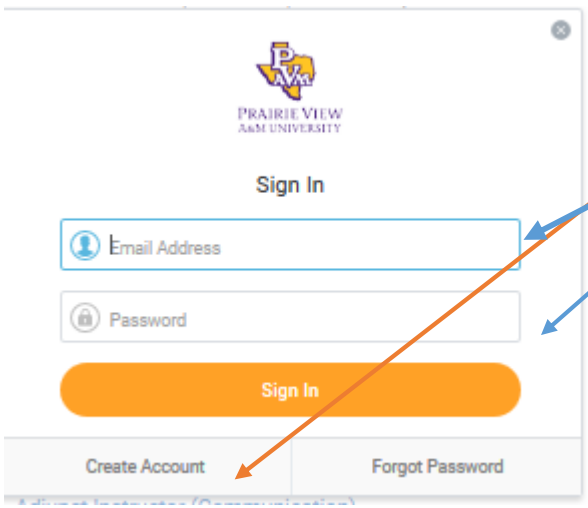
EXTERNAL APPLICATION GUIDE

1. Go to the "**Sign In"** Button located at the Top Right Corner of the PVAMU External Careers Website.



2. New Users: Select the "**Create Account**" option.

Existing Users: Input your login credentials to access your profile or "Forgot Password" if forgotten password.

Welcome,

This is your candidate home page. From here you can review the status of your outstanding applications, follow up on pending tasks, etc.

My Applications

No Applications
To get started, search for new jobs

Search for Jobs

About Us

PRAIRIE VIEW A&M UNIVERSITY

For more than 140 years, Prairie View A&M University (PVAMU) has been igniting passion in its students. With an established reputation for producing engineers, nurses and educators, PVAMU offers baccalaureate degrees, master's degrees and doctoral degree programs through nine colleges and schools. The University has an enrollment of more than 8,500 students. Designated an institution of "the first class" in the Texas Constitution, PVAMU is the second-oldest public institution of higher education in the state and a member of The Texas A&M University System. The University is dedicated to fulfilling its land-grant mission of achieving excellence in teaching, research and service.

PVAMU is conveniently located near the rapidly growing residential and commercial area known as the Northwest Houston Corridor. The developing Northwest Houston Corridor offers newly developed suburban communities, a variety of shopping and dining near the Houston Premium Outlets and is a short, 35-minute commute into downtown Houston. For more information, visit www.pvamu.edu. Your career opportunities with a "University of the first class" begins here!

Prairie View A&M University is an Equal Opportunity/Affirmative Action/Veterans/Disability Employer.

If you need assistance in applying for this job, please contact (936) 261-1730.

Useful Links:

- Why work for PVAMU?
- PVAMU Home
- Human Resources
- Student Employment
- Benefits
- Employer Notices
- Equal Opportunity
- Contact Us
- Career Services & Outreach
- Texas A&M University System Employment Opportunities

Follow Us

3. Select the "**Search for Jobs**" button to view available job opportunities.

NOTE: Your application status for all previously applied positions will also be listed on this screen.

