

**HOW TO APPLY FOR A STAFF JOB**  
**UNIVERSITY OF TEXAS AT ARLINGTON (UTA) - EMPLOYMENT OFFICE**

Address/Computer Lab: 140 West Mitchell St., B200, Arlington, TX 76019 (Monday-Friday, 8AM-5PM)  
Phone: 817-272-3461 TDD (817) 272-8139 Email: [employment@uta.edu](mailto:employment@uta.edu) Website: [www.uta.edu/jobs](http://www.uta.edu/jobs)

**SEARCH FOR OPEN JOBS**

1. Go to [www.uta.edu/jobs](http://www.uta.edu/jobs)
2. Click Full-Time and Part-Time Jobs to search for available jobs
3. If you find a job you want to apply for, follow the steps listed below under A, B, and C
4. Make sure you write down the 12-digit posting number for the job(s) you are interested in

**A. CREATE A UT EID (user name) AND PASSWORD**

1. Go to [www.uta.edu/jobs](http://www.uta.edu/jobs)
2. Click *Log on to Employment Application*
3. Click *I need a UT EID*
4. Click *Get a UT EID* and click *Continue*
5. Answer all 4 questions and click *Continue*
6. Enter your *First Name*
7. Enter your *Last Name*
8. Enter your *Date of Birth*
9. Enter your *E-mail Address* (if any)
10. Enter again your E-mail Address in *Verify your E-mail Address* (if any)
11. Click *Continue*
12. Choose a *Reset Question One* and provide an *answer*
13. Choose a *Reset Question Two* and provide an *answer*
14. Choose a *Reset Question Three* and provide an *answer*
15. Click *Continue*
16. Create a *Password*
17. Enter your password again in *Re-enter Password*
18. Enter a *Password Hint*
19. Click *Continue*
20. Review all the information and if correct, click *Create My UT EID*
21. The system will show your *UT EID* on the screen. **Write down your UT EID and password**

**B. CREATE AN ONLINE RESUME APPLICATION**

Note: After 20 minutes of inactivity, the system will log you off and you may lose any information not saved.

1. Go to [www.uta.edu/jobs](http://www.uta.edu/jobs)
2. Click on *Log on to My UTA Employment Application*
3. Click *To apply for a staff position, complete the U.T. Arlington Staff Employment Application*
4. Click *Apply for employment at UT Arlington*
5. Enter your UT EID and password and click *Log In*
6. Click *Start my resume application*
7. Fill out: *Personal Information, Confidential Information, and Conviction Information* sections
8. In *Document Management* section, add your resume (Note: The specific job(s) you wish to apply for may require additional documents (i.e. letter of interest, list of professional references))

**C. APPLY FOR A JOB**

1. Enter the *12-digit posting number* and click *Apply for Job* (on the left top corner)
2. Choose a resume to use for applying for this job
3. Answer all Qualifying Questions (Make sure your answers are supported by the information listed in your resume)
4. Click *Yes-Continue* (at the bottom of the page)
5. You have applied for the position when you see a stop sign and a message: "*Your applicant information is now available to the hiring department. Read below for further important applicant instructions.*"

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**REASONABLE ACCOMMODATIONS**

Applicants who need accommodation in completing the application process should contact Employment Services.

**COMPUTER LAB**

If you require assistance with the online application process, please feel free to stop by our Computer Lab at 140 West Mitchell St., B200, Arlington, TX 76019 (Monday-Friday, 8:00 a.m. – 5:00 p.m.). If you would like to come to our computer lab, please make sure to come by 4:00 p.m. so that you have enough time to complete your application. We recommend that you bring a CD/Floppy Disk/Flash Drive with your resume/letter of interest/list of references (if available).

**UT EID (USER NAME)**

Who should create a UT EID?

- New applicants to UTA.

Who should NOT create a UT EID?

- Current UTA employees already have a UT EID created. Please contact Employment Services.
- Previous UTA employees already have a UT EID created. Please contact Employment Services.
- Applicants who do not remember their UT EID and/or password should contact Employment Services.

**EMAIL ADDRESS**

Applicants who do not provide an email address would not be able to receive application-related emails and notifications on the status of the position. This, however, would not affect departments calling applicants for interviews.

