



# The Association of Former Students of Texas A&M University

## APPLICATION FOR EMPLOYMENT

It is the policy of The Association of Former Students of Texas A&M University 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 status.

**The Association**  
OF FORMER STUDENTS®

In compliance with the Americans with Disabilities Act, if accommodations are needed for the application process, please inform the Employment Office.

### IDENTIFICATION

Last Name	First	M.I.	Positions applying for:	
Mailing Address:	City	State	Zip	Telephone: Home ( ) Business ( )

Date you can begin work:	If your age is below 18 years, give date of birth	I can work the following (Check one or more):  8:00 – 5:00 Shift 8:00 – 12:00 Summer 1:00 – 5:00 Temporary  Other _____
Have you ever worked for The Association of Former Students? If yes, please give final date and department:	Yes No	
Email address: _____		

### EDUCATION AND TRAINING

Education: Circle highest grade completed: 1 2 3 4 5 6 7 8 9 10 11 12 GED	Give name and address of last high school attended:	
Name and location of college, university, business or trade school:	DEGREES AWARDED Title: Major field:	
Major field(s) of study/training:	Minor field(s) of study/training:	Number of college credit hours completed:

<p align="center"><b>DRIVER'S LICENSE</b></p> <p>Please provide driver's license information: <b>Leave blank if emailing form</b></p> <p>Class A      Class B      Class C      Class M</p> <p>State issued: _____ License #: _____</p>	<p align="center"><b>MILITARY SERVICE</b></p> <p>(Refer to EEO Data Form for definitions)</p> <p>Copy of separation from Armed Services may be required.</p> <p>Dates: From _____ To _____</p> <p>Are you a surviving spouse or orphan of a veteran? yes      no</p> <p>If yes, complete dates of service for veteran.</p>	<p align="center"><b>OFFICE USE ONLY</b></p> <p>ID # _____</p> <p>Keyboarding Test: Date _____ Score _____ Errors _____</p>
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Position Title: Employer: Mailing Address: City and State/Zip: Employer's Telephone No: (    )				Immediate Supervisor: Name _____ Title _____ Telephone No: (    )		Full-time Part-time Summer Temp  If part-time: Give average number Of hours worked per Week. _____ hrs/week	
Starting Date		Leaving Date		Final Salary:		If you were a supervisor: Give number of employees you supervised.  _____ employee(s) supervised	
Mo.	Yr.	Mo.	Yr.				
Summary of experience:							
Specific reason for leaving: _____							

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Summary of experience:							
Specific reason for leaving: _____							

How did you learn about university job opening(s)?			Association Website		• Non-Assoc. Website			
• Cable TV		Radio		Newspaper Advertisement			Professional Journal	
• Dial-a-Job		• Friend		• Texas Workforce Commission		• Employment Office		
Internet		Job Fair		Other _____				

## SKILLS INVENTORY

Fill in appropriate skills.

Computer/office skills (e.g. types of software, office equipment, cash register, etc):

Licenses, Certifications: \_\_\_\_\_

Foreign Languages: \_\_\_\_\_

Equipment skills (e.g. printing, electronic, general labor, etc):

## CONVICTION RECORD

Have you ever been convicted of a violation of any local, state or federal law, other than minor traffic violations? (This includes a plea of guilty or no contest.)                      No                      Yes

**If yes, list ALL convictions below, from the oldest to the most recent:**

Date of Conviction (Month and year)	Mark appropriate box:		Offense (Do not use abbreviations.)
	Misdemeanor	Felony	

## SIGNATURE Required

I certify the statements made by me in this application are true, complete and correct to the best of my knowledge and belief and are made in good faith. I understand that any false statement made herein will void this application and any actions based upon it. I agree to revise this application should any of the information change. I authorize The Association of Former Students or any of its components to make reference checks relating to my employment and I also authorize all prior employers to provide full details concerning my past employment. I understand that this application and all attachments are the property of The Association. I understand that in the event I am employed, the first six months of my employment are probationary. I also understand that if I am eligible for overtime under provisions of the Fair Labor Standards Act, all hours I work in excess of 40 in a work week will be recorded in a compensatory time bank, at time and a half, unless management elects to pay me at time and a half. Furthermore, that I can take compensatory time off so long as my doing so would not unduly disrupt the activities of my department and my supervisor approves such absence. Unused overtime compensatory time will be paid upon termination of employment. I understand that if I am male, I am required to sign a Certification of Registration Status for the Selective Service 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 Service 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.

**Date of Application:** \_\_\_\_\_ **Signature:** \_\_\_\_\_

**PLEASE SUBMIT IN PERSON OR BY MAIL TO:**

The Association of Former Students  
505 George Bush Drive  
College Station, Texas 77840

Phone: (979) 845-7514    Email: JQuast97@AggieNetwork.com

Fax: (979) 862-2018