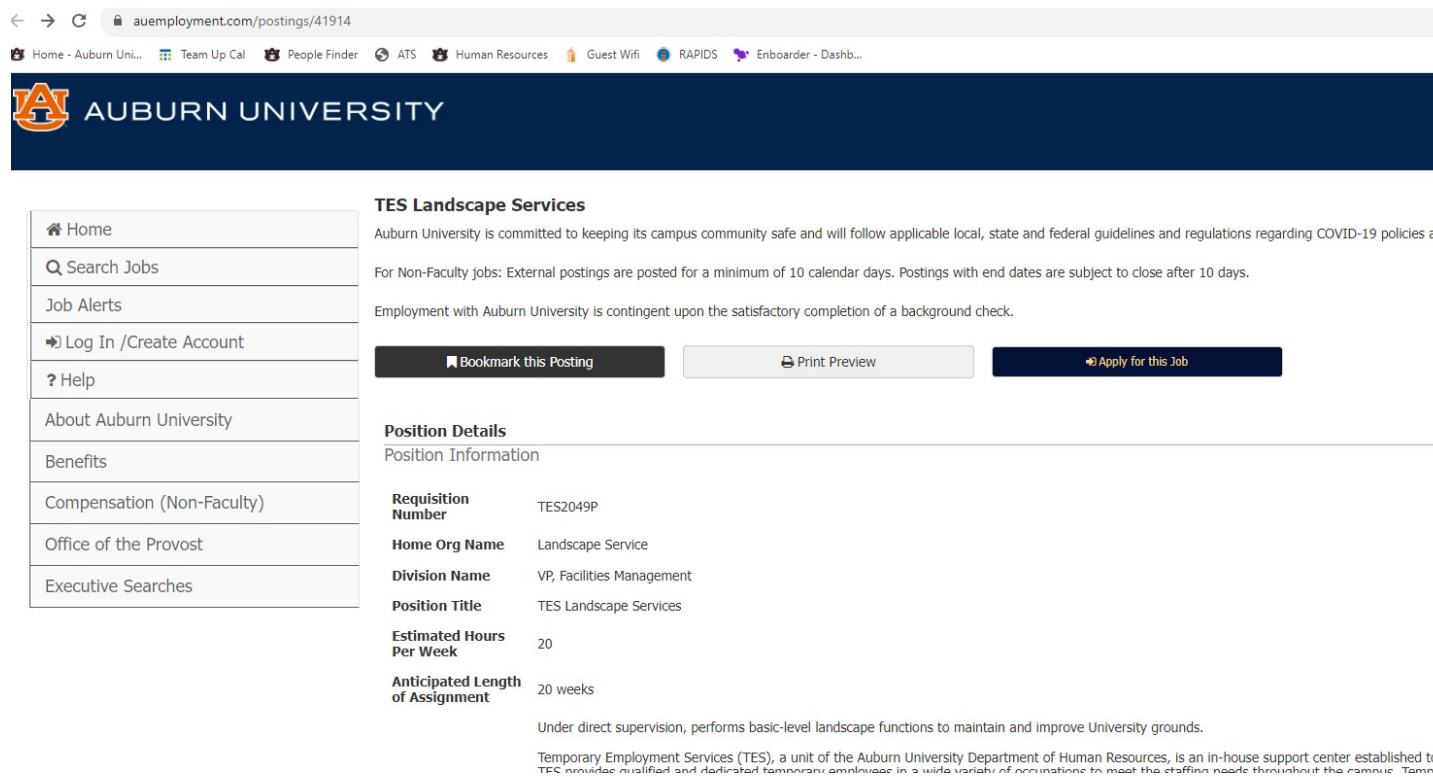


Considering working for Auburn University Facilities Management? Follow this 11-step guide to filling out a job application!

Before you start, review this guide. Here you will see each page of the application. This will help you gather all the information you need to fill this out in one sitting.

Step 1: Use this link to apply to the job posting: <https://www.auemployment.com/postings/41914>.

Click “Apply for this Job”



The screenshot shows a web browser window with the URL [auemployment.com/postings/41914](https://www.auemployment.com/postings/41914). The page header features the Auburn University logo and navigation links: Home - Auburn Uni..., Team Up Cal, People Finder, ATS, Human Resources, Guest Wifi, RAPIDS, and Enboarder - Dashb... The main content area is titled "TES Landscape Services" and includes the following text:

Auburn University is committed to keeping its campus community safe and will follow applicable local, state and federal guidelines and regulations regarding COVID-19 policies and

For Non-Faculty jobs: External postings are posted for a minimum of 10 calendar days. Postings with end dates are subject to close after 10 days.