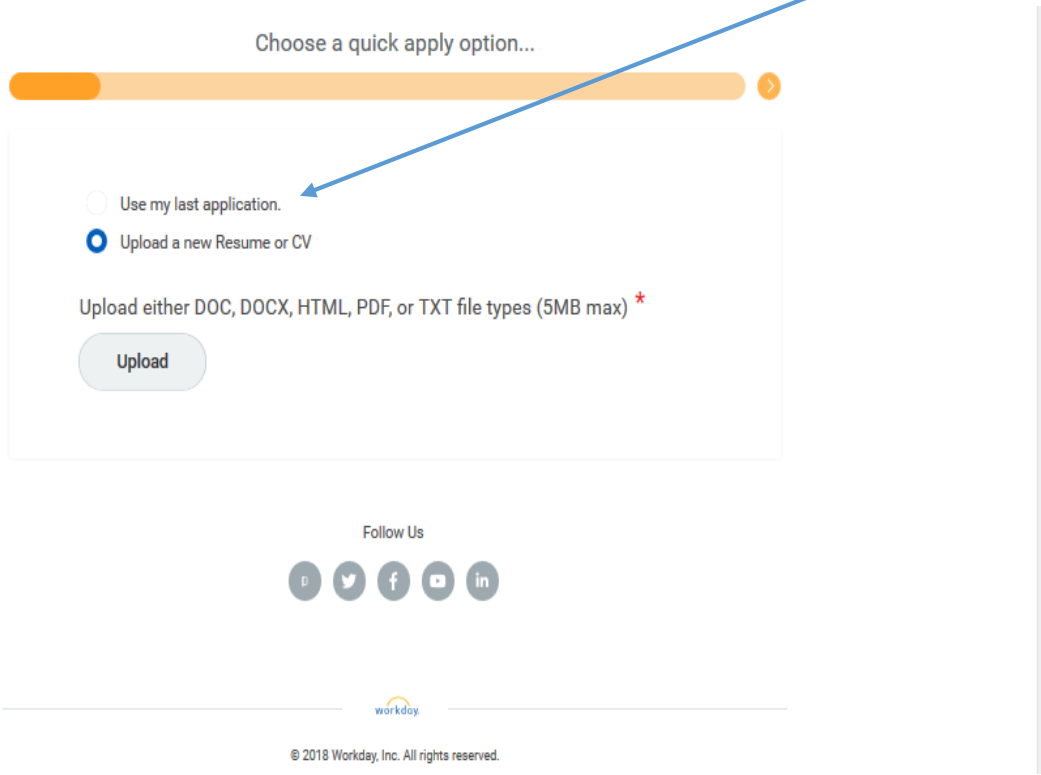
Prairie View PVAMU

Apply

Apply with LinkedIn

4. Once a position of interest has been found. Select the position title then choose **one** of the following options to begin the application for the position.

5. Select **one** of the options for information from a previous application or upload a Resume/CV to auto populate into the application.



My Information

Country *
United States of America

First Name *

Last Name *

Address Line 1

City

State
Texas

Postal Code

Email *

Phone *

How Did You Hear About Us? *
N. Referral

Have you ever previously been employed by the Texas A&M University System, including any of its campuses or agencies? *
Yes
No

Universal Identification Number (UIN)

