



# STUDENT EMPLOYMENT APPLICATION FORM

## TVCC Ranch

100 Cardinal Drive  
Athens, Texas 75751

Complete this form and return it to the TVCC Ranch Manager along with two personal reference letters at the above address or in person.

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

SOCIAL SECURITY NO.: \_\_\_\_\_ PHONE NO.: \_\_\_\_\_

Are you legally eligible for employment in the U.S.?     Yes     No  
*Federal law prohibits the employment of unauthorized aliens. All persons hired must submit satisfactory proof of employment authorization and identity within three (3) days of being hired. Failure to submit proof within the required time shall result in immediate employment termination.*

Have you worked for TVCC before?     No     Yes; please explain: \_\_\_\_\_

Are you related to a member of the Board of Trustees, Faculty, or Staff?     No     Yes  
If yes, give name and relationship: \_\_\_\_\_

***When employed, the IRS states that you must be a half-time student at TVCC. You may be required to show documentation.***

List former employers, their contact information, and your duties while employed there:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

List machines and equipment you can operate or state other skills you may possess:  
\_\_\_\_\_  
\_\_\_\_\_

Date you can be available to begin work: \_\_\_\_\_

**\*\*\*Weekend duty will be on a rotational basis with other ranch student employees.**  
**\*\*\*Ranch Bunkhouse fee (includes rent and utilities) is working 10 hours per week including weeks when TVCC is out for holidays or scheduled breaks.**

I understand that submission of this application does not obligate me or TVCC in any way. I certify that statements made by me in this application are true, complete, and correct to the best of my knowledge. I understand that any false statements, misrepresentations, or omissions made by me in connection with my application may be grounds for rejection of my application, or, if hired, immediate employment termination. I agree to furnish additional information as required by TVCC. If employed, I agree to abide by the policies, procedures, rules, and regulations of TVCC as they exist currently and as they may be revised. This application becomes the property of the College; and as such, becomes public record and is subject to disclosure. Employment at TVCC may be terminated either by TVCC or the employee with or without cause. Any oral statements or promises to the contrary are not binding upon TVCC.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

TVCC is an affirmative action/equal opportunity institution which provides educational and employment opportunities on the basis of merit and without discrimination or harassment because of race, color, religion, sex, national origin, age, or disability.