer**

The University of Texas of the Permian Basin is committed to providing equal employment and education opportunities free from illegal discrimination and ensures this commitment to nondiscrimination by informing employees and students of their rights and responsibilities, conducting fair and timely complaint investigations, and acting as an overall resource to employees and students. The University is an equal opportunity employer and employs without regard to sex, race, color national origin, religion, age, disability, genetic information, status as a disabled or Vietnam era veteran, or other protected classes.

The Office of Human Resources coordinates Title IX, Education Amendments of 1972 that prohibits discrimination on the basis of gender and ADA, Americans with Disabilities Act, prohibiting discrimination on the basis of a disability.



**Application for Employment**  
An Equal Opportunity/Affirmative Action Employer

The University of Texas of the Permian Basin  
Office of Human Resources  
4901 E. University Boulevard MB4224  
Odessa, Texas 79762  
432-552-2747 Fax: 432-552-3747  
<http://www.utpb.edu/vpba/person/jobpage.htm>

Position you are applying for \_\_\_\_\_ Date of Application \_\_\_\_\_

**Personal Data**

Name \_\_\_\_\_

Physical Address \_\_\_\_\_

Phone Number \_\_\_\_\_ E-mail Address \_\_\_\_\_

Have you ever worked for the University of Texas?  Yes  No If Yes, where: \_\_\_\_\_

List any other names you may have gone to school or worked under: \_\_\_\_\_

Does blood or marriage relate you to any member of the Board of Regents, faculty or staff of The University of Texas?  Yes  No

Are you eligible for veteran preference under Chapter 657 of the Texas government code?  Yes  No

Would your employment eligibility be contingent on The University of Texas of the Permian Basin sponsoring or transferring your work visa?  
 Yes  No

**Educational Data\***

High School/GED: \_\_\_\_\_ Graduate?  Yes  No

College/University: \_\_\_\_\_ Graduate?  Yes  No Degree: \_\_\_\_\_

College/University: \_\_\_\_\_ Graduate?  Yes  No Degree: \_\_\_\_\_

\*If hired, official transcripts will be required for the highest degree's listed

**Skills**

List expertise and/or skills that you possess that you believe would help you succeed in this position: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**Job Data (List from most current)**

**Resume Attached**

**Current/Last Employer** \_\_\_\_\_ Dates of Service \_\_\_\_\_

Job Title and/or Summary of duties \_\_\_\_\_

**Employer** \_\_\_\_\_ Dates of Service \_\_\_\_\_

Job Title and/or Summary of duties \_\_\_\_\_

**Employer** \_\_\_\_\_ Dates of Service \_\_\_\_\_

Job Title and/or Summary of duties \_\_\_\_\_

**Employer** \_\_\_\_\_ Dates of Service \_\_\_\_\_

Job Title and/or Summary of duties \_\_\_\_\_

\_\_\_\_\_

## PREEMPLOYMENT CERTIFICATION (Review and Check Each to Agree)

***I certify my Credentials & Qualifications***

All application materials submitted for consideration (e.g., letter of interest, resume/CV, educational and employment records, publications, or work samples) are a true, accurate, and complete representation of my credentials and qualifications. I understand that degrees offered in support of my candidacy must be issued by an institution accredited by a regional, national, professional, or specialized accrediting body and that degrees issued outside the U.S. must be evaluated for equivalency to U.S. degrees.

***I acknowledge my Responsibility to Obtain/Maintain Eligibility to Work in the United States***

I understand the University of Texas Permian Basin employs only individuals who are lawfully eligible to work in the United States and that employment eligibility will be verified upon employment. If I do not currently have permanent eligibility to work in the U.S., I understand that it is my responsibility to obtain and/or maintain eligibility to work and that loss of eligibility to work at any future date will invalidate my employment relationship and result in concurrent separation from employment without recourse or appeal.

***I certify this disclosure Pertaining to Criminal Convictions***

I understand that in selected circumstances, convictions for a misdemeanor, gross misdemeanor, or felony related to the duties and responsibilities of a given position may influence consideration for employment. I certify that unless I have listed below a statement about the dates, charges, and circumstances of any such convictions, I have not been convicted of a misdemeanor, gross misdemeanor, or felony in any jurisdiction inside or outside the U.S. Unless otherwise provided by law, a criminal record will not automatically disqualify an individual from employment.

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***I acknowledge my Understanding of the Application Process***

University of Texas Permian Basin considers only those applications submitted for a specific posted position. Unsolicited resumes or application materials are discarded after 30 days. We do NOT maintain an applicant database, so applicants applying to multiple jobs must submit multiple applications at the time of the job posting. I understand that all offers of employment are conditional upon proper documentation and successful completion of a background check.