Location

Manager

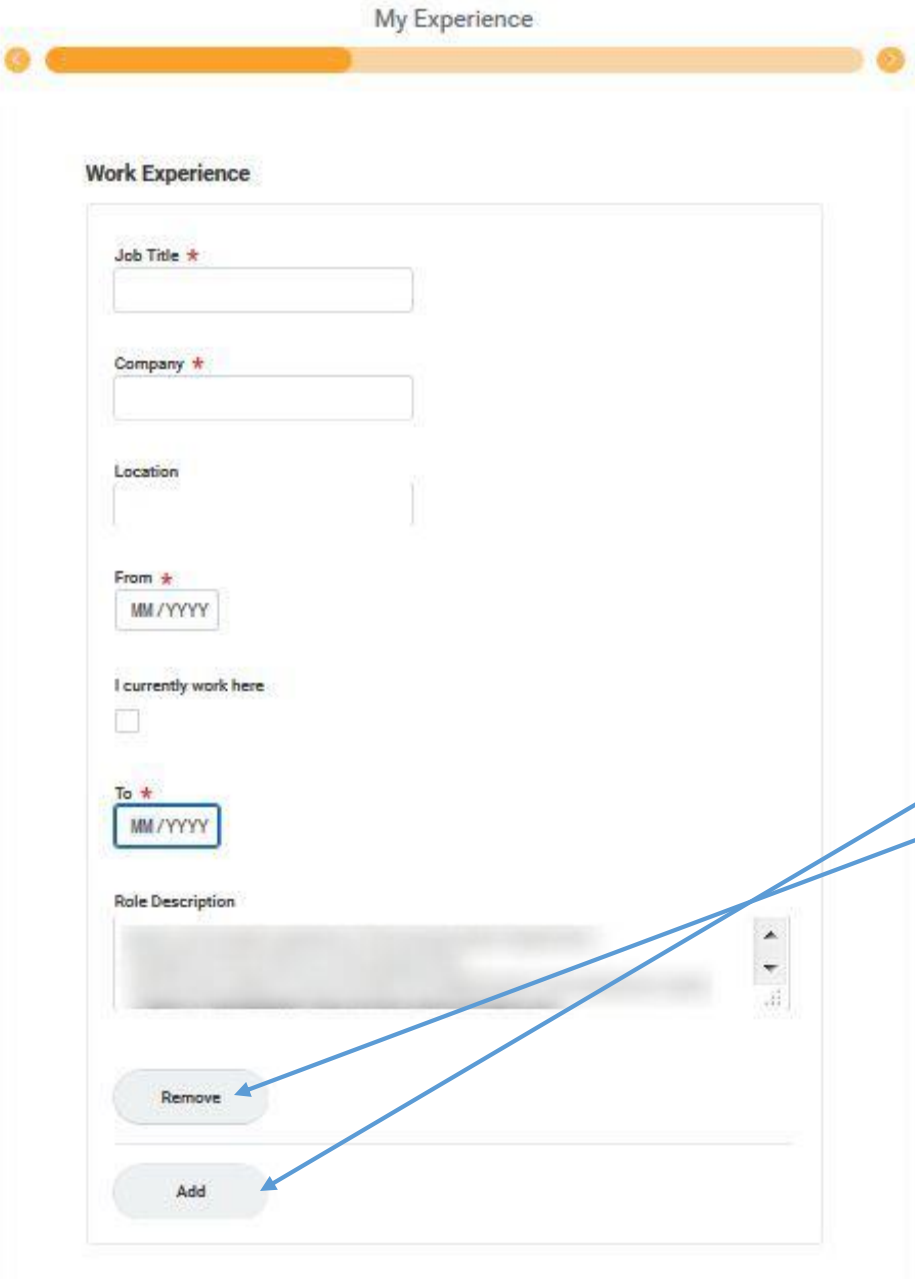
Work Email

Back Next

6. Your information will need to be indicated on this screen.

If you are a former employee, select the appropriate answer choice and input your former employee information.

IMPORTANT NOTE: If you are a current PVAMU or TAMUS employee (i.e. currently work for PVAMU/TAMUS System, Student Worker/GA previously worked in the prior semester, Transfer from another system institution, etc.) STOP the current application and return to the Main Careers Website for information on applying as an internal applicant.



7. Relevant work experience should be provided in this section. **(This section is required and must be completed)**

The **"Add"** button will need to be used to add multiple experiences. The **"Remove"** button will be used for deleting any experience not needed.

Education

School or University *

Degree *

select one

Field of Study

Overall Result (GPA)

From

YYYY

To (Actual or Expected)

YYYY

Remove

Add

8. Education should be provided in this section. **(This section is required and must be completed)**

The **"Add"** button will need to be used to add multiple education history. The **"Remove"** button will be used for deleting any experience not needed.

9. Additional skills relevant to the position would need to be indicated in this area of the application.

Skills

Separate each skill with a comma.

Resume/CV

Upload either DOC, DOCX, HTML, PDF, or TXT file types (5MB max)

Drop files here

or

Select files

10. All attachments will need to be uploaded in this section of the application. **Please reference the job announcement for documents that are considered required for applying.**

NOTE: Although the attachment field is labeled *Resume/CV*. Multiple attachments can be added to this area (i.e. Reference List, Teaching Philosophy, Research Statement, etc.)

