

TEXAS BIOMEDICAL RESEARCH INSTITUTE

PLEASE READ BEFORE FILLING OUT THE APPLICATION

- You Must Be **18 Years of Age or Older to Work or Volunteer** at Texas Biomed.
- Complete this application as per the instructions - **Incomplete applications WILL NOT be considered.**
PLEASE NOTE: A separate application is required for each position you wish to apply for.
- Please complete the **“position held or applied for”** block in order for us to know the position you are applying for. **Be specific. Answers such as “Open” or “Anything” are not acceptable.**
- A minimum salary indication is necessary in order for us to determine if a particular position meets your requirements. **Do not leave this space blank and do NOT write “Open” or “Negotiable.”**
- Include your last ten years of work history. Please **DO NOT WRITE “SEE RESUME”**
- Please complete **ALL** blocks on the work history section. It is important that we have names and telephone numbers of former and present employers and the reason for leaving or wanting to leave a position.
- We check references before offering a position. Please provide requested information for your professional references.
- Applicants with a Doctorate degree are generally considered only for positions requiring a doctoral degree.

TO APPLY ONLINE: Go to <http://www.txbiomed.org/about/employment/job-opportunities> for a list of current job openings. Below each job description you will find instructions for completing the Job Application and additional forms. Once you have completed these forms, save them on your computer. Next, fill out the Online Form; at the bottom of this form is a place for you to attach your completed application and additional forms, as well as your resume and cover letter.

PLEASE NOTE THE FOLLOWING:

- We do **NOT** contact applicants unless we need further information or wish to interview the applicant.
- We do **NOT** give updates on the status of applications.