**LIST OF JOBS YOU HAVE APPLIED FOR**

1. Go to [www.uta.edu/jobs](http://www.uta.edu/jobs)
2. Click [Log on to Employment Application](#)
3. Enter your *UT EID and password*, click *Login*, click *OK*
4. Click *To apply for a staff position, complete the U.T. Arlington Staff Employment Application*
5. Click *Jobs I applied for* (on the left side of the page)

**CRIMINAL BACKGROUND CHECKS**

The University of Texas at Arlington has an obligation to provide a safe environment for all members of the UT Arlington community and to protect the property of UT Arlington. For these reasons, all job applicants must provide and certify their complete adult criminal conviction record. This includes any convictions and/or deferred adjudications where the final disposition is still pending (i.e. the original charge has not been dismissed) from the age of 17 until now. Before an applicant is referred to or hired for a specific job vacancy, the recency, severity, and direct job relatedness of his or her conviction(s) are compared to the functions of the vacant position. Based on that review, an applicant may not be referred, or hired. However, a criminal conviction DOES NOT necessarily disqualify an individual from being hired. If an individual is hired into a security sensitive position, conviction verification is conducted. If the verification results show that false statements, including omission(s), were made by the applicant on his or her adult criminal conviction record, then his or her application for employment, as well as any actions based on it, will be voided and the person will not be eligible for future employment with The University of Texas at Arlington. Any misstatement, falsification, or omission of information shall be grounds for refusal to hire or, if hired, termination.

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**VETERAN'S PREFERENCE**

A veteran is defined as an individual who served in the Army, Navy, Air Force, Marine Corps, or Coast Guard of the United States or in an auxiliary service of one of those branches. You may be entitled to veteran's employment preferences established in the Veteran's Employment Preference Act (Senate Bill 646/Chapter 657, Government Code) if:

- As a veteran you were honorably discharged and served in the armed forces for 90 consecutive days during a national emergency (from 1933 to present), or you served less than 90 consecutive days and were discharged due to a service-connected disability or
- You are an individual classified as a surviving spouse of a veteran and who has not remarried; or
- You are an orphan of a veteran.

If you are a veteran or a surviving spouse or orphan of a veteran, please make sure to check to indicate this in the Confidential Information section of the online application. After you submit your application, you must provide a copy of your DD214 or DD1300 by fax to 817-272-5810, email to email, or mail/in person to 140 West Mitchell Street, Suite B200, Arlington, Texas 76019. Without the DD214 or DD1300, you will not be eligible for veteran's preference. Contact the Employment Office by email at email or by phone at 817-272-3461 every time you apply for a position with UT Arlington so we can consider your veteran's preference. Once you have initially submitted your DD214 or DD1300, there will be no need to submit the form again.

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**RESUME**

Applicants must include in their online resume the following information: 1) Employment history: name of company, period employed (from month/year to month/year), job title, summary of job duties and 2) Education: If no high school diploma or GED, list highest grade completed; If some college or college degree, list school name, degree type, major, graduated or not, and hours completed if not graduated.

On your resume, your name should be the first thing on the page, centered at the top, with your address and phone number directly underneath. The rest of your resume should be divided into distinct sections with appropriate headings (in capital letters and either boldface or italicized) and should be lined up on the left margin. Skip lines between each entry.

The choice of headings differs from person to person, but it is a good idea to include the following: CAREER OBJECTIVE, EDUCATION, SPECIAL SKILLS (or HONORS AND ACTIVITIES), PROFESSIONAL EXPERIENCE/EMPLOYMENT HISTORY, etc.

Please take a moment to view a sample resume <http://policy.uta.edu/employment/SampleResume.pdf>.

**LETTER OF INTEREST (if requested)**

A letter of interest should be addressed to the specific employer and the specific individual who will process your application. The letter should name the position for which you are applying and also make specific references to the organization. Indicate your knowledge of, and interest in, the work they are currently doing, and your qualifications for the position.

You want the reader to know: Why you want to work at that specific organization; Why you are interested in that specific position; How you qualify for the position for which you are applying (highlight the most important and relevant accomplishments, skills, and experience listed in your resume).

A letter of interest should be in paragraph form (save bulleted lists for your resume) with a conversational, though formal tone. Following the style of a business letter, you should include the date, your address, and telephone number at the beginning of the letter.

The first paragraph should be brief, perhaps two or three sentences, stating: What job you are applying for and how you learned about it; Your general qualifications for the job.

The body of your letter should consist of one to three longer paragraphs in which you expand upon your qualifications for the position. Pick out the most relevant qualifications listed in your resume and discuss them in detail, demonstrating how your background and experience qualify you for the job. Be as specific as possible.

The concluding paragraph of your letter should state where and when you can be reached, and express your willingness to come to an interview or supply further information. Close by thanking your reader for his or her time and consideration.

Please take a moment to view a sample letter of interest <http://policy.uta.edu/employment/CoverLetter.pdf>.

**LIST OF REFERENCES (if requested)**

Your list of references should only include professional references (supervisor level) or educational references. You should not list as a reference your coworkers, friends, or family members. Please make sure your reference information includes: Full name of reference; Company name; Title; Phone number; Email address (if available).