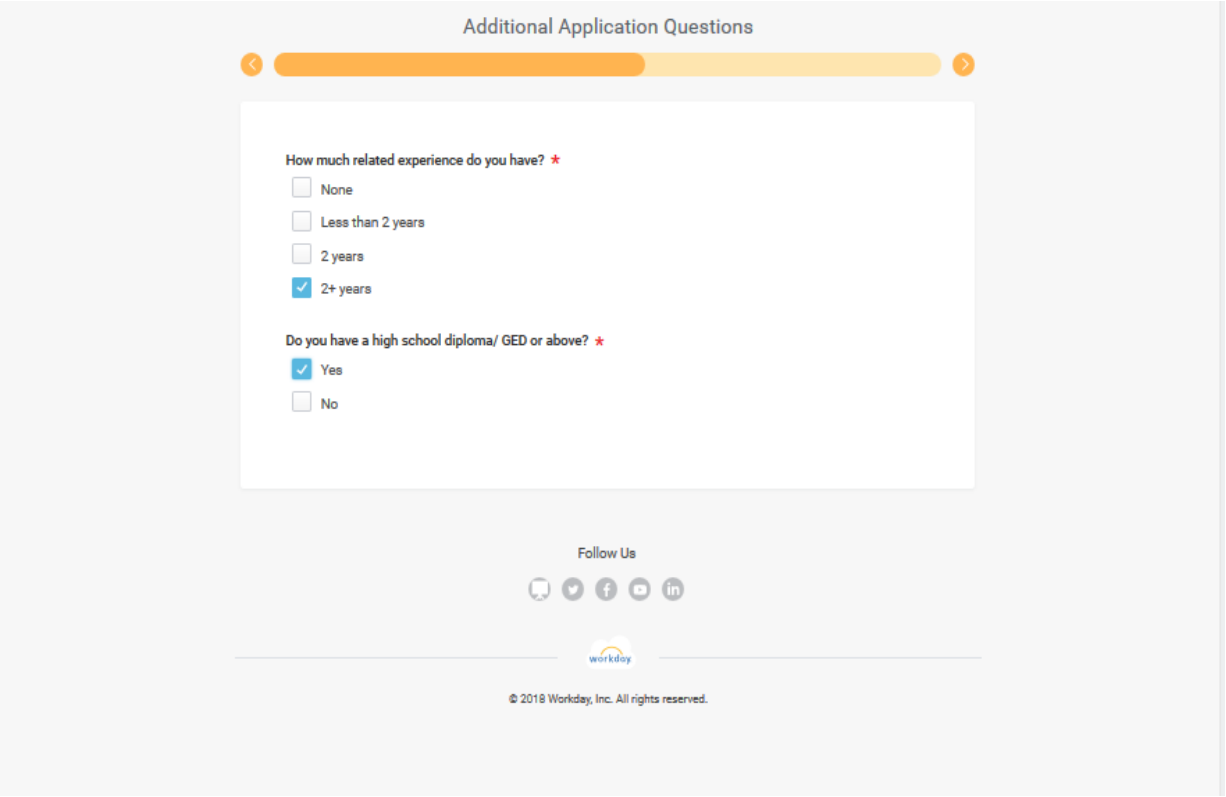
Websites

Add any relevant websites. Format should be: http://

Add

11. This section is not required and considered optional.

12. Additional Application Questions related to the qualifications of the job will be asked on the application. An asterisk is indicated where responses are required.



13. These are additional Application Questions that are federally required to be answered.

Application Questions

If this position is located in the United States and you are selected, would you now or in the future require sponsorship for immigration-related employment authorization (e.g. H1-B, O-1, E-3, TN)? *

select one

Do you qualify for State of Texas veteran employment preference based on the definitions below? • Veteran is defined as a person who has served in the army, navy, air force, coast guard, or marine corps of the United States or the United States Public Health Service under 42 U.S.C. Section 201 et seq., as amended; the Texas military forces as defined by Section 437.001; or an auxiliary service of one of those branches of the armed forces; and has been honorably discharged from the branch of the service in which the person served. • Surviving Spouse of a Veteran is defined as a veteran's surviving spouse who has not remarried. • Orphan of a Veteran is defined as an orphan of a veteran if the veteran was killed while on active duty. *

- [ ] Veteran
- [ ] Surviving Spouse of a Veteran
- [ ] Orphan of a Veteran
- [ ] I am not a Veteran
- [ ] Decline to respond

I am 25 years of age or younger and was under the permanent managing conservatorship of the Texas Department of Family and Protective Services on the day preceding my 18th birthday. If hired and claiming foster child status, you will be required to provide verification of such status. *

select one

To comply with The Texas A&M University System policy on nepotism, answer the following question. Are you related to any current Texas A&M University System employee, official or regent? *

select one

If yes, state his/her name, relationship and the A&M System institution or agency.

