



Welcome to the Texas A&M Research Foundation What you need to know about the employment process.

The Texas A&M Research Foundation Human Resources Office handles employment applications for positions within the Texas A&M Research Foundation. We are a private non-profit corporation separate from Texas A&M University. The Texas A&M Research Foundation is an Equal Opportunity/Affirmative Action Employer Committed to Diversity.

Texas A&M Research Foundation (TAMRF) positions are posted on the Texas A&M University System website at <http://tamus.edu/jobs>, the TAMRF website at <http://rf-web.tamu.edu/hr/emplopp.html>, in the TAMRF Human Resources office and in other areas as determined by the hiring department.

Applications

- You may attach a resume to supplement your application; however, the application must include all requested information (dates of employment, salary history, previous supervisor, etc.) that is not included on your resume. If the application is not complete, you will not be considered for a position.
- You must specify the title of the position for which you are applying. Applications will not be accepted if you are not applying for a posted job.
- Posted positions remain open and applications are accepted until the position is placed on hold by the TAMRF hiring department manager. Positions may be closed at any time without prior notice.

Referrals/Interview

- The Human Resources Offices serve as a liaison between the applicant and the hiring department manager. We ask that all communications and questions regarding the open position be directed through the TAMRF Human Resources Offices.

Skills Testing

- Skills assessment tests such as keyboard, Word, Access and Excel tests may be required. The candidate must take the skills assessment tests within the designated scheduled timeframe in order to be considered for the open position.

Security Sensitive Background Check

- Employment may be contingent upon the results of a criminal background check at the point of hire. Applicants will be required to complete a Security Sensitive Background Release Form allowing us to complete a security background check.

Name _____
 (Please print)

EXPERIENCE

Start with your present or last position and work back, including military experience. If you were ever employed in any position under a different name, give the name used. **MAY WE CONTACT YOUR PRESENT EMPLOYER?** Yes No

Have you ever worked for the Texas A&M Research Foundation? Yes No If yes, give dates: _____

Employer:				Your Position Title:		<input type="checkbox"/> Full-time <input type="checkbox"/> Part-time <input type="checkbox"/> Summer <input type="checkbox"/> Temp If employed part-time, give average number of hours worked per week: _____
Mailing Address:				If supervisory, number of people you supervised: _____		
City, State and Zip:				Immediate Supervisor's Name:		
Employer's Phone No:				Supervisor's Title:		
Starting Date		Leaving Date		Final Salary		If employed part-time, give average number of hours worked per week: _____
Mo.	Yr.	Mo.	Yr.			
				Address:		
				City, State and Zip		
				Supervisor's Phone No:		
Summary of duties:						
Specific reason for leaving:						
Employer:				Your Position Title:		<input type="checkbox"/> Full-time <input type="checkbox"/> Part-time <input type="checkbox"/> Summer <input type="checkbox"/> Temp If employed part-time, give average number of hours worked per week: _____
Mailing Address:				If supervisory, number of people you supervised: _____		
City, State and Zip:				Immediate Supervisor's Name:		
Employer's Phone No:				Supervisor's Title:		
Starting Date		Leaving Date		Final Salary		If employed part-time, give average number of hours worked per week: _____
Mo.	Yr.	Mo.	Yr.			
				Address:		
				City, State and Zip		
				Supervisor's Phone No:		
Summary of duties:						
Specific reason for leaving:						

Name _____
 (Please print)

OTHER EXPERIENCE

Employer Name and Address	Position Title	Starting Date	Leaving Date

SKILLS INVENTORY

Fill in appropriate skills.
 Computer/office skills (e.g.; types of software, office equipment, etc.): _____

Licenses, Certifications: _____

Foreign Languages: _____

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.) YES NO **If YES, list all convictions below and explain.**

Date of conviction Month and Year	Check <input checked="" type="checkbox"/> Appropriate Box		Offense (do not use abbreviations)
	Misdemeanor	Felony	

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. If I am employed any misstatement or omission of fact on this application may result in my dismissal. I agree to keep this application current should any of the information change.

I authorize the Texas A&M Research Foundation to make reference checks relating to my employment and I also authorize all prior employers to provide full details concerning my past employment and release them from all liability that may result from providing such truthful information. I understand that this application and all attachments are the property of the Texas A&M Research Foundation and that my application will remain under consideration until the position I applied for has been staffed. The filing of this application and the acceptance thereof does not obligate the Texas A&M Research Foundation to respond in any way or take any action.

