



**University  
of Houston  
Victoria**

**APPLICATION FOR UHV STUDENT EMPLOYMENT**

NAME \_\_\_\_\_ Student ID # \_\_\_\_\_  
*Last First MI*

Present Permanent Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ ZIP \_\_\_\_\_ Phone Number \_\_\_\_\_

List current courses and times:

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY

How long will you be enrolled At UHV? \_\_\_\_\_

Current Classification (circle one) SOPHOMORE / JUNIOR / SENIOR / GRADUATE

Degree Program: \_\_\_\_\_ Concentration: \_\_\_\_\_

Are you eligible for work study? YES \_\_\_ NO \_\_\_ *If you are not sure, please contact the Office of Financial Aid*

No. of hours available to work (max. 19 hours) \_\_\_ Can you work NIGHTS? \_\_\_ WEEKENDS? \_\_\_

Date available to start work \_\_\_\_\_

**Do you have experience in any of the following?**

- \_\_\_ Word Perfect      \_\_\_ Microsoft Word      \_\_\_ Microsoft Excel
- \_\_\_ Internet Search      \_\_\_ Internet Explorer      \_\_\_ Netscape Navigator
- \_\_\_ Acquisitions      \_\_\_ Archives      \_\_\_ Audiovisual
- \_\_\_ Cataloging      \_\_\_ Circulation Desk      \_\_\_ Government Documents
- \_\_\_ Interlibrary Loan      \_\_\_ Periodicals      \_\_\_ Shelving

Are you currently employed? \_\_\_\_\_ May we contact your current and/or past employer(s) ? \_\_\_\_\_

**Work Experience:** (Current or most recent first):

**Job Title:** \_\_\_\_\_

Dates of Employment: From \_\_\_\_\_ To \_\_\_\_\_

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

\_\_\_\_\_

Reason for leaving: \_\_\_\_\_

Name of Business: \_\_\_\_\_

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

Supervisor: \_\_\_\_\_ Telephone: \_\_\_\_\_

**Job Title:** \_\_\_\_\_

Dates of Employment: From \_\_\_\_\_ To \_\_\_\_\_

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

\_\_\_\_\_

Reason for leaving: \_\_\_\_\_

Name of Business: \_\_\_\_\_

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

Supervisor: \_\_\_\_\_ Telephone: \_\_\_\_\_

**Personal References:**

1 Name: \_\_\_\_\_ Occupation: \_\_\_\_\_

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

2 Name: \_\_\_\_\_ Occupation: \_\_\_\_\_

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

3 Name: \_\_\_\_\_ Occupation: \_\_\_\_\_

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

I certify that the information supplied in this application is true and correct to the best of my knowledge. It is understood that this information will be the basis upon which an employment decision will be made, and I therefore authorize a verification of any of the above information. It is agreed that any willful and material false information will be sufficient grounds for dismissal if I am employed.

\_\_\_\_\_  
**Student Signature**

\_\_\_\_\_  
**Date**

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**PLEASE NOTE:**

Upon employment you will be requested to complete an official University of Houston-Victoria application for employment. The information provided in this application is for placement purposes only.

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**Statement of Non-Discrimination**

The University of Houston-Victoria does not discriminate in policies on the basis of race, color, creed, religion, gender, national origin, disabling conditions, veteran's status, or limited English proficiency.

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**(For Office Use Only)**

**CHECKLIST FOR INTERVIEWING AND HIRING  
Federal, State and Non-College Work-Study Students**

- \_\_\_\_\_ Provided Student with expectations of department
- \_\_\_\_\_ Discussed student schedule, student will work following schedule:  
\_\_\_\_\_ Mon. \_\_\_\_\_ Tues \_\_\_\_\_ Wed \_\_\_\_\_ Thurs \_\_\_\_\_ Fri
- \_\_\_\_\_ Student [ ] Is [ ] Is Not eligible for Federal or State College Work-Study
- \_\_\_\_\_ PAR request made to Financial Aid for federal or state college work-study
- \_\_\_\_\_ If federal or state work-study cost center information for department 25 or 30%  
Position number: \_\_\_\_\_ Cost Center: \_\_\_\_\_
- \_\_\_\_\_ PAR sent to HR for non-college work-study
- \_\_\_\_\_ Student completed Official UHV Application for employment
- \_\_\_\_\_ Student scheduled for HR orientation on: \_\_\_\_\_
- \_\_\_\_\_ Student will begin position on: \_\_\_\_\_

