

# Legal Statements and Policies for Applicants

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Equal Employment Opportunity / Aff

activities. Employees and applicants will be treated on the basis of their ability to perform essential job functions, with or without reasonable accommodation. To obtain additional information concerning an accommodation is needed throughout the application and hiring process, please inform the appropriate Human Resources office.

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## Preferences:

### Veteran's Preference Information

Texas Tech University System and its components will comply with applicable [State Government Code section 657.007](#) and federal statutes regarding the employment of

who is considering hiring an employee who has been separated as a result of a reduction in force within the preceding six (6) months must notify and receive approval from Human Resources prior to any employment action. [HSC OP 70.23](#)

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## Background Check and Credit Check

As a condition of employment, Texas Tech University Health Sciences Center requires pre-employment background checks on all new employees. Current employees, who are selected for promotion or transfer including direct appointments, require background checks prior to the promotion or transfer becoming effective. Credit checks are conducted if a position requires cash handling or institutional asset management. Any candidate who is not eligible for hire as a result of the background check or credit check will be notified per the [Fair Credit Reporting Act](#) (FCRA) guidelines.

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## Eligibility for Employment

If you are a citizen or national of the U.S. or a lawful Permanent Resident, you are eligible for employment with Texas Tech University System and its components

Applicants who answer any of the questions affirmatively are immediately eliminated from consideration for the USA Patriot Act restricted position.

Applicants must pass a Department of Justice "Security Clearance" review before they are hired and permitted to work in a lab where a select agent(s) is used.

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## Transcripts

For positions requiring a degree or a high school diploma or equivalent, a copy of a transcript from the institution where the highest level of education was achieved may be required at time of hire.

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## E-sign Disclosure: Use of Electronic Records and Signatures

This disclosure is being provided to you pursuant to the federal [Electronic Signatures in Global and National Commerce Act](#)

view of the practical administrative difficulties which would be encountered in maintaining adequate employee records without the continued use of the SSN.

For applicants applying through [Employment Opportunities](#) that do not wish to disclose their SSN, please contact TTUHSC HR (8763-2865) to receive an alternate unique number that can be used within our system for tracking purposes. This is a number that should only be used within the online application system [Employment Opportunities](#)

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## Selective Service Requirements

The University is required by law to verify that new employees, who are required to register, have registered with Selective Service under the requirements established by the federal government and administered through the Selective Service System.

Who is Eligible? Male U.S. citizens and male aliens living in the U.S., who are 18-25 years of age, are required to register with the U.S. Selective Service System. Lawful non-immigrants on visas are NOT required to register including men on student or visitor visas. Legal permanent residents ARE required to register. For a complete listing of who is required to register, please reference [Who Must Register Chart](#) to view a chart on who must register.

How to Register? If you are not registered as required, you are presently not eligible to be hired and should register promptly. Eligible individuals may register online at [How to Register](#) at any U.S. Post Office, by mail, or during the application process for Federal Student Financial Aid (FAFAS). Men living overseas may register at any U.S. Embassy or consular office.

Should any question arise regarding your registration or eligibility for an exemption, you may request an official "status information" letter from the Selective Service System by calling 847-688-6888 or by sending a written request to the Selective Service System at P.O. Box 94638, Palatine, IL 60094-638.

Under [HB 558](#), enacted by the 76th Texas State Legislature, if you are currently of the age and gender requiring registration with Selective Service, but knowingly and willfully fail to do so, you are ineligible for employment with an agency in any branch of Texas state government. Any offer of employment is contingent on your compliance with Selective Service law.

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## Voluntary Demographic Information

Texas Tech is required to analyze activity regarding equal employment opportunity and affirmative action. Responding to the requested voluntary demographic information is voluntary and will not be used to determine your employment eligibility.

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## Institutional Policies

To learn more, please review the