Have you ever worked for the State of Texas? *

select one

If yes, please indicate the agency and start/end dates of employment.

Are you currently employed by the Texas A&M University System, including any of its campuses or agencies? *

select one

Voluntary Disclosures

Voluntary Demographics

You are not obligated to respond to the voluntary demographic items below, however, your response is important to meet federal and state reporting requirements. Information you provide will remain confidential in accordance with applicable federal and state regulations.

Veteran Status:
The Texas A&M University System and system members are federal government contractors subject to the Vietnam Era Veterans' Readjustment Assistance Act (VEVRAA) of 1974, as amended by the Jobs for Veterans Act of 2002, 38 U.S.C. 4212, which requires government contractors to take affirmative action to employ and 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. These classifications are defined as follows and are hereafter referred to collectively as "protected veterans":

(1) A **Disabled Veteran** is one of the following: a) a veteran of the U.S. military, ground, naval or air service who is entitled to compensation (or who but for the receipt of military retired pay would be entitled to compensation) under laws administered by the Secretary of Veterans Affairs; or b) a person who was discharged or released from active duty because of a service-connected disability.

(2) A **Recently Separated Veteran** means any veteran during the three-year period beginning on the date of such veteran's discharge or release from active duty in the U.S. military, ground, naval, or air service.

(3) An **Active Duty Wartime or Campaign Badge Veteran** means a veteran who served on active duty in the U.S. military, ground, naval or air service during a war, or in a campaign or expedition for which a campaign badge has been authorized under the laws administered by the Department of Defense.

(4) An **Armed Forces Service Medal Veteran** means a veteran who, while serving on active duty in the U.S. military, ground, naval or air service, participated in a United States military operation for which an Armed Forces service medal was awarded pursuant to Executive Order 12985.

If you believe you belong to any of the categories of protected veterans listed above, please indicate by checking the appropriate box below.

As a government contractor subject to VEVRAA, we are required to submit a report to the U.S. Department of Labor each year identifying the number of our employees who are a protected veteran. We also use this information to measure the effectiveness of the outreach and positive recruitment efforts we undertake pursuant to VEVRAA.

Your decision to provide this information is voluntary, and refusal to provide such information will not subject you to any adverse treatment. If provided, the information will not be used in a manner inconsistent with VEVRAA, as amended, i.e., it cannot be used as the basis for adverse employment decisions. This information will be kept private, except that (i) supervisors and managers may be informed regarding restrictions on the work or duties of disabled veterans, and regarding necessary accommodations; (ii) first aid and safety personnel may be informed, when and to the extent appropriate, if you have a condition that might require emergency treatment; and (iii) government officials engaged in enforcing laws administered by the Office of Federal Contract Compliance Programs, or enforcing the Americans with Disabilities Act, may be informed.

The Texas A&M University System shall provide equal opportunity for employment to all persons regardless of race, color, sex, religion, national origin, age, disability, genetic information, veteran status, sexual orientation or gender identity and will strive to achieve full and equal employment opportunity throughout the system for faculty and staff employees.

Veterans Status

select one

Gender

select one

Hispanic or Latino?

- Yes
- No
- None of the above

14. **Voluntary Demographic Disclosure** questions are federally required by law. Responses are only voluntary, however, are encouraged.

15. The **Terms and Conditions** will need to be reviewed. Acknowledgment will need to be provided once reviewed.

Ethnicity

select one

Terms and Conditions

I certify the statements made by me in this application and materials supplied by me as part of my employment application are true, complete and correct to the best of my knowledge and belief and made in good faith. I understand that any falsification, misrepresentation, or omission of fact made herein or at any point in the hiring process may (a) void my application, (b) be cause for denial of employment or immediate termination of employment, regardless of when or how it was discovered. I agree to revise this application should any of the information change.