Employment with Auburn University is contingent upon the satisfactory completion of a background check.

Below the text are three buttons: "Bookmark this Posting", "Print Preview", and "Apply for this Job".

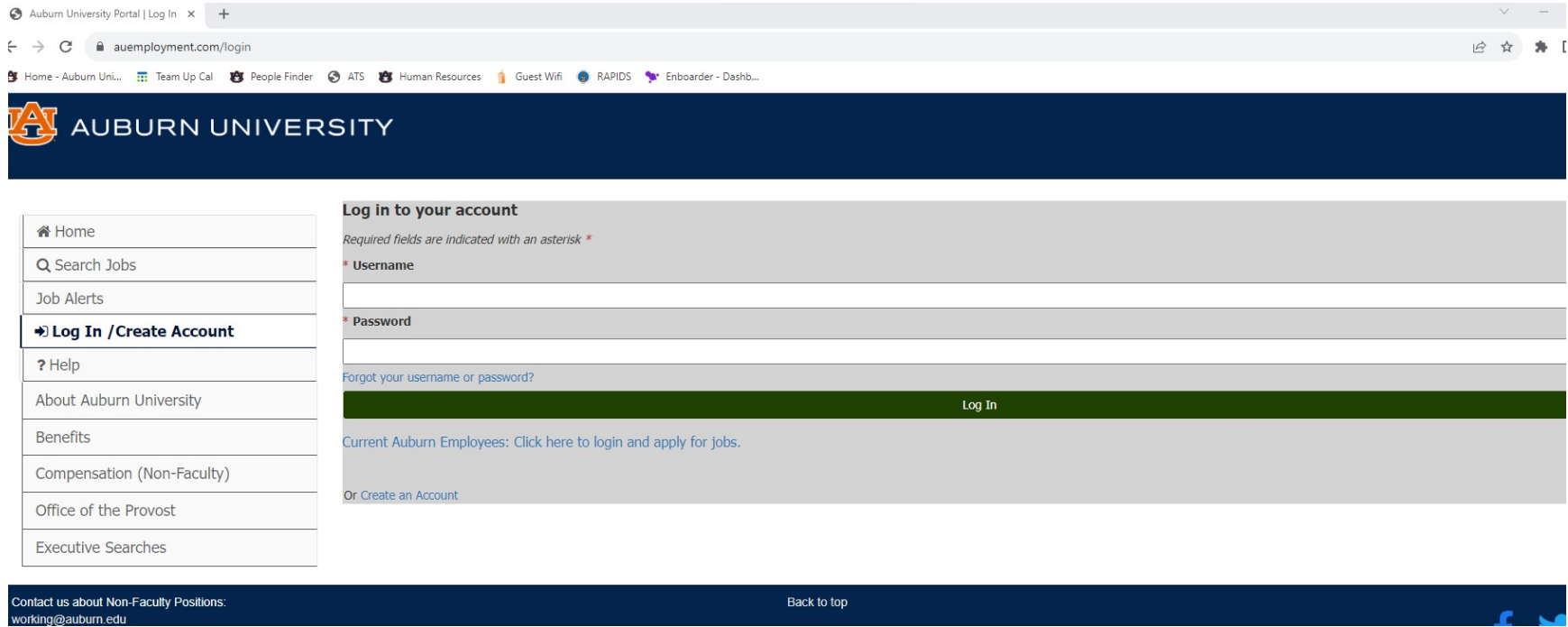
The "Position Details" section is titled "Position Information" and lists the following information:

Requisition Number	TES2049P
Home Org Name	Landscape Service
Division Name	VP, Facilities Management
Position Title	TES Landscape Services
Estimated Hours Per Week	20
Anticipated Length of Assignment	20 weeks

Under direct supervision, performs basic-level landscape functions to maintain and improve University grounds.

Temporary Employment Services (TES), a unit of the Auburn University Department of Human Resources, is an in-house support center established to meet the staffing needs throughout the campus. Temporary employees are hired to fill positions that are temporary in nature, such as seasonal, project-based, or replacement positions. TES provides qualified and dedicated temporary employees in a wide variety of occupations to meet the staffing needs throughout the campus. Temporary employees are not eligible for benefits or other employee benefits.

Step 2: Click “Create an Account” at the very bottom left of the grey box



The screenshot shows a web browser window with the URL auemployment.com/login. The page features a dark blue header with the Auburn University logo and name. On the left, a navigation menu lists: Home, Search Jobs, Job Alerts, **Log In / Create Account** (highlighted), Help, About Auburn University, Benefits, Compensation (Non-Faculty), Office of the Provost, and Executive Searches. The main content area is titled "Log in to your account" and includes a note: "Required fields are indicated with an asterisk *". It contains two input fields: "* Username" and "* Password". Below these fields are links for "Forgot your username or password?" and a green "Log In" button. A link for "Current Auburn Employees: Click here to login and apply for jobs." is also present. At the bottom left of the main content area, there is a link for "Or Create an Account". The footer contains contact information for non-faculty positions: "Contact us about Non-Faculty Positions: working@auburn.edu" and a "Back to top" link.

