

## 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](mailto:students@arlut.utexas.edu)

**Mail:**

Applied Research Laboratories  
The University of Texas at Austin  
P.O. Box 8029  
Austin, TX 78713-8029  
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



# Human Resources

The University of Texas at Austin is required to reach out to, hire, and provide equal opportunity to veterans and individuals with disabilities. To help us measure how well we are doing, we are asking you to provide the following confidential information online at this web address: <https://utdirect.utexas.edu/jobs/confidential.WBX>

- Birthdate, Ethnicity and Race, Gender
- Voluntary Self Identification of Disability
- Federal Veteran Information Invitation to Self-Identify

This information is for reporting purposes only and is not part of the job application. You are not obligated to identify whether you are a person with a disability or whether you are a protected veteran, but we do hope you will choose to provide this information. Your answers will not be used against you in any way.

**APPLIED RESEARCH LABORATORIES  
ADDENDUM - SKILLS INVENTORY  
STUDENT POSITIONS**

Rev: 6/10/15

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.

<p><b>LANGUAGES:</b></p> <input type="checkbox"/> ADA <input type="checkbox"/> Bash <input type="checkbox"/> C <input type="checkbox"/> C++ <input type="checkbox"/> Fortran <input type="checkbox"/> Java <input type="checkbox"/> Objective-C <input type="checkbox"/> Pascal <input type="checkbox"/> Perl <input type="checkbox"/> Python <input type="checkbox"/> Ruby <input type="checkbox"/> Tcl/Tk <input type="checkbox"/> Verilog <input type="checkbox"/> VHDL <input type="checkbox"/> Other: <input style="width:150px;" type="text"/>	<p><b>SOFTWARE PACKAGES:</b></p> <input type="checkbox"/> LabView <input type="checkbox"/> Lab Windows <input type="checkbox"/> MathCAD <input type="checkbox"/> Matlab <input type="checkbox"/> Mathematica <input type="checkbox"/> OrCAD <input type="checkbox"/> PADS <input type="checkbox"/> Pro/Engineer <input type="checkbox"/> SolidWorks	<p><b>ENGINEERING:</b></p> <input type="checkbox"/> Drafting <input type="checkbox"/> Dynamics <input type="checkbox"/> Electronics packaging <input type="checkbox"/> Finite element modeling <input type="checkbox"/> Fluid mechanics <input type="checkbox"/> Heat transfer <input type="checkbox"/> Machine Shop <input type="checkbox"/> Materials science <input type="checkbox"/> Mechanics <input type="checkbox"/> Operations <input type="checkbox"/> Other: <input style="width:150px;" type="text"/>																		
<p><b>LIBRARIES:</b></p> <input type="checkbox"/> X11/Motif <input type="checkbox"/> Java/Swing <input type="checkbox"/> MFC <input type="checkbox"/> MPI <input type="checkbox"/> PVM <input type="checkbox"/> IDL <input type="checkbox"/> OpenGL <input type="checkbox"/> Java3D <input type="checkbox"/> SQL <input type="checkbox"/> ODBC <input type="checkbox"/> JDBC <input type="checkbox"/> CORBA <input type="checkbox"/> Java RMI <input type="checkbox"/> RPC <input type="checkbox"/> Obj Orien DBs: <input style="width:150px;" type="text"/> <input type="checkbox"/> iOS <input type="checkbox"/> Android <input type="checkbox"/> Other: <input style="width:150px;" type="text"/>	<p><b>OPERATING SYSTEMS:</b></p> <table style="width:100%; border: none;"> <tr> <td></td> <td align="center">Familiar with:</td> <td align="center">Developer on:</td> </tr> <tr> <td>MAC</td> <td align="center"><input type="checkbox"/></td> <td align="center"><input type="checkbox"/></td> </tr> <tr> <td>UNIX</td> <td align="center"><input