



OFFICE OF HUMAN RESOURCES

451 E. Alton Gloor • Brownsville, TX 78526 • Phone: 956-882-8205 • Fax: 956-882-7476 • HR@utb.edu
The University of Texas at Brownsville

EMPLOYMENT APPLICANT CHECKLIST

We appreciate your interest in The University of Texas at Brownsville. We seek the highest quality employees to help us achieve our mission and goals. After submitting an application, you will receive an acknowledgement postcard thanking you for your interest and confirming receipt of your application. The Office of Human Resources will conduct all minimum qualification appraisals as set forth on the job announcement.

Applications can be faxed, mailed or delivered:

The University of Texas at Brownsville
Office of Human Resources
451 E. Alton Gloor
Brownsville, Texas 78526
Phone: (956) 882-8205 or 1-800-544-8208
Fax: (956) 882-7476

SUBMIT:

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EMPLOYMENT APPLICATION FORM

A complete and signed employment application form is required. Applicants must complete a new application for each position they are applying for. Applications that do not state a position or list multiple positions will not be processed. Letters of intent/cover letters are considered inquiries until the official employment application form has been submitted.

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RESUMÉ/VITAE

Resumes should be attached to the official employment application form. Unsolicited resumes or application materials are discarded after 30 days.

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TRANSCRIPTS

Copies of transcripts are required for some Staff/Administrative positions (where noted on advertisement) and all Faculty positions. Applicants with a foreign diploma need to submit their evaluated credentials as well. All full time employees will need to provide UTB with official transcripts within thirty (30) days if hired.

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AFFIRMATIVE ACTION FORM

UTB is an equal opportunity/affirmative action employer and must acquire this information in order to submit reports required by federal regulations. The information collected is kept in strict confidence and is used only for statistical analyses. It is not made available to the person responsible for interviewing and hiring.

The University of Texas at Brownsville is an Equal Opportunity / Affirmative Action Employer. The University does not discriminate on the basis of race, color, national origin, sex, religion, age, disability, genetic information, veteran status, or sexual orientation in employment or the provision of services.