***I authorize the Verification of Application Materials***

I understand that any falsification, misrepresentation, or material omission in my application materials (including this certification) or making other false or fraudulent representations in securing employment may be grounds for disqualification of my candidacy or may be grounds for termination if discovered after the date of hire. By signing my name below I voluntarily consent to authorize the University of Texas Permian Basin or any of its officers, employees, or agents to check my references by contacting any person or entity whom they deem to be an appropriate reference as well as validating educational and employment records, with the understanding that facsimiles or photocopies of this authorization shall be deemed as valid as the original. It is expressly understood that any information given is to be used for the purpose of determining my acceptability for employment with the University of Texas Permian Basin. I also hereby release University of Texas Permian Basin from all liability for damage or claims including, but not limited to: defamation, interference with contract, and negligence – which may arise or result from any reference information gathered pursuant to this authorization.

***Conditions of Employment***

I understand that if appointed, the first six months of my employment is considered probationary and that initial appointment is conditional based upon results of required background checks. I understand my employment is contingent upon available funds. I understand that any offer of employment tendered me is contingent upon my agreement to abide by the rules and regulations of the Board of Regents of the University of Texas system and UT Permian basin.

**Authorized and Verified by:**

**Sign your full name here** \_\_\_\_\_

**Date:** \_\_\_\_\_

NOTICE OF PERSONAL INFORMATION: Under Section 552.021 and 552.023 of the Texas Government Code, you are entitled to receive and review the information that U. T. Permian Basin collects about you. Under Section 559.004 of the Texas Government Code, you are entitled to have U. T. Permian Basin correct information about you that is held by us and that is incorrect, in accordance with the procedures set forth in The University of Texas System Business Procedures Memorandum 32. The information that U. T. Permian Basin collects will be retained and maintained as required by Texas records and retention laws (Section 441.180 et seq. of the Texas Government Code) and rules. Different types of information are kept for different periods of time.

# THIS FORM IS TO BE SENT TO HUMAN RESOURCES

## THE UNIVERSITY OF TEXAS OF THE PERMIAN BASIN EQUAL EMPLOYMENT OPPORTUNITY INFORMATION REQUEST

Name of Applicant/Employee: \_\_\_\_\_ Date Received: \_\_\_\_\_  
Position Applied For: \_\_\_\_\_ Department: \_\_\_\_\_

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### TO THE APPLICANT:

The University of Texas of the Permian Basin is required by Federal law to request and maintain data on the racial/ethnic and sex identity and disability and veteran status of all applicants for employment. The data provides The University and the Federal government with information necessary to monitor The University's compliance with Equal Employment Opportunity requirements.

Please complete this form and return to Human Resources/EEO Office. Submission of the information requested is voluntary and failure to provide it will not subject you to adverse treatment. *NOTE:* This form will *not* be kept with your application. Additional application materials should not be sent with this form, but sent directly to the department to which you have applied.

DATE OF BIRTH: \_\_\_\_/\_\_\_\_/\_\_\_\_ SEX: \_\_\_\_\_ FEMALE \_\_\_\_\_ MALE

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### ETHNICITY AND RACE:

Are you Hispanic or Latino? (a person of Cuban, Mexican, Puerto Rican, South or Central American or other Spanish culture or origin, regardless of race)  Yes  No

Please select the racial category or categories with which you are most closely identified. Check as many as apply.

- Black
- American Indian, Native American or Alaskan Native
- Asian
- Native Hawaiian or Other Pacific Islanders
- White

### CITIZENSHIP:

U.S. Citizen  Non-U.S. Citizen, Permanent Resident  Non-U.S. Citizen, Non-Permanent Resident

\*If non-U.S. citizen, indicate country of present citizenship: \_\_\_\_\_

### DISABLED AND VETERAN STATUS:

- Disabled.* "Individual with a disability" means any individual who has a physical or mental impairment which substantially limits one or more major life activities, has a record of, or is regarded as having such impairment.
- Special Disabled Veteran.* Any veteran who (a) is entitled to compensation by the Veteran's administration for a disability rated at 30 percent or more, or (b) was discharged or released from active duty by reason of service-connected disability.
- Veteran Era Veteran.* Any veteran of the armed services who (a) served on active duty for at least 181 days, any part of which occurred between August 5, 1964 and May 7, 1975.

### HOW DID YOU LEARN OF THIS POSITION OPENING? (check one)

- Professional Journal - please specify \_\_\_\_\_
- Chronicle of Higher Education
- External Notice/Posting outside of The University of Texas of the Permian Basin
- Internal University Notice/Posting
- Personal Contact by U.T. Permian Basin employee (including referral and nomination)
- Newspaper -- please specify \_\_\_\_\_
- Internet, www - Electronic Source \_\_\_\_\_
- Other - please specify \_\_\_\_\_