type="checkbox"/></td> <td align="center"><input type="checkbox"/></td> </tr> <tr> <td>LINUX</td> <td align="center"><input type="checkbox"/></td> <td align="center"><input type="checkbox"/></td> </tr> <tr> <td>Windows</td> <td align="center"><input type="checkbox"/></td> <td align="center"><input type="checkbox"/></td> </tr> <tr> <td>Other:</td> <td align="center"><input type="checkbox"/></td> <td align="center"><input type="checkbox"/></td> </tr> </table> <input style="width:150px;" type="text"/>		Familiar with:	Developer on:	MAC	<input type="checkbox"/>	<input type="checkbox"/>	UNIX	<input type="checkbox"/>	<input type="checkbox"/>	LINUX	<input type="checkbox"/>	<input type="checkbox"/>	Windows	<input type="checkbox"/>	<input type="checkbox"/>	Other:	<input type="checkbox"/>	<input type="checkbox"/>	<p><b>OFFICE AUTOMATION:</b></p> <input type="checkbox"/> Access <input type="checkbox"/> Drawing Prog: <input style="width:150px;" type="text"/> <input type="checkbox"/> Filemaker Pro <input type="checkbox"/> Framemaker <input type="checkbox"/> MS Access <input type="checkbox"/> MS Excel <input type="checkbox"/> MS Outlook <input type="checkbox"/> MS Powerpoint <input type="checkbox"/> MS Publisher <input type="checkbox"/> MS Visio <input type="checkbox"/> MS Word <input type="checkbox"/> Open Office <input type="checkbox"/> Other: <input style="width:150px;" type="text"/>
	Familiar with:	Developer on:																		
MAC	<input type="checkbox"/>	<input type="checkbox"/>																		
UNIX	<input type="checkbox"/>	<input type="checkbox"/>																		
LINUX	<input type="checkbox"/>	<input type="checkbox"/>																		
Windows	<input type="checkbox"/>	<input type="checkbox"/>																		
Other:	<input type="checkbox"/>	<input type="checkbox"/>																		
<p><b>WEB:</b></p> <input type="checkbox"/> CSS <input type="checkbox"/> HTML <input type="checkbox"/> XML <input type="checkbox"/> Javascript <input type="checkbox"/> iQuery <input type="checkbox"/> JSP <input type="checkbox"/> PHP <input type="checkbox"/> Other: <input style="width:150px;" type="text"/>	<p><b>ELECTRONICS:</b></p> <input type="checkbox"/> Analog <input type="checkbox"/> Cable Construction <input type="checkbox"/> Computer Assembly <input type="checkbox"/> CPLD/FPGA <input type="checkbox"/> Digital <input type="checkbox"/> Microcontrollers <input type="checkbox"/> Op Amp Circuits <input type="checkbox"/> PCB Layout <input type="checkbox"/> Power Supply Design <input type="checkbox"/> Radio <input type="checkbox"/> Test Equipment <input type="checkbox"/> Manual Soldering	<p><b>WRITING/EDITING:</b></p> <input type="checkbox"/> Publication Record (attach) <input type="checkbox"/> Tech/Engr or Scientific <input type="checkbox"/> Presentations <input type="checkbox"/> Software Documentation <input type="checkbox"/> System Documentation <input type="checkbox"/> Other: <input style="width:150px;" type="text"/>																		

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: <input style="width: 90%;" type="text"/>
EMAIL: <input style="width: 80%;" type="text"/>

2. NAME: <input style="width: 90%;" type="text"/>
EMAIL: <input style="width: 80%;" type="text"/>

3. NAME: <input style="width: 90%;" type="text"/>
EMAIL: <input style="width: 80%;" type="text"/>

<b><i>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.</i></b>
Are you a U.S. citizen? Yes <input type="checkbox"/> No <input type="checkbox"/>
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 <input type="checkbox"/> No <input type="checkbox"/>

*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 8029  
Austin, TX 78713-8029**