

EMPLOYMENT APPLICATION

The Texas Forest Service is an equal opportunity employer committed to the principles of diversity in all aspects of its operations. Every individual will be considered solely on the basis of his/her qualifications and without regard to race, color, sex, religion, national origin, age, disability, or Vietnam-era veteran status. In accordance with the Americans with Disabilities Act, applicants are welcome to request needed accommodations for any portion of the application process by asking a Texas Forest Service representative for assistance. **Please answer all questions, printing in ink or type.**

***IDENTIFICATION**

Last Name		First Name		M.I.	Home Phone
					Business Phone
Mailing Address			City	State	Zip
Social Security Number	Generally speaking, in what type(s) of jobs are you interested? Specifically, which job number and/or title interests you?				
Date you can begin work:	Number of months you plan to be here:	Have you ever worked within the TFS or TAMU System? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, state date and dept. If not, have you ever worked for the State of Texas? <input type="checkbox"/> Yes <input type="checkbox"/> No			
Are you presently legally authorized to work in the United States on a full time basis? <input type="checkbox"/> Yes <input type="checkbox"/> No			If your age is below 18 yrs., state date of birth:		
To comply with the Texas Forest Service or The Texas A & M University System policy on nepotism, answer the following: Are you related to any current Texas A & M University System employee, official, or regent? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please state his/her name, relationship and A & M System institution or agency:					

***MILITARY SERVICE**

(Refer to EEO Data Form for definitions)
 Copy of separation from Armed Services may be required.
 Dates: From _____ To _____

Are you a surviving spouse or an orphan of a veteran? If yes, complete dates of service for veteran. Yes No

***EDUCATION AND TRAINING**

Name and location of high schools, colleges, universities, business or trade schools attended:	Diploma or degree awarded	
	Type	Major Field
Major field (s) of study:	Minor fields (s) of study:	Number of college hours completed:

***SPECIAL SKILLS** These include clerical, computer, mechanical, languages, etc. **Please be specific.**

***WORK PREFERENCES** Check one or more.

<input type="checkbox"/> 8 to 5	<input type="checkbox"/> 8 – noon	<input type="checkbox"/> 1 – 5	<input type="checkbox"/> Shift	<input type="checkbox"/> Summer	<input type="checkbox"/> Temporary
---------------------------------	-----------------------------------	--------------------------------	--------------------------------	---------------------------------	------------------------------------

*. Seasonal or part-time applicants must complete portions of the application marked with this symbol.

EXPERIENCE

Please provide all information that is not included on your resumé. If you don't have a resumé, complete all sections. 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, list the name used.

May we contact your present employer? ___ Yes ___ No

Present Title:			
Employer: Mailing Address: City, State, and Zip: Employer's Phone:			
Immediate Supervisor: Position Title: Phone:			
Number of employees you supervised?			
Starting Date:	Leaving Date:	Final Salary:	Full Time ___ Part Time ___ Summer ___ Temporary ___ If part-time, state avg. number of hours worked per week:
Summary of duties: _____ _____ _____			
Specific reason for leaving: _____ _____			
Position Title:			
Employer: Mailing Address: City, State, and Zip: Employer's Phone:			
Immediate Supervisor: Position Title: Phone:			
Number of Employees you supervised?			
Starting Date:	Leaving Date:	Final Salary:	Full Time ___ Part Time ___ Summer ___ Temporary ___ If part-time, state avg. number of hours worked per week:
Summary of duties: _____ _____ _____			
Specific Reason for leaving: _____ _____			

EXPERIENCE

Present Title:

Employer:
Mailing Address:
City, State, and Zip:
Employer's Phone:

Immediate Supervisor:
Position Title:
Phone:

Number of employees you supervised?

Starting Date:	Leaving Date:	Final Salary:	Full Time ___ Part Time ___ Summer ___ Temporary ___ If part-time, state avg. number of hours worked per week:
----------------	---------------	---------------	---

Summary of duties:

Specific reason for leaving:

Position Title:

Employer:
Mailing Address:
City, State, and Zip:
Employer's Phone:

Immediate Supervisor:
Position Title:
Phone:

Number of Employees you supervised?

