TEXAS A&M UNIVERSITY KINGSVILLE®

OFFICE OF EMPLOYEE SERVICES

Statement of Previous State Employment

With few exceptions, you have the right to request, receive, review and correct information about yourself, that was collected using this form.
Note: Employment with an independent school district or junior/community college is not considered state service for leave and longevity purposes.

Name: _____ SS#: _____ Date of Hire: _____

The State Agencies at which I have been employed are listed below: (Please include any employment