I authorize Texas A&M System members to conduct checks relating to my employment, education and any licenses. I also authorize all current and prior employers to provide full details concerning my past employment and I release them from all liability that may result from providing such truthful information. I understand that this history check may be required as specified by the appropriate System Member.

The Texas A&M System members are at-will employers and may dismiss employees with or without cause. I understand that if employed by a member of The Texas A&M System I will be an at-will employee and may be dismissed from employment with or without cause unless I have a legally different status.

I understand that if I am male, I am required to sign a Certification of Registration Status for the Selective Service as a requirement for employment. I further understand if I am a male age 18 through 25, I must show proof of registration with Selective Service at the time of hire.

I understand that any offer of employment is contingent upon my completing the U.S. Citizenship and Immigration Services Form I-9 and providing documents to verify my identity and employment eligibility as required by law. When completing the Form I-9, I will be required to attest that I am a citizen or national of the U.S., a lawful Permanent Resident or an alien authorized to work. I understand that as conditions of employment, I will be required to comply with U.S. export control regulations, clear a background check, and provide the TAMUS member all required employment documentation.

I acknowledge that by checking the certification statement below, I am ELECTRONICALLY SIGNING the Employment Application and attesting to the accuracy/veracity of all information entered.

Yes, I have read and consent to the terms and conditions *

Self Identify

English

Voluntary Self-Identification of Disability

Form

CC-305

OMB Control Number

1250-0005

Expires

1/31/2020

Why are you being asked to complete this form?

Because we do business with the government, we must reach out to, hire, and provide equal opportunity to qualified people with disabilities.[1] To help us measure how well we are doing, we are asking you to tell us if you have a disability or if you ever had a disability. Completing this form is voluntary, but we hope that you will choose to fill it out. If you are applying for a job, any answer you give will be kept private and will not be used against you in any way.

If you already work for us, your answer will not be used against you in any way. Because a person may become disabled at any time, we are required to ask all of our employees to update their information every five years. You may voluntarily self-identify as having a disability on this form without fear of any punishment because you did not identify as having a disability earlier.

How do I know if I have a disability?

You are considered to have a disability if you have a physical or mental impairment or medical condition that substantially limits a major life activity, or if you have a history or record of such an impairment or medical condition.

Disabilities include, but are not limited to:
- Blindness
- Deafness
- Cancer
- Diabetes
- Epilepsy
- Autism
- Cerebral palsy
- HIV/AIDS
- Schizophrenia
- Muscular dystrophy
- Bipolar disorder
- Major depression
- Multiple sclerosis (MS)
- Missing limbs or partially missing limbs
- Post-traumatic stress disorder (PTSD)
- Obsessive compulsive disorder
- Impairments requiring the use of a wheelchair
- Intellectual disability (previously called mental retardation)

Please check one of the boxes below:

- [ ] YES, I HAVE A DISABILITY (or previously had a disability)
- [ ] NO, I DON'T HAVE A DISABILITY
- [ ] I DON'T WISH TO ANSWER

16. ADA Specifications will need to be determined by selecting **one** of the answer choices followed by your name and today's date. Responses are not required, however, are encouraged.

