

OFFICE OF HUMAN RESOURCES

4901 E University Blvd • Odessa, TX 79762 • Phone: 432-552-2741 • Fax: 432-552-3747

• personnel@utpb.edu The University of Texas of the Permian Basin

EMPLOYMENT APPLICANT CHECKLIST

We appreciate your interest in The University of Texas of the Permian Basin. We seek the highest quality employees to help us achieve our mission and goals. After submitting an application, you will receive an acknowledgement postcard thanking you for your interest and confirming receipt of your application. The Office of Human Resources will conduct all minimum qualification appraisals as set forth on the job announcement.

Applications can be faxed, mailed or delivered:

The University of Texas of the Permian Basin
Office of Human Resources
4901 E University Blvd
Odessa, TX 79762
Phone: (432) 552-2747
Fax: (432) 552-3747

SUBMIT:

- EMPLOYMENT APPLICATION FORM**
A complete and signed employment application form is required. Applicants must complete a new application for each position they are applying for. Applications that do not state a position or list multiple positions will not be processed. Letters of intent/cover letters are considered inquires until the official employment application form has been submitted.
- RESUMÉ/VITAE**
Resumes should be attached to the official employment application form. Unsolicited resumes or application materials are discarded after 30 days.
- TRANSCRIPTS**
Copies of transcripts are required for some Staff/Administrative positions (where noted on advertisement) and all Faculty positions. Applicants with a foreign diploma need to submit their evaluated credentials as well. All full time employees will need to provide UTPB with official transcripts within thirty (30) days if hired.
- AFFIRMATIVE ACTION FORM**
UTPB is an equal opportunity/affirmative action employer and must acquire this information in order to submit reports required by federal regulations. The information collected is kept in strict confidence and is used only for statistical analyses. It is not made available to the person responsible for interviewing and hiring.

The University of Texas of the Permian Basin is an Equal Opportunity / Affirmative Action Employer. The University does not discriminate on the basis of race, color, national origin, sex, religion, age, disability, genetic information, veteran status, or sexual orientation in employment or the provision of services.

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Application for Employment - Staff

Name: _____ Email Address: _____
Last First Middle

Present Address: _____ Phone #: _____
No. Street City State Zip

What positions are you applying for? Job Title: _____

Are you over 18 years of age? Yes No Check one: Available to work: Full-time Part-time

When can you start working? _____ What is your minimum salary? _____

Have you previously been employed by us? Yes No If yes, when? _____ In what capacity? _____

Are you related to any member of the Board of Regents, Faculty member, or Staff of The University of Texas of the Permian Basin? Yes No

If yes, please give name(s) and relationship: _____

Have you ever been employed under another name? Yes No If yes, under what name? _____

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

Upon employment, can you provide document(s) to establish your identity and eligibility to work in the United States? 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

If "Yes", enter the date your visa expires _____

If you currently hold a visa sponsored by UTPB, please answer the following: identify the current position you hold; and identify the type of visa you hold.

Current position: _____ Type of Visa: _____

Are you 25 years old or younger and were you under the permanent managing conservatorship of the Texas Department of Family and Protective Services (i.e., a foster child) on the day preceding your 18th birthday? Yes No

Education – Check off highest grade completed: 1 2 3 4 5 6 7 8 9 10 11 12 or G.E.D.

Give name and address of last high school or where G.E.D. was completed: _____

Name and location of college, business, or trade school	Years completed	Degrees awarded
College Major:	College Minor:	

List below all present and past employment, including military service, beginning with your most recent.

Name and address of Company and type of Business	Dates of Employment	Rate of Pay at Termination
	Job Title:	
Describe in detail the work you did:		
May we contact? Yes No	Phone Number:	
Name of supervisor:		Reason for leaving:

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	Job Title:	
	Describe in detail the work you did:	
May we contact? Yes No Phone Number:		
Name of supervisor:		Reason for leaving:

Name and address of Company and type of Business	Dates of Employment	Rate of Pay at Termination
	Job Title:	
	Describe in detail the work you did:	
May we contact? Yes No Phone Number:		
Name of supervisor:		Reason for leaving:

List any other experiences, skills, or accomplishments which you feel would especially qualify you for employment with the University.

List below three references (not relatives)

Name	Address (Street No., City and State)	Phone#

Applicant, please read carefully.

I hereby authorize The University of Texas of the Permian Basin to fully investigate my record and work qualifications either before or after my employment by the University, and to facilitate such investigation, I also hereby authorize any persons having knowledge thereof to give such information to The University of Texas of the Permian Basin upon request. I certify that all statements made by me on this application for employment are true and correct to the best of my knowledge and belief, and agree that if employed, any misrepresentation, falsification or omission of facts thereon may justify my dismissal. I understand that any offer of employment tendered me is contingent upon my signing certain oaths required by State law and upon my agreement to abide by the rules and regulations of The University of Texas of the Permian Basin. Further, I understand and agree that any employment will be probationary for one hundred and eighty (180) work days during which time I may be discharged without cause.

Signature _____ Date: _____

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