

Read BEFORE completing the ON CAMPUS APPLICATION FOR EMPLOYMENT:

This electronic job application is required for all on-campus positions. To ensure that the employer is able to view and print it, please read and complete the following steps. [Special instructions regarding browsers and PDF readers and mobile devices](#) appear at the end of this document.

- 1. Take a moment now and save this PDF to your Desktop or Document Library** so that it will be easy to find when you need to upload it to BuffJobs. This application is only compatible with Adobe Acrobat Reader. (Other readers may increase the size of the file, which will prevent it from being uploaded to our system.) Get the free download for Adobe Acrobat Reader [here](#).
- 2. Close your browser** to ensure that you do not lose your work by completing the application in your browser instead of on your computer. (Should you accidentally complete and “save” the application in your browser, it will appear blank when it’s uploaded to BuffJobs and you will need to redo it.)
- 3. Complete and save the application.** Be sure to name it so that it will be easy for you and the employer to keep track of (i.e. Doe_John_Application). You may want to print a copy for your files and email a copy to yourself for quick reference.
- 4. Log into BuffJobs and go to "My Documents."** You’ll find this on your home page under “My Account.”
- 5. “Browse” for your application,** select it from where you saved it on your computer, and upload it to "ON CAMPUS Job Application Documents." You’ll do this by hitting the green “Save” button. Finally, click "view" to ensure that your document uploaded correctly.

Congratulations! You’re ready to begin applying for jobs. Simply locate jobs of interest, click “Apply Now” and draft a short message to the employer (if you desire). When you hit “Save,” your application is instantly emailed to the hiring manager. If the employer requests additional documents, you’ll need to email those directly to the contact listed in the job posting. (Uploading your resume to BuffJobs will not submit it to the employer.)

YES! USE THESE:



For best results, use Firefox or Internet Explorer when downloading and uploading this application to BuffJobs. Adobe Acrobat is the preferred PDF reader and it’s free! **You’re welcome to use one of the many computers in CC#113.**

NO! DON'T USE THESE:



Warning! Students using Safari and Google Chrome and various mobile devices have experienced issues with their applications. In addition, some PDF readers (such as the Microsoft Reader that comes with Windows 8) create a file that’s too large to upload to BuffJobs. **Avoid using these browsers, applications and devices.** If you need assistance, please contact Career Services at 806.651.2397. **We’re happy to walk you through the application process on our computers in CC#113.**



WTAMU STUDENT EMPLOYMENT APPLICATION

This completed application is required for all on-campus positions. In addition, some employers request additional information, so please read and follow the "How to Apply" instructions listed in every job posting.

Personal

Name: _____ Buff ID: _____

Address: _____ Phone: (____) _____

Email: _____ Federal Work Study Award? Yes No Unsure

Education

Year in school: Freshman Sophomore Junior Senior Grad Student Other

Major: _____ Expected date of graduation: _____

Extracurricular activities:

Awards/honors/leadership roles:

Employment and/or Volunteer History

• Most recent experience (list month/year): From _____ until _____

Company & location (city/state): _____

Supervisor's name & email/phone: _____

Job title: _____ Approximate hours/week: _____

Duties/accomplishments:

• Other experience (list month/year): From _____ until _____

Company & location (city/state): _____

Supervisor's name & email/phone: _____

Job title: _____ Approximate hours/week: _____

Duties/accomplishments:

• Other experience (list month/year): From _____ until _____

Company & location (city/state): _____

Supervisor's name & email/phone: _____

Job title: _____ Approximate hours/week: _____

Duties/accomplishments:

Qualifications

Skills/qualifications relevant to this position:

References (please indicate relationship and contact information)

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-
-

Authorization

By uploading this application, I authorize investigation of all statements made herein. I further certify that the facts set forth in the above job application are true and complete to the best of my knowledge. I understand that if employed, falsified statements on this application shall be considered sufficient cause for dismissal. I further agree that my employment is for no definite period and may, regardless of the date of payment of my wages, be terminated at any time. I further understand the University will conduct a pre-employment background investigation that includes a criminal background check.

All newly-hired employees at WTAMU must provide proof of identity/employment eligibility. Please be prepared to show current and original documents as noted on page 9 of [USCIS Form 1-9](#). West Texas A&M University is an equal opportunity employer and will consider all applicants without regard to race, color, religion, sex, age, disability, national origin or veteran status. EOE/M/F/Vets/Disability

Supervisor Action Form (for employer use only)

Application materials complete? Yes No Timely? Yes No

If you selected "no" for either of the above questions, you do not need to complete the rest of this form.

Interviewed: Yes No Why? _____

Hired: Yes No Why? _____

Click [here](#) to report HIRES in BuffJobs

Retain this document according to the A&M System's [Records Retention Schedule](#)

Questions? Please contact Career Services • 806-651-2397 • part-timejobs@wtamu.edu