

# On Campus Student Employment Application



## Personal Information

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ Middle Name: \_\_\_\_\_

Street Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

UNT ID: \_\_\_\_\_ Cell Phone Number: \_\_\_\_\_ Email Address: \_\_\_\_\_

Have you been awarded Work Study? \_\_\_\_\_ Expected Graduation Date: \_\_\_\_\_

Date available to Start Working: \_\_\_\_\_

Do you have a valid Driver's License? \_\_\_\_\_ If yes, 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)

Have you ever been employed in any capacity by the University of North Texas? \_\_\_\_\_ If yes, please include dates, title, and department: \_\_\_\_\_

Have you served in the Armed Forces of the United States? \_\_\_\_\_ If applicable, contact the Career Center for the Veteran's Preference Form.

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.) \_\_\_\_\_ If yes, please list all convictions including types of offenses, dates, and sentences. Attach an additional sheet if necessary.

Have you ever been discharged, asked to resign, or forced to resign from any position? \_\_\_\_\_ If yes, please give details. \_\_\_\_\_

## Work Experience

### Job 1

Name of Firm or Organization: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Job Title: \_\_\_\_\_ Dates of Employment: \_\_\_\_\_

Job Duties: \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

**Job 2**

Name of Firm or Organization: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Job Title: \_\_\_\_\_ Dates of Employment: \_\_\_\_\_

Job Duties: \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

**Selective Service**

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. What is your Selective Service registration number? (To obtain, go to the [Selective Service System](#).) \_\_\_\_\_

**Certify and Initial**

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 entering my initials here, I certify that I have read and agree with the above statements. \_\_\_\_\_

**Attention - UNT Dining Applicants Only**

Please list top three choices of work location:

Choice 1. \_\_\_\_\_

Choice 2. \_\_\_\_\_

Choice 3. \_\_\_\_\_