UTA Office of Talent, Culture, and Engagement

High School Student Application

Instructions

▶ *This form must be completed by high school students and minors between ages 16 and 18 to be hired at UTA.*

- **For Volunteers**: Return the completed form to compliance@uta.edu and volunteer@uta.edu.
- **For Paid Employees**: Return the completed form to volunteer@uta.edu.

Position Information

▶ *This section to be completed by the department.*

Hiring Department _____   Supervisor Name _____

Supervisor Phone _____   Supervisor Email _____

List the duration of the job: Start (MM/DD/YY) _____   End (MM/DD/YY) _____

Indicate the position type: Volunteer   Paid   Provide the number of hours per week. _____

List the duties the student employee will perform.

I acknowledge all Youth and Labor restrictions on the U.S. Department of Labor website and certify that I will comply with them.

Supervisor Signature _____   Date _____

Student Information

▶ *This section to be completed by the student. Falsification of information will void your application and any actions based on it. All on-campus positions are designated as security sensitive and a criminal background check is required prior to beginning employment. Provide a separate sheet for any additional convictions, deferred adjudications, and nepotism statements.*

Personal Details

Last Name _____ First Name _____ MI _____

Home Address _____ City _____ State _____ Zip _____

Phone _____ Email _____

Birthday (MM/DD/YY) _____ High School _____ Grade _____

Parent or Legal Guardian Name _____ Phone _____

Nepotism Statement

▶ *Provide the following information if you are related by kinship or marriage to any current UTA employee or any member of the Board of Regents of The University of Texas System. If this does not apply, enter N/A.*

Name _____ Dept. _____ Relationship _____

Name _____ Dept. _____ Relationship _____

Convictions or Deferred Adjudications

▶ *List below any convictions or deferred adjudications from age 16 to present. If this does not apply, enter N/A.*

Conviction or Deferred Adjudication Date (MM/YYYY) _____ City _____ State _____

   Misdemeanor   Felony   Deferred Adjudication

Nature of Conviction or Deferred Adjudication _____

Conviction or Deferred Adjudication Date (MM/YYYY) _____ City _____ State _____

   Misdemeanor   Felony   Deferred Adjudication

Nature of Conviction or Deferred Adjudication _____

Student Certification

Student Signature _____ Date _____