Your Name

Today's Date

MM / DD / YYYY

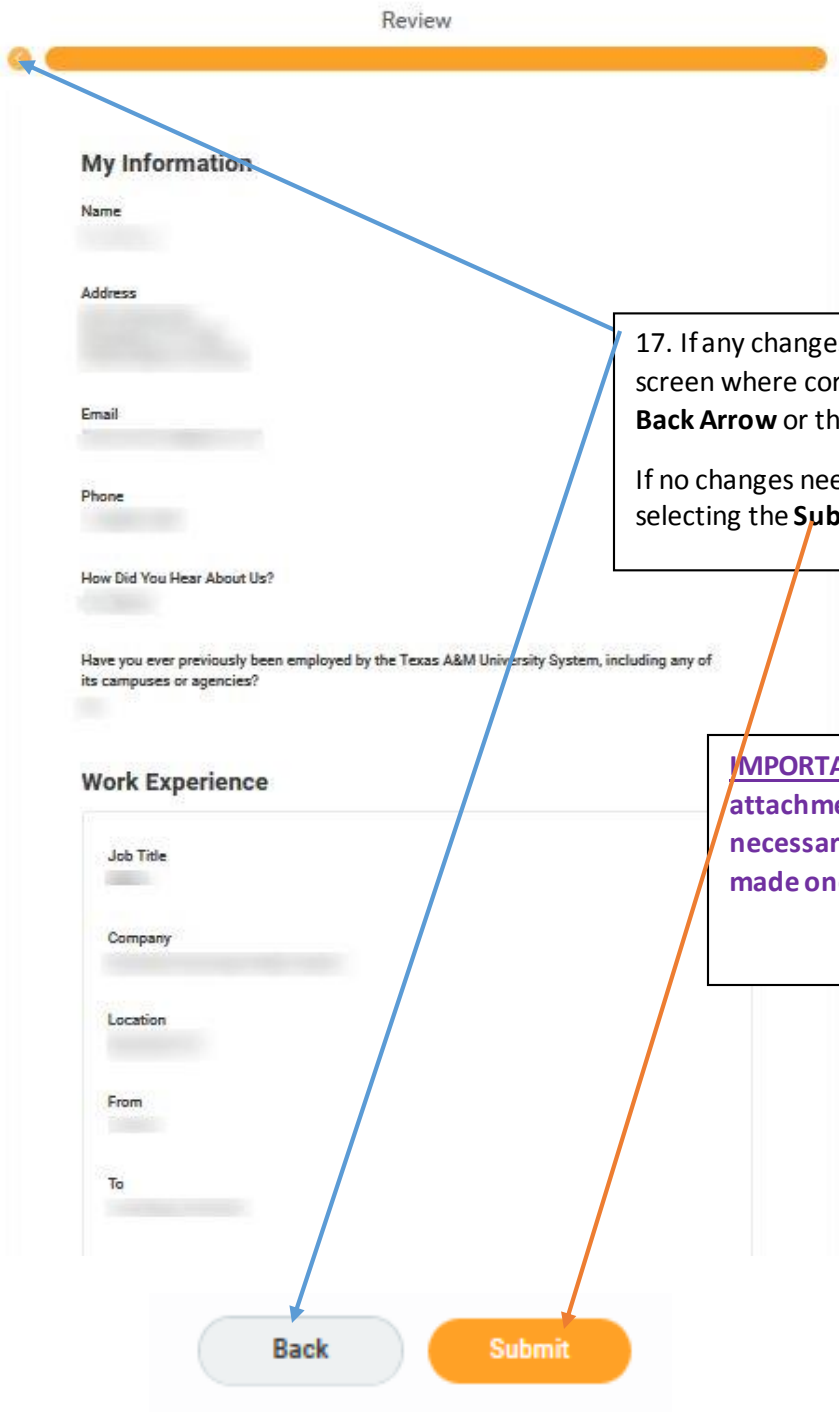
Reasonable Accommodation Notice

Federal law requires employers to provide reasonable accommodation to qualified individuals with disabilities. Please tell us if you require a reasonable accommodation to apply for a job or to perform your job. Examples of reasonable accommodation include making a change to the application process or work procedures, providing documents in an alternate format, using a sign language interpreter, or using specialized equipment.

[1] Section 503 of the Rehabilitation Act of 1973, as amended. For more information about this form or the equal employment obligations of Federal contractors, visit the U.S. Department of Labor's Office of Federal Contract Compliance Programs (OFCCP) website at www.dol.gov/ofccp.

PUBLIC BURDEN STATEMENT: According to the Paperwork Reduction Act of 1995 no persons are required to respond to a collection of information unless such collection displays a valid OMB control number. This survey should take about 5 minutes to complete.

Follow Us



17. If any changes need to be made, hover back to the screen where corrections need to be made by selecting the **Back Arrow** or the **Back** button.

If no changes needed, you may submit the application by selecting the **Submit** button.

IMPORTANT NOTE: Review all information and attachments provided on this screen and make any necessary changes needed at this time. No revisions can be made once the submit button has been selected.