

# Student Employment Application

<http://www.tamug.edu/hrd/StudentEmployment/Student%20Assistants.html>

**USE ONLY BLUE OR BLACK INK – NO PENCILS**

**PRINT LEGIBLY – NO CURSIVE**

Take as many applications as needed. To save writing, complete one in its entirety **EXCEPT** Part 2, find a copy machine and make copies – then fill out Part 2. The application packet **MUST** have the Academic Signature (if your Academic Advisor is unavailable, the departmental administrative assistant can sign) in Part 1. If you have less than a 2.0 GPA, you will need to complete a Student Probation form with your packet (available at Human Resources).

***SUBMIT YOUR COMPLETED APPLICATION PACKET TO PERSON WHO IS LISTED AS THE HIRING SUPERVISOR ON THE JOB POSTING – NOT TO HUMAN RESOURCES.***

Once you have applied to the hiring department, **IF** the decision is made to hire you, the DEPARTMENT will send your packet to the HR office with the Criminal Background Check Request Form.

**Once entered into the 3<sup>rd</sup> Party Vendor Database, you will receive an email to complete your portion of the criminal history information. As soon as you have completed your portion of the process, it takes a minimum of 3 – 5 business days to receive the results of your criminal background check.**

You will be notified by email from Human Resources when the results are back. This EMAIL notice will have a list of dates/times of available New Student Assistant Orientation Sessions. Time slots are available on a first come-first serve basis.

***You will need to bring your I-9 documentation (this IS NOT the I-9 form itself; a complete list of acceptable documents will be attached to the email), your social security card (original or copy - if using for the I-9, you must present the original), and banking information (routing & account number) for direct deposit setup. Orientation will last approx. 1 hour.***

During your orientation, you will be required to complete necessary paperwork, including a W-4 Federal Income Tax Withholding Form. You will also be required to complete an online Student Employment training course and print the certificate of completion for your file.

Following your orientation, you will be given instructions for completing your Direct Deposit setup, Electronic W-2 Notification setup, and information on the online State Mandated Training Courses (Ethics; Creating a Discrimination-Free Workplace; Fraud, Waste, & Abuse; and Information Security Awareness). You will also be asked to complete a once-n-done Orientation to the A&M System. You will have 30 days in which to complete the required training. **FAILURE TO COMPLETE THESE COURSES BY THE DEADLINE COULD RESULT IN DISCIPLINARY ACTION UP TO AND INCLUDING TERMINATION OF EMPLOYMENT.**

***Lastly, you will be given instructions on how to complete the employee portion of the electronic I-9 Employment Verification Form using the Guardian verification system. This is required by FEDERAL LAW and must be completed in a timely manner. Otherwise, your employment will be terminated.***

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**Criminal Background Check Instructions**  
**NOTICE TO PROSPECTIVE EMPLOYEE, CURRENT EMPLOYEE OR VOLUNTEER**

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You are being given this notice because any prospective employee, current employee (in specific instances) or volunteer is required to have a background check.

**It is important you read, understand and comply with the following information:**

Human Resources will receive a form completed by the appropriate department. Using this information, they will enter your name and email address in the background vendor website. That entry will trigger an email to you for background check purposes. (If you do not currently have an email address, one can be created at Google by following these instructions: [http://www.ehow.com/how\\_4603644\\_free-google-email-account.html](http://www.ehow.com/how_4603644_free-google-email-account.html)).

You will receive an email from Texas A&M University at Galveston Human Resources containing instructions. Please check your junk or spam folder if you do not see this email in your inbox. Included will be a link and ID specific to you. Using the link provided, you will be logging into a secure server where you will enter the information required to perform the background check.

You will also be giving your consent to conduct this background check and will receive copies of all the documents you complete. You must complete ALL requirements before the background check can be conducted. **The link you are being sent will expire within a short time frame so it is critical you respond immediately upon receipt.**

If you have any questions about the process, please contact Human Resources at 409-740-4532. You will be provided with additional contact information once you have accessed the provided link.

Failure to consent and complete the required information will make you ineligible for employment or volunteer purposes.

Thank you in advance for your prompt attention to the requirements of this process!

**Texas A&M University at Galveston is an Equal Opportunity/Affirmative Action/Veterans/Disability Employer**

# Texas A&M University at Galveston

## Student Employment Application

### Part 1 – Academic Eligibility (to be completed by your academic (major) department)

Departmental Approval:	Cumulative GPA:	
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*If your GPA is below 2.0, you MUST complete a Probationary Employment form before being allowed to work.*

### Part 2 – List the department you are applying to (this is who you will turn your application in to)

Department:	Hiring Supervisor:
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### Part 3 – General Information About You – PRINT LEGIBLY IN BLUE OR BLACK INK ONLY, NO PENCIL

<b>IMPORTANT: Please check the name on your social security card &amp; enter your name as it appears:</b>	Social Security Number:  <div style="text-align: center;">-                      -</div>
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Permanent Street Address*:	UIN:
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City, State, Zip Code:	Cell Phone Number: (       )       )
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Email Address:
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Are you a US Citizen or Legal Permanent Resident? Yes <input type="checkbox"/> No <input type="checkbox"/>	If 'No', what type of Visa do you hold? F1 <input type="checkbox"/> J1 <input type="checkbox"/> H1B <input type="checkbox"/>
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Have you EVER worked for ANY Texas A&M University System Component, Agency or Institution of Higher Education? Yes <input type="checkbox"/> No <input type="checkbox"/> If 'yes', when & where:
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Scholastic Classification:	Academic Major:	# of Hours Enrolled this Semester:
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### Part 4 – Educational Information – ALL NON TAMUG STUDENTS

Name of Current Educational Institution (High School or College):
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Scholastic Classification:	Academic Major:	# of Hours Enrolled this Semester:
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\* You permanent address IS NOT your school address – DO NOT use dorms, drop boxes, UA addresses or any other address that could be considered "transient". This address should correspond with what is on your driver's license or other state-issued identification.

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 on it. I agree to keep this application current should any of the information change.

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. I understand that this application and all attachments are property of Texas A&M University at Galveston.

**Applicant Signature** \_\_\_\_\_ **Application Date** \_\_\_\_\_