I also understand that in the event, I am employed, I will serve a probationary period, during which either my employer, or I can end the employment relationship at any time. My employment is also at-will, which means that either my employer or I can end the employment relationship at any time after the probationary period. I understand that acceptance of an offer of employment by me creates no obligation upon The Texas A&M Research Foundation to continue to employ me in the future. 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 of the U.S., a lawful Permanent Resident or an alien authorized to work.

DATE OF APPLICATION: _____ SIGNATURE: **X** _____

PLEASE SUBMIT IN PERSON, BY E-MAIL, OR REGULAR MAIL TO:

The Texas A&M Research Foundation
 Human Resources/Insurance Department
 400 Harvey Mitchell Parkway South
 Suite 100

Applicant Equal Employment Opportunity Data

The information requested is being collected for the purpose of reporting to Federal, State and Equal Employment Opportunity (EEO) agencies and will not be considered as part of the application for employment. **Your response is voluntary.**

Name: _____
Last (please type or print) First M.I.

Address: _____
City State Zip

Phone Number: (____) _____ Position Applying for: _____

MALE FEMALE

Select one of the following categories of which you identify:

- WHITE. (Not of Hispanic origin) All persons having origins in any of the original peoples of Europe, North Africa or the Middle East.
- BLACK. (Not of Hispanic origin) All persons having origins in any of the black racial groups of Africa.
- HISPANIC. All persons of Mexican, Puerto Rican, Cuban, Central or South American or other Spanish culture or origin, regardless of race.
- ASIAN OR PACIFIC ISLANDER. All persons having origins in any of the original peoples of the Far East, Indian Subcontinent, Southeast Asia or the Pacific Islands. This area includes, for example, China, Japan, Korea, the Philippine Islands and Samoa.
- AMERICAN INDIAN OR ALASKAN NATIVE. All persons having origins in any of the original peoples of North America.

Select one of the following category (ies) of which you identify:

- VETERAN (Other than Vietnam). The individual has served actively in the United States Army, Navy, Marine Corps, Air Force, or Coast Guard, in a reserve unit of one of these military components, or in the National or Air National Guard of the United States, and was discharged or released under conditions other than dishonorable.
- DISABLED VETERAN. The individual has a disability that entitles him/her to Veterans' Administration disability compensation rated at 30 percent or more; or he/she was discharged or released from active military duty because of a disability incurred or aggravated in the line of duty.
- VETERAN OF THE VIETNAM ERA. The individual served more than 180 days on active duty with one of the United States Armed Forces: (1) in the Republic of Vietnam between 2/28/61 and 5/7/75; (2) in all other cases, between 8/5/64 and 5/7/75; or (3) he/she met either of the preceding criteria and was discharged or released from active duty for a service-connected disability.
- ORPHAN OF A VETERAN. The individual is a child of a veteran killed while on active duty who served in the military for 90 or more consecutive days during a national emergency declared in accordance with federal law, and is competent.
- SURVIVING SPOUSE OF A VETERAN. The individual is a surviving spouse, who has not remarried, of a veteran killed while on active duty who served in the military for 90 or more consecutive days during a national emergency declared in accordance with federal law, and is competent.
- OTHER VETERAN DESIGNATION. The individual has served in the military for 90 or more consecutive days during a national emergency declared in accordance with federal law, and has been discharged with other than a dishonorable discharge or has been discharged for an established service-connected disability, and is competent.
- INDIVIDUAL WITH A DISABILITY. The individual chooses to be identified as an individual with a disability because he/she has a record of, or is regarded as having a physical or mental impairment, which substantially limits one or more of his/her major life activities.

How did you find out about this job?

- | | | |
|--|---|--|
| <input type="checkbox"/> Job Fair | <input type="checkbox"/> Professional Organization | <input type="checkbox"/> Newspaper _____ |
| <input type="checkbox"/> Professional Publication | <input type="checkbox"/> Walk-In | <input type="checkbox"/> A friend |
| <input type="checkbox"/> Texas A&M Employment Office | <input type="checkbox"/> Dial-A-Job | <input type="checkbox"/> Internet |
| <input type="checkbox"/> Job Bulletin | <input type="checkbox"/> Texas Workforce Commission | <input type="checkbox"/> Other _____ |

SIGNATURE: _____ DATE: _____