Starting Date:	Leaving Date:	Final Salary:	Full Time ___ Part Time ___ Summer ___ Temporary ___ If part-time, state avg. number of hours worked per week:
----------------	---------------	---------------	---

Summary of duties:

Specific Reason for leaving:

***OTHER EXPERIENCE**

Employer	Position Title	Starting Date	Leaving Date

***CONVICTION RECORD**

Have you ever been convicted of a violation of any local, state, or federal law, including all traffic violations within the last three years (this includes a plea of guilty or no contest)? Employment is contingent on providing this information and meeting minimum agency requirements. All employees must agree to submit to a Driver’s License check with their state of residence and must possess or be able to obtain a valid Texas Driver’s License. ___Yes ___No
 If yes, please explain:

***I certify that 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 the Texas Forest Service to make any reference checks relating to my employment with the Texas Forest Service, and I also authorize all my prior employers to provide full details concerning my past employment. I understand this application and all attachments are the property of the Texas Forest Service and that my application will remain under consideration until the position I applied for has been staffed. If I become employed, the first six months of my employment are probationary. My employment is also at will, which means that either my employer or I can end the employment relationship at any time. The filing of this application and the acceptance thereof does not obligate the Texas Forest Service to respond in any way or take any action.**

I understand that if I am eligible for overtime under provisions of the Fair Labor Standards Act, all hours that I work in excess of 40 in a workweek will be recorded in a compensatory time bank, at time and one half, unless management elects to pay me at time and one half. Furthermore, I understand that I can take compensatory time off so long as my doing so would not unduly disrupt activities of my department and my supervisor approves such absence. I also understand that I must use all my compensatory time before taking leave without pay (for most purposes) or using time from the sick leave pool. Unused overtime compensatory time will be paid upon termination of employment.

_____ Date _____ Signature

Please submit this application in person or in writing to the appropriate Texas Forest Service department, section, region, district or mail to:

**Texas Forest Service
 Human Resource Office
 301 Tarrow, Suite 364
 College Station, TX. 77840-7896**

FOR OFFICE USE ONLY		
Test Date:	Grammar Score:	10-key Score:
Keyboard Score:	Spelling Score	Data Entry Score:
Errors:	Editing Score	Math Score



Applicant Equal Opportunity Data

The information requested is being collected for the purpose of reporting to Federal, State, and Equal Employment Opportunity Agencies. Your response is voluntary.

NAME: _____ SSN: _____
Last (please print or type) First M.I.
 ADDRESS: _____
City State Zip
 PHONE NUMBER: _____ POSITION APPLIED FOR _____

Male Female

Select one of the following categories with 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 includes for example, China, Japan, Korea, the Philippine Islands, and Samoa.

Select the following category (ies) with which you identify:

- VETERAN (Other than Vietnam)** The individual has served actively in the United States Army, Navy, Marine Corps, Air Force, or Coastal Guard, in a reserve unit of one of these military components, or in the National, or Air National Guard or the United States, and was discharged or released under conditions other than dishonorable.
- DISABLED VETERAN** The individual has a disability, which entitled 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 February 28, 1961, and May 7, 1975; (2) in all cases, between August 5, 1964, and May 7, 1975; or 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 had served in the military for 90 or more consecutive days during a national emergency declared in accordance with federal law, and its 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 had 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 have been discharged with other than a dishonorable discharge or have been discharged for an established service-connected disability, and are competent.

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"/> 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 Employment Commission | <input type="checkbox"/> Other |

Signature

Date

Texas Forest Service Employment Guide

Welcome to Texas Forest Service Human Resource Office
What you will need to know about the employment process...

Applications

- TFS positions are posted on the web page (<http://txforestservicetamu.edu/>)
- To apply for a TFS full time position, you must complete an entire application. If you attach a resumé, you need not complete the Summary of Duties. However, you must provide all other information that is not specifically addressed on your resumé, for example, salary, reason for leaving, etc.
- Seasonal or part-time applicants must complete the portions of the application marked by an asterisk.*
- Resumés are often required to apply for a position. Cover letters are encouraged.
- Specify the job number and/or job title on your application.
- We will keep your application for two years. It will be considered active for six months. *It is your responsibility to contact us if you want your application considered for a specific job.*
- Photocopied applications from Texas A & M University, Texas Engineering Extension Service, Texas Cooperative Extension, Texas Transportation Institute and other System members are acceptable as long as (1) they are no more than six months old and (2) they have an original signature and date.
- Please submit this application in person or in writing to the appropriate Texas Forest Service department, section, region, district or mail it to the Human Resource Office at: Texas Forest Service, Human Resource Office, 301 Tarrow, Suite 364, College Station, TX 77840-7896.
- Posted jobs usually remain open and applications are accepted until the job is filled unless specified otherwise in the job posting. *However, open positions may be closed at any time without prior notification.*

Referrals/Interviews

- Hiring supervisors will screen all applications and resumés for the minimum qualifications indicated on the NOV. A Hiring Matrix may be used to help screen applicants. The hiring Matrix can be found at http://hr.tamu.edu/employment/toolkit_hp/hiring-matrix.html. If an applicant meets the minimum qualifications indicated on the NOV, an interview may be scheduled.

Skills Testing

- Skills tests such as typing, grammar, spelling, editing and math may be required for clerical positions.
- Accommodations for disabled applicants can be made by calling in advance to the appropriate hiring office or the Human Resource Office at 979-458-6690, which then will contact the hiring office.