



## Our Vision

is to be the premier source of information, financing and assistance to help all families and students realize their educational and career dreams.

# Applicant Information

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## Your Application for Employment

We welcome your application for employment with TG. Human Resources carefully considers all applicants. TG is an Equal Opportunity Employer and does not discriminate in employment practices on the basis of race, religion, color, age, sex, national origin, disability, veteran status or any reason prohibited by local, state or federal regulation.

## Testing

If you are applying for a position requiring specific job skills, tests may be administered if you are selected for an interview.

## Interviewing and Hiring Procedures

Your application for an advertised position will be reviewed by Human Resources. Qualified applicants may be contacted for an interview. Based upon the outcome of the interview process, a selection will be made and the offer extended by phone.

## TG's Code of Business Conduct

TG is committed to conducting all its business activities with honesty and integrity. As such, TG adheres to a formal Code of Business Conduct approved by TG's Board of Directors. The principles included in the code are intended to clarify the standards all TG team members are expected to follow in the workplace. The code is posted on TG's Web site at [www.tgslc.org/abouttg/conduct.cfm](http://www.tgslc.org/abouttg/conduct.cfm). A toll-free number is also available to anonymously report any alleged unethical or illegal behavior: (877) 842-6675.

## Application on File

It is TG's policy that applications remain active for six (6) months. While your application is in an active status, you may request to be considered for additional positions by submitting a signed letter stating the position(s) for which you wish to apply and your social security number. A new application must be completed after six months. *A resume may be submitted for additional information but will not be accepted in place of a completed application.*

If any information has changed on your application while it is active, please notify Human Resources by mail.

The mailing address is:

Human Resources  
TG (Texas Guaranteed)  
P.O. Box 83100  
Round Rock, Texas 78683-3100

## TDD

TG provides descriptions of current employment openings for the TDD, hearing or speech impaired, at (800) 252-9743, ext. 4560.

Employment opportunities are also listed on our Web site at [www.tgslc.org](http://www.tgslc.org).

Feel free to contact Human Resources if you have any questions about your application. Our phone number is (800) 252-9743 or (512) 219-5700.

We can also be contacted by e-mail at [human.resources@tgslc.org](mailto:human.resources@tgslc.org).

**Thank you for considering employment with TG.**



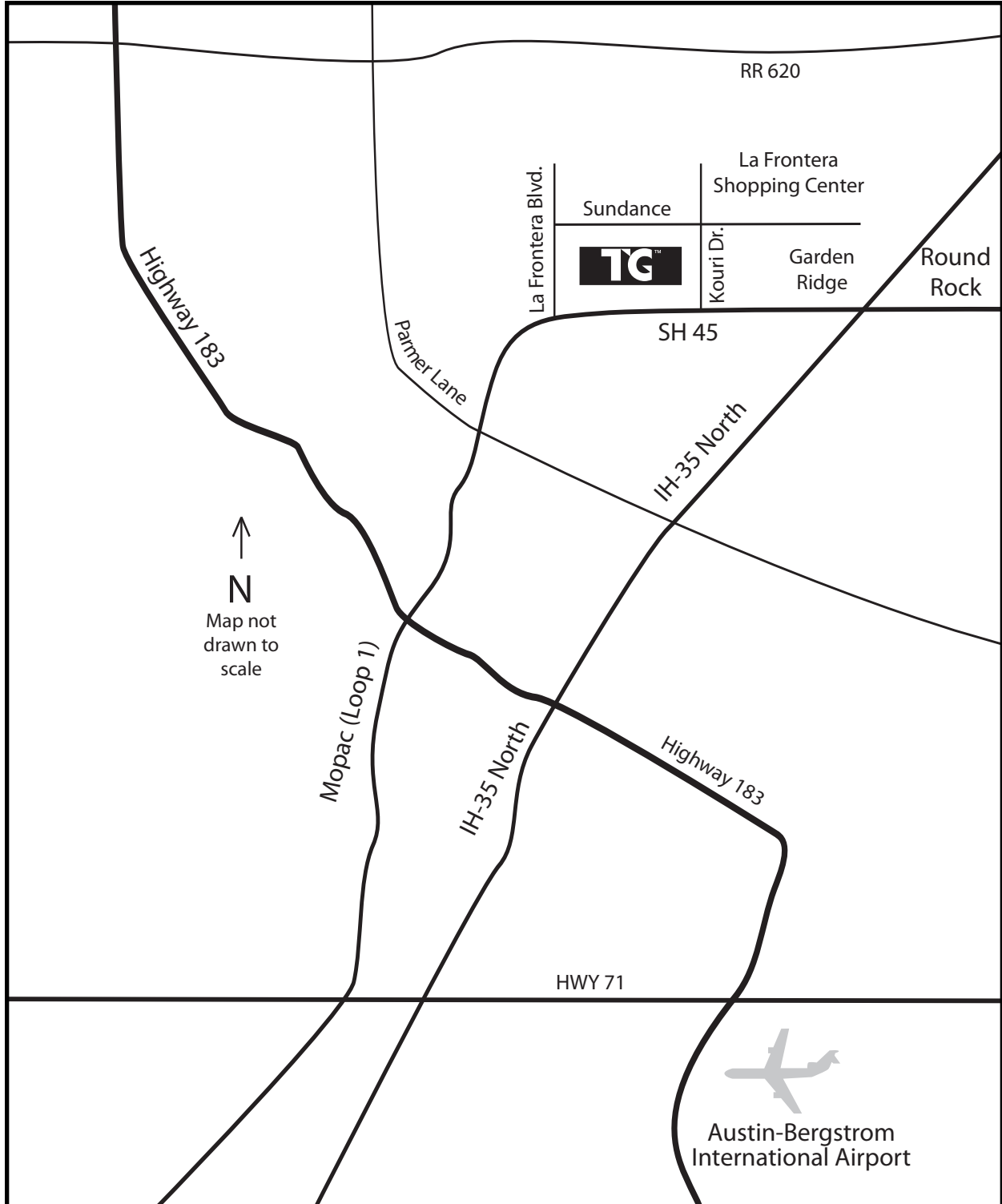
# Location Information

## Mailing Address

**TG**  
P.O. Box 83100  
Round Rock, Texas 78683-3100

## Street Address

**TG**  
301 Sundance Pkwy.  
Round Rock, Texas 78681





# Application for Employment

## Personal Data

Please print - Answer all questions completely.

Position(s) for which you are applying (must list specific job title and job posting number). 1. 2. 3.	<input type="checkbox"/> Full time <input type="checkbox"/> Part time	Salary expected \$ _____ /month	Date available
	Social Security Number		
Name (Last, First, Middle)			
Current address (street and number or post office box, city, state, zip)			Home phone ( )
Permanent address (if different than above) (street and number or post office box, city, state, zip)		Permanent phone ( )	Business phone ( )
Are you willing to travel? <input type="checkbox"/> No <input type="checkbox"/> Yes % _____	How were you referred to TG? <input type="checkbox"/> TG employee (name) _____ <input type="checkbox"/> Newspaper (location) _____		
Are you 17 years of age or older? <input type="checkbox"/> No <input type="checkbox"/> Yes	<input type="checkbox"/> Internet <input type="checkbox"/> Radio <input type="checkbox"/> Jobline <input type="checkbox"/> Other _____		
Have you ever been employed by TG? <input type="checkbox"/> No <input type="checkbox"/> Yes If "Yes," state dates employed and position	<input type="checkbox"/> Job fair		
Do you have any relatives, family members, or spouses of family members working for TG? <input type="checkbox"/> No <input type="checkbox"/> Yes If "Yes," list name(s) and relationship(s)	If you are not a U.S. citizen, list your resident alien permit number.		
List any skills and training acquired in military service that may be helpful in the job for which you are applying.	Have you ever been convicted of a felony offense by any court? <input type="checkbox"/> No <input type="checkbox"/> Yes If "Yes," describe location, date and circumstances. (Use extra sheets if necessary.) A criminal conviction will not automatically disqualify an applicant for employment.		

## Education

Type of School	Name and Location of School	Graduated		No. Sem. Hrs. Completed	Diploma or Degree	Major Field of Study
		Yes	No			
High School or GED		<input type="checkbox"/>	<input type="checkbox"/>	N/A	N/A	N/A
College or University		<input type="checkbox"/>	<input type="checkbox"/>			
Vocational or Technical		<input type="checkbox"/>	<input type="checkbox"/>			
Other		<input type="checkbox"/>	<input type="checkbox"/>			

## Job Skills

Indicate any equipment skills and additional job skills you have below.

### Hardware

- Computer (e.g., IBM, Macintosh, etc.) – specify \_\_\_\_\_
- Other – specify \_\_\_\_\_

### Software

- Spreadsheet – specify \_\_\_\_\_
- Word processing – specify \_\_\_\_\_
- Other – specify \_\_\_\_\_

### Office Skill

- Typing - speed \_\_\_\_\_ wpm
- Programming Languages – specify \_\_\_\_\_

- Adding machine  touch  sight
- Data Entry
- Other – specify \_\_\_\_\_

List any <b>foreign languages</b> that may be helpful in the job for which you are applying.	<b>Speaking Ability</b>	<b>Reading Ability</b>	<b>Writing Ability</b>

List any training, licenses, special skills, or qualifications not included above.

List any honors, activities, organizations, or volunteer work (exclude all which indicate age, race, color, creed, national origin, ancestry, or religion.)

Federal law forbids discrimination because of race, color, religion, age, sex, national origin, disability or veteran status. TG is an Equal Opportunity Employer.  
TG • P.O. Box 83100 • Round Rock, TX 78683-3100 • (800) 252-9743 • human.resources@tgsic.org • www.tgsic.org

# Job Skills

Do not write "See Resume" or leave any spaces blank. Start with your most recent employment and work back listing all employers (regardless of length of employment) for the previous 10 years. Use extra sheets if necessary. Include military service.

<b>1</b>	Name of Employer (Firm, organization, etc.)	Phone number
Address (Street & No., City, State, Zip Code)		
Dates of employment (month, year) From                      To	Title of position	Salary or earnings
Type of business or organization	Name and title of immediate supervisor	Starting \$                      per
Description of duties, responsibilities, accomplishments		Ending \$                      per
		Reason for leaving

<b>2</b>	Name of Employer (Firm, organization, etc.)	Phone number
Address (Street & No., City, State, Zip Code)		
Dates of employment (month, year) From                      To	Title of position	Salary or earnings
Type of business or organization	Name and title of immediate supervisor	Starting \$                      per
Description of duties, responsibilities, accomplishments		Ending \$                      per
		Reason for leaving

<b>3</b>	Name of Employer (Firm, organization, etc.)	Phone number
Address (Street & No., City, State, Zip Code)		
Dates of employment (month, year) From                      To	Title of position	Salary or earnings
Type of business or organization	Name and title of immediate supervisor	Starting \$                      per
Description of duties, responsibilities, accomplishments		Ending \$                      per
		Reason for leaving

List below three business references to whom we may refer for information about your skills and qualifications.

Name	Phone Number	Occupation	Length of Acquaintance

**Please read the following statements carefully and indicate your understanding and acceptance by signing your name in the space indicated.**  
*I certify that the information provided is true, complete and correct:*

1. I understand and agree that any misrepresentation or false statement by me in connection with the application will constitute reason to disqualify me from consideration for employment or, if employed, to terminate my employment.
2. I understand and agree that credit, police, and driving references may be contacted if I apply for a job dealing with funds, confidential materials, or driving on the job.
3. I hereby authorize all former employers and their employees as well as other references listed on this application to answer any questions and to furnish any accurate information from their records concerning me, and I hereby release such companies and persons, as well as TG and its employees, agents and representatives from any liability for such action and inquiry.
4. I understand that this application does not constitute either an offer of employment or an employment contract, and that TG functions as a private, at-will employer.
5. I understand that all employment is subject to the successful completion of a probationary period.
6. I am not presently in default of my obligations under a TG student loan, and I understand that employment is subject to maintaining a satisfactory repayment record on all TG student loans.

**You must sign this application form to be considered for employment.**

Applicant \_\_\_\_\_ Date \_\_\_\_\_

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# Applicant Information

## Equal Employment Opportunity Statement

The continued success of Texas Guaranteed Student Loan Corporation (TG) depends upon the full and effective utilization of qualified persons, regardless of race, ethnicity, color, religion, age, sex, national origin, disability, or veteran status. Because TG is subject to certain recordkeeping and reporting requirements for the administration of civil rights laws and regulations, we ask you to complete the questions below. **Submitting this information is voluntary and refusal to provide it will not subject you to adverse treatment. Answers will not be used in the consideration of your application for employment.**

## Applicant Information

Please print all information

Name \_\_\_\_\_

Social Security Number \_\_\_\_\_

Birth Date \_\_\_\_\_

Position for Which You Applied \_\_\_\_\_

Today's Date \_\_\_\_\_

Zip Code \_\_\_\_\_

Gender (check one box)

Male  Female

Did you serve on active duty in the Armed Services for a period of more than 180 days?

No  Yes

If yes, was any portion of your service between August 5, 1964, and May 7, 1975?

No  Yes

Race/Ethnicity (check one box)

Hispanic or Latino

White (not Hispanic or Latino)

Black or African American

Native Hawaiian or other Pacific Islander

Asian

American Indian or Native Alaskan

Two or More Races

## Referred to TG

How were you referred to TG? (check one box)

Walk in

Minority/female/disability source (specify) \_\_\_\_\_

Unsolicited resume

State employment office

Formerly employed at TG

By a TG customer

TG advertising

Job Fair

Employment agency

By a TG employee

College recruitment

Other (specify) \_\_\_\_\_