
HIGH SCHOOL STUDENT EMPLOYEE JOB APPLICATION

Personal Information

Name

Last: _____ First: _____ Middle: _____

Are you a U.S. Citizen? Yes ☐ No ☐ Birth Date: _____

Drivers License: _____ State: _____ Type/Class: _____

Mailing Address: _____

Permanent Address: _____

Cell Phone: _____ Other Phone: _____

Email: _____ Other Email: _____

Position Applying For: _____

Have you worked for Transportation Services in the past? Yes ☐ No ☐

How did you learn about this job? ☐ Newspaper ☐ Radio ☐ Bus Marquee ☐ Other: _____
☐ Friend/Family Member ☐ Current Employee _____

School Information

What school are you currently attending? _____

Date you can begin work: _____



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Work Experience

| <u>DATES</u> | <u>EMPLOYER</u> | <u>JOB DESCRIPTION</u> | <u>PHONE #</u> | <u>REASON FOR LEAVING</u> |
|--------------|-----------------|------------------------|----------------|-----------------------------------|
| - | | | | |
| - | | | | |
| - | | | | |
| - | | | | |

Computer / Office Skills (e.g. types of software, office equipment, cash register, etc) _____

References

| <u>NAME</u> | <u>PHONE #</u> | <u>RELATIONSHIP TO APPLICANT</u> |
|-------------|----------------|----------------------------------|
| | | |
| | | |
| | | |
| | | |

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, from the oldest to the most recent:

| | | | | |
|--------------------|-------|------|-------------|--------|
| Date of conviction | Month | Year | Misdemeanor | Felony |
| Offense | | | | |
| Date of conviction | Month | Year | Misdemeanor | Felony |
| Offense | | | | |

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Please read the following statements and sign below:

REFERENCE CHECKS:

I authorize Texas A&M University System 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.

CERTIFICATION OF REGISTRATION STATUS:

I understand that if I am male, I am required to sign a Certificate of Registration Status for the Selective Service as a requirement for employment. I further understand if I am a male age 18 through 25, I must show proof of registration with Selective Service at the time of hire.

IMMIGRATION AND NATURALIZATION SERVICE EMPLOYMENT ELIGIBILITY VERIFICATION:

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.

FALSE STATEMENTS:

I certify that all information on this application is accurate, complete and true to the best of my knowledge. I realize that any falsification, misrepresentation or omission of fact made on this application may be cause for denial of employment or immediate termination of employment, regardless of when or how it was discovered. Texas A&M University is an at-will employer and may dismiss employees with or without cause. I understand that if employed by Texas A&M University I will be an at-will employee and may be dismissed from employment with or without cause.

Applicant Signature

Date

If you are under the age of 17, please complete the following page.

Deliver complete application to the Transportation Services office:
702 University Drive East, Bldg E
College Station, TX

The Texas A&M University System
Minor's Employment Release *

HR 200
(10/01)

*With few exceptions, you have the right to request, receive, review and correct
information about yourself collected using this form.*

State of Texas

County of _____

I/We, _____ and _____
parent's name parent's name

of _____, Texas, being the father and/or mother or legal
name of county

guardian(s) and also having the legal custody of _____
minor's name

born on _____ do hereby give my/our full and unconditional
minor's birth date

consent for _____ to accept employment and receive
minor's name

compensation from The Texas A&M University System. I/We hereby release and waive all liability accruing because of his/her accepting employment while he/she is a minor and authorize any emergency medical treatment as needed.

Signature of parent(s) or legal guardian(s) _____

Signature of witness _____

Date signed _____

* For any person who may be younger than 19, age should be verified by a Certificate of Age from the Texas Workforce Commission, a Federal Certificate of Age from the U.S. Department of Labor, or other documentation acceptable to the employing institution's or agency's Human Resources Officer. A Minor's Employment Release and age documentation must be maintained on any employee younger than 18.