Step 3: Create An Account

When you create a Username and Password, *write it down and store it in a safe place. You will need this information later.*



🏠 Home
🔍 Search Jobs
Job Alerts
➔ Log In /Create Account
? Help
About Auburn University
Benefits
Compensation (Non-Faculty)
Office of the Provost
Executive Searches

Create an Account

Please provide the requested information below to create your account. You must have an account to apply to open position

Save time and upload your resume to prefill sections of your application.

Upload Your Resume

No file chosen

Login Information

*Required fields are indicated with an asterisk **

* Username

Cannot include special characters

* Password

Password should be at least 6 characters

* Password Confirmation

Please re-enter your password

Step 4: Fill in the contact information.



Contact Information

* **First Name**

Jane

Middle Name

C

* **Last Name**

Doe

Preferred Name

* **Address1**

1611 W Samford Ave

Address2

* **City**

Auburn

* **State**

AL

If outside of the US or Canada select N/A



*** Country**

United States of America ▼

*** Zip Code**

36832

*** Primary Phone**

3348444444

(format xxx-xxx-xxxx)

Alternate Phone

(format xxx-xxx-xxxx)

*** Email Address**

hayleycwhite1996@gmail.com

Please enter a valid email address

General Information

*** Are you a current Auburn University employee?**

No ▼

If yes, date of employment

*** Have you been previously employed at Auburn University?**

No ▼

If yes, list the dates of employment



Step 5: Let us know if you have any family currently working at Auburn.

* Do you have any family members who are currently employed by Auburn University?

If yes, relative's position and department

If yes, relative's name

* Are you currently enrolled in classes at Auburn University?

If yes, when do you plan to complete your course of study?

Step 6: Fill out the General Information.

General Info

* Are you prevented from lawfully becoming employed in this country because of visa or immigration status?

Proof of citizenship or immigration status will be required upon employment.

* Are you at least 18 years of age?

* Are you currently legally authorized to work in the United States?

* Will you now or in the future require sponsorship for employment visa status (e.g. H-1B1 status)?

* Have you ever been discharged or forced to resign from employment?

If yes, please explain

Save changes

Save & Continue

Check Information

Personal Information

Go

Always click "Save & Continue" after each step.



Step 7: Fill out the high school education section.

High School Education

* Do you have a high school diploma or equivalent?

Yes ▾

Post High School Education

Educational Level	High School Diploma or equivalent ▾
Name & Location of School	Opelika High School
Number of Years Completed	2
* Major	N/A
Did you Graduate?	No ▾
Degree Obtained	Still in high school
<input type="checkbox"/> Remove Entry?	

Add Post High School Education Entry

Training and Additional Information

List any job-related licenses, certifications, or training you would like considered:

◀ Previous **Save changes** Save & Continue Check Information

Educational History ▾



Step 8: Add a previous employer.

Previous Employers

Employment History

Never had a job before? That's okay! See below for how to fill out this section:

Previous Employers

* Employer Name	<input type="text" value="Opelika High School"/>
Employer Address	<input type="text"/>
* Employer City	<input type="text" value="Opelika"/>
* Employer State	<input type="text" value="AL"/> <input type="button" value="v"/> <small>If outside of the US or Canada select N/A</small>
* Employment Start Date	<input type="text" value="08/09/2021"/> <small>Please enter first of the month if you do not know the exact date.</small>
Employment End Date	<input type="text" value="MM/DD/YYYY"/> <small>Please enter first of the month if you do not know the exact date. Leave blank if still employed.</small>
* Phone Number	<input type="text" value="334-745-9715"/>
* Name of Immediate Supervisor	<input type="text" value="Mrs. Hanna"/>
* Last Position Job Title	<input type="text" value="Student"/>
* Job Responsibilities/Duties	<input type="text" value="Student"/>
* Reason For Leaving	<input type="text" value="Still enrolled"/>
* If you become a finalist, may we contact this employer?	<input type="text" value="Yes"/> <input type="button" value="v"/>
Current Employer?	<input checked="" type="checkbox"/>
Average Hours Per Week	<input type="text" value="40"/>
<input type="checkbox"/> Remove Entry?	



