Student Employment Application Instructions

How to Apply:

1. Complete the employment application (original signature required), the skills test, and the references form on the following pages. Download this form, do not fill it out in the browser.
2. Reference the specific position you are interested in on the application materials. You may also indicate interest in "All Undergraduate Positions," "All Graduate Positions," or a combination of any of the above.
3. Email or mail these documents, along with a cover letter, your resume, and transcript(s) of your college coursework to the following:

> **Email:** students@arlut.utexas.edu
> **Mail:**
> Applied Research Laboratories
> The University of Texas at Austin
> P.O. Box 9767
> Austin, TX 78766-9767
> Attn: Human Resources

Positions are located at the ARL:UT facilities on the Pickle Research Campus (PRC) in Northwest Austin, and transportation is available via Capital Metro and/or the PRC Shuttle.

U.S. Citizenship is required.
Applicants selected for student positions in our research laboratories will be subject to a government security investigation and must meet eligibility requirements for access to classified information at the level appropriate to the project requirements of the position.

Human Resources

Employment Application

For non-academic positions less than 20 hours per week or less than 4½ months in length

CC020 · Revised 8/2016

The University of Texas at Austin does not discriminate on any basis prohibited by applicable law including race, color, religion, sex, national origin, disability, age, citizenship status, veteran or disability status in recruitment, employment, promotion, compensation, benefits or training. It is also the university's policy to maintain a work environment free from discrimination on the basis of sexual orientation. The information on the Application, together with any attachments, is the property of the university.

Answer **all** questions completely. Please return completed application to the department to which you are applying.

☐ Mark if currently employed at UT Austin

☐ Mark if eligible to work in the US

Last name _____ First name _____ Middle initial _____ UT EID _____

Street address _____ City _____ State _____ Zip code _____

Daytime phone _____ Evening phone _____ E-mail address _____ Date available to start work _____ Hours per week available _____

If you are related by kinship or marriage to any current employee or to any member of the Board of Regents of The University of Texas System, provide their name, relationship and department.

If your age is below 18 years, give date of birth _____   If you are a UT Austin student, how many hours are you currently enrolled? _____

Current driver's license type ◯ Commercial ◯ Operator ◯ None

Education   General education   ☐ High School graduate   ☐ GED   ☐ Other   Highest grade completed _____

School name and location _____

Beginning attendance date (MM/YYYY) _____ End attendance date (MM/YYYY) _____ Major(s) _____

☐ Currently enrolled   ☐ Graduated   Undergraduate hours _____ Graduate hours _____ Completed degree level _____

School name and location _____

Beginning attendance date (MM/YYYY) _____ End attendance date (MM/YYYY) _____ Major(s) _____

☐ Currently enrolled   ☐ Graduated   Undergraduate hours _____ Graduate hours _____ Completed degree level _____

School name and location _____

Beginning attendance date (MM/YYYY) _____ End attendance date (MM/YYYY) _____ Major(s) _____

☐ Currently enrolled   ☐ Graduated   Undergraduate hours _____ Graduate hours _____ Completed degree level _____

Please return completed application to the department to which you are applying.
Human Resources does not need a copy of this form.

Human Resources

Work history
Start with your **first** job and work forward to the **most recent**. You may list both paid and non-paid jobs, such as internships or volunteer work. Include any previous UT Austin work experience here.

Employer _____ Department _____

Street address _____ City _____ State _____ Zip code _____

Title _____ Supervisor's name _____ Supervisor's phone _____

☐ Mark if currently employed with this employer   Average number of hours you worked each week _____   Number of employees you supervised, if any _____

Job duties

_____

Reason for leaving _____

Starting salary _____ End salary _____ Begin date _____ End date _____

Employer _____ Department _____

Street address _____ City _____ State _____ Zip code _____

Title _____ Supervisor's name _____ Supervisor's phone _____

☐ Mark if currently employed with this employer   Average number of hours you worked each week _____   Number of employees you supervised, if any _____

Job duties

_____

Reason for leaving _____

Starting salary _____ End salary _____ Begin date _____ End date _____

I certify that all the information provided by me in connection with my application, whether on this document or not, is true and complete, and I understand that any misstatement, falsification, or omission of information shall be grounds for refusal to hire or, if hired, termination. I understand any current or former employment at The University of Texas at Austin must be disclosed on my application. I understand that any offer of employment is contingent upon my agreement to abide by the rules and regulations of The Board of Regents of The University of Texas System.

I hereby authorize The University of Texas at Austin or any law enforcement agency to furnish to The University of Texas at Austin my criminal conviction record for a deferred adjudication, misdemeanor or felony offense at age 17 or older. I do hereby release all agents, servants, and employees of UT Austin, the person in charge of such law enforcement agency or department and all members of such law enforcement agency or department from all liability resulting from the furnishing of this information to The University of Texas at Austin.

I authorize The University of Texas at Austin to communicate with persons listed as references, former employers, and any others with whom you desire to check. I agree to hold such persons harmless with respect to any information they may give about me.

_____   _____

Signature of employee   Date

APPLIED RESEARCH LABORATORIES
ADDENDUM - SKILLS INVENTORY
STUDENT POSITIONS

Please mark skills that have been acquired through coursework, training, or experience that you would be immediately able to use. While none of these skills are required for employment at ARL, please mark the skills you possess.

LANGUAGES:
- ☐ ADA
- ☐ Bash
- ☐ C
- ☐ C++
- ☐ Fortran
- ☐ Java
- ☐ Objective-C
- ☐ Pascal
- ☐ Perl
- ☐ Python
- ☐ Ruby
- ☐ Tcl/Tk
- ☐ Verilog
- ☐ VHDL
- ☐ Other: _____

LIBRARIES:
- ☐ X11/Motif
- ☐ Java/Swing
- ☐ MFC
- ☐ MPI
- ☐ PVM
- ☐ IDL
- ☐ OpenGL
- ☐ Java3D
- ☐ SQL
- ☐ ODBC
- ☐ JDBC
- ☐ CORBA
- ☐ Java RMI
- ☐ RPC
- ☐ Obj Orien DBs: _____
- ☐ iOS
- ☐ Android
- ☐ Other: _____

SOFTWARE PACKAGES:
- ☐ LabView
- ☐ Lab Windows
- ☐ MathCAD
- ☐ Matlab
- ☐ Mathematica
- ☐ OrCAD
- ☐ PADS
- ☐ Pro/Engineer
- ☐ SolidWorks

OPERATING SYSTEMS:

	Familiar with:	Developer on:
MAC	☐	☐
UNIX	☐	☐
LINUX	☐	☐
Windows	☐	☐
Other:	☐	☐

WEB:
- ☐ CSS
- ☐ HTML
- ☐ XML
- ☐ Javascript
- ☐ iQuery
- ☐ JSP
- ☐ PHP
- ☐ Other: _____

ELECTRONICS:
- ☐ Analog
- ☐ Cable Construction
- ☐ Computer Assembly
- ☐ CPLD/FPGA
- ☐ Digital
- ☐ Microcontrollers
- ☐ Op Amp Circuits
- ☐ PCB Layout
- ☐ Power Supply Design
- ☐ Radio
- ☐ Test Equipment
- ☐ Manual Soldering

ENGINEERING:
- ☐ Drafting
- ☐ Dynamics
- ☐ Electronics packaging
- ☐ Finite element modeling
- ☐ Fluid mechanics
- ☐ Heat transfer
- ☐ Machine Shop
- ☐ Materials science
- ☐ Mechanics
- ☐ Operations
- ☐ Other: _____

OFFICE AUTOMATION:
- ☐ Access
- ☐ Drawing Prog: _____
- ☐ Filemaker Pro
- ☐ Framemaker
- ☐ MS Access
- ☐ MS Excel
- ☐ MS Outlook
- ☐ MS Powerpoint
- ☐ MS Publisher
- ☐ MS Visio
- ☐ MS Word
- ☐ Open Office
- ☐ Other: _____

WRITING/EDITING:
- ☐ Publication Record (attach)
- ☐ Tech/Engr or Scientific
- ☐ Presentations
- ☐ Software Documentation
- ☐ System Documentation
- ☐ Other: _____

I certify that the above information is correct. I understand that any false statements made herein will void my Application and any actions based on it.

By typing in the signature below, this represents the applicants official signature on this form.

SIGNATURE OF APPLICANT : _____   DATE: _____

APPLIED RESEARCH LABORATORIES
ADDENDUM - REFERENCES/ADDITIONAL SCREENING
STUDENT POSITIONS

NAME: _____   UT EID: _____

EMAIL: _____

DAYS/TIMES available for interviews: _____

Semester of Interest (please check all that apply):   Fall ☐   Spring ☐   Summer ☐

Please provide three work/school related references with associated information:

1. NAME: _____

    EMAIL: _____

2. NAME: _____

    EMAIL: _____

3. NAME: _____

    EMAIL: _____

U.S. citizenship required. Applicants selected for student positions in our research laboratories will be subject to a government security investigation and must meet eligibility requirements for access to classified information at the level appropriate to the project requirements of the position.

Are you a U.S. citizen? Yes ☐   No ☐

An agency designated by the federal government handles the investigation as to the requirement for eligibility for access to classified information. Factors considered during this investigation include but are not limited to allegiance to the U.S., foreign influence, foreign preference, criminal conduct, security violations, drug involvement, the likelihood of continuation of such conduct, etc. Are you willing to provide the required information for this investigation?   Yes ☐   No ☐

I hereby give the ARL:UT HR Office permission to contact the above references and to access my UT Austin transcript and to release any of the above information to an ARL hiring manager or interviewer as part of ARL's recruiting process.

By typing in the signature below, this represents the applicant's official signature on this form.

SIGNATURE OF APPLICANT: _____   DATE: _____

If you prefer, you may mail the application for employment and this completed form to
Applied Research Laboratories
ATTN: HR Office
The University of Texas at Austin
P.O. Box 9767
Austin, TX 78766-9767