

Candidate Information for Student Position

Complete this form when applying for a student position at Sam Houston State University.

Hiring Department Name

Job Posting No.

Available Start Date

Sam ID

Legal Name – As it appears on your Social Security Card

CONTACT

University Email

Phone

Mailing Address

EMPLOYMENT

Do you have any relatives working for SHSU?

Yes

No

If yes,

HIGHER EDUCATION

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Candidate Information for Student Position

Continued -

EXPERIENCE

Dates Employed



Name

Position

Email/Phone Number



Selective Service Registration

This form is used to collect proof of selective service registration for required registrants. If you meet the requirements, registration is mandatory for employment at Sam Houston State University.

Almost all male US citizens and male immigrants, who are 18 through 25, are required to register with Selective Service. It's important to know that even though he is registered, a man will not automatically be inducted into the military.

For more information, visit <https://www.sss.gov/register/who-needs-to-register/>

Legal Name

ELIGIBILITY

Select Your Gender at Birth	Female	Male		
Select Your Age Group	Younger than 18	18-25	26 or older	

PROOF OF REGISTRATION



Pre-Offer Veteran Self-Identification



This form is used to provide eligible candidates an opportunity to voluntarily identify themselves as a protected veteran.

Sam ID

This form supports the Vietnam Era Veterans' Readjustment Assistance Act of 1974, as amended by the Jobs for Veterans Act of 2002, 38 U.S.C. § 4212 (VEVRAA), which requires Government employers to advance in employment: (1) disabled veterans; (2) recently separated veterans; (3) active duty wartime or campaign badge veterans; and (4) Armed Forces service medal veterans.

Post-Offer Veteran Self-Identification Form



This form is used to provide eligible employees an opportunity to voluntarily identify themselves as a protected veteran.

Sam ID

Legal Name

As a Government contractor subject to VEVRAA, we are required to submit a report to the United States Department of Labor each year identifying the number of our employees belonging to each specific "protected veteran" classification. These classifications are defined below. The submission of this information is voluntary and refusal to provide it will not subject you to any adverse treatment. The information provided will be used only in ways that are not inconsistent with the Vietnam Era Veteran's Readjustment Assistance Act of 1974, as amended. If you believe you belong to any of the categories of protected veterans listed below, please indicate by checking the appropriate box.

Sam Houston State University is an Equal Opportunity/Affirmative Action Plan Employer and Smoke/Drug-Free Workplace. All qualified applicants will receive consideration for employment without regard to race, creed, ancestry, marital status, citizenship, color, religion, sex, national origin, age, veteran status, disability status, sexual orientation, or gender identity. Sam Houston State University is an "at will" employer. Security sensitive positions at SHSU require background checks in accordance with Education Code 51.215.

Voluntary Self-Identification of Disability

Form CC-305
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OMB Control Number 1250-0005
Expires 04/30/2026

Name:
Employee ID:

Date:

(if applicable)

Employee Statistical Data Sheet



This form is used to gather important new employee demographic data to ensure compliance with relevant university, state, and federal policies. Data obtained with this form is kept confidential and secure and used to populate employee profile data in university information systems for payroll, training, and tax purposes.

Sam ID	Legal Name – As it appears on your Social Security Card	Date of Birth
<input type="text"/>	<input type="text"/>	<input type="text"/>
Phone	University Email	Hiring Department Name
<input type="text"/>	<input type="text"/>	<input type="text"/>

STATISTICAL DATA

Citizenship Status	Legally Documented Sex	
<input type="text"/>	<input type="text"/>	
Race – Mark all that apply		
<input type="checkbox"/> African American or Black	<input type="checkbox"/> American Indian or Alaska Native	<input type="checkbox"/> Asian
<input type="checkbox"/> Caucasian or White	<input type="checkbox"/> Native Hawaiian or Pacific Islander	
Do you identify as a veteran?	Yes	No
If applicable, select your veteran's preference	<input type="text"/>	

EMPLOYMENT DATA

Do you have any prior service with SHSU or any other Texas state agency, including employment as a student worker?	Yes	No
If yes, provide name of the entity(s) and approximate dates of employment		
<input type="text"/>		
Do you have prior Texas Department of Criminal Justice or Texas law enforcement service?	Yes	No
Will you be employed at both SHSU and another Texas state agency, independent school district institution of higher education, junior college, or community college at the same time?	Yes	No
If yes, provide name of the agency(s) or university(s)		
<input type="text"/>		

EMPLOYEE ATTESTATION

I hereby certify that the information I have provided above is true and complete to the best of my knowledge.

This form is used to obtain an acknowledgment receipt for providing certain legislation and Human Resources information. This form supports State Laws enacted by the fifty-second, the sixty-fifth, seventy-fifth, and eighty-second Texas State Legislatures. The Human Resources website serves as an official notification regarding legislation and employment related information.

shsu.edu/hr

Legal Name

NOTICES

Information regarding legislation is available on the Notices page. This page includes, but may not be limited to, the following information:

- » The Texas State University System (TSUS) Compliance and Ethics Line
- » Chapter VIII, Ethics Policy for Regents and Employees of the TSUS
- »