Step 9: Upload your resume and Cover Letter (Optional). Documents will be accepted in the following formats: .doc, .docx, .pdf, .rtf, .rtx, .txt, .tiff, .tif, .jpeg, .jpe, .jpg, .png, .xls, .xlsx, .tif, .jpeg, .jpe, .jpg, .png, .xls, .xlsx.

Upload Resume

- Upload a document in any of the following file formats: .doc, .docx, .pdf, .rtf, .rtx, .txt, .tiff, .tif, .jpeg, .jpe, .jpg, .png, .xls, .xlsx
- If your document is not in one of the above formats, please convert it to a PDF before uploading it.
- Encrypted or password-protected documents are not supported.

Name:

Resume 11-16-23 15:34:15 (CST)

Description (optional):

File to Upload:

[Choose File](#) | No file chosen

Alternatives

[Write Resume](#)

[Use Previously Uploaded Resume](#)

Step 10: Supplemental Questions

Application for TES Landscape Services: Supplemental Questions

◀ Previous
Save changes
Save & Continue
Check Information

Supplemental Questions ▼

Go

Required fields are indicated with an asterisk (*).

* 1. Do you have a valid Driver's License?

Yes

No

◀ Previous
Save changes
Save & Continue
Check Information

Supplemental Questions ▼

Go



Application for TES Landscape Services: Voluntary Self Identification of Disability

Voluntary Self Identification of Disability ▾

Voluntary Self Identification of Disability

Name

Date
MM/DD/YYYY

Employee ID

Please select one of the options:

Why are you being asked to Complete this form?

We are a federal contractor or subcontractor required by law to provide equal employment opportunity to qualified people with disabilities. We are also required to measure our progress toward having at least 7% of our workforce be individuals with disabilities. To do this, we must ask applicants and employees if they have a disability or have ever had a disability. Because a person may become disabled at any time, we ask all of our employees to update their information at least every five years.

Identifying yourself as an individual with a disability is voluntary, and we hope that you will choose to do so. Your answer will be maintained confidentially and not be seen by selecting officials or anyone else involved in making personnel decisions. Completing the form will not negatively impact you in any way, regardless of whether you have self-identified in the past. For more information about this form or the equal employment obligations of federal contractors under Section 503 of the Rehabilitation Act, visit the U.S. Department of Labor's Office of Federal Contract Compliance Programs (OFCCP) website at www.dol.gov/ofccp

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:

- Autism
- Autoimmune disorder, for example, lupus, fibromyalgia, rheumatoid arthritis, or HIV/AIDS
- Blind or low vision
- Cancer
- Cardiovascular or heart disease
- Celiac disease
- Cerebral palsy
- Deaf or hard of hearing
- Depression or anxiety
- Diabetes
- Epilepsy
- Gastrointestinal disorders, for example, Crohn's Disease, or irritable bowel syndrome
- Intellectual disability
- Missing limbs or partially missing limbs
- Nervous system condition for example, migraine headaches, Parkinson's disease, or Multiple sclerosis (MS)
- Psychiatric condition, for example, bipolar disorder, schizophrenia, PTSD, or major depression



Application for TES Landscape Services: Voluntary Self-Identification of Protected Veteran Status

Voluntary Self-Identification of Protected Ve ▼

Veteran Status

Protected Veteran Status

I am not a protected veteran. ▼

Voluntary Self Identification of Protected Veteran Status

Name

Jane Doe

Date

11/16/2023

What Categories of Veterans Are “Protected” by VEVRAA?

“Protected” veterans include the following categories: (1) disabled veterans; (2) recently separated veterans; (3) active duty wartime or campaign badge veterans; and (4) Armed Forces service medal veterans. Th

1. A “disabled veteran” is one of the following:
 - 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 th
 - 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 campai
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 Arme

Voluntary Self-Identification of Protected Ve ▼



Application for TES Landscape Services: Voluntary Demographics Information

◀ Previous **Save changes** Save & Continue

Voluntary Demographics Information ▼

Go

Voluntary Demographic Information

Gender

Female ▼

Are you Hispanic or Latino?

No ▼

A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin.

Click for Definitions.

What is your race?

- American Indian or Alaska Native
- Asian
- Black or African American
- Native Hawaiian or Other Pacific Islander
- White

Please select all that apply. Click for Definitions.

◀ Previous **Save changes** Save & Continue

Voluntary Demographics Information ▼

Go

Step 11: Certify and Submit the Application

Application for TES Landscape Services [Edit this Application](#) | [Print Version](#)

Certify and Submit

✔ Personal Information

For security purposes, this system automatically logs you off when it senses no activity for 60 minutes. Please click either the **Next** button or you can go to different pages of the application by selecting the page from the dropdown menu and clicking **GO** button every 60 minutes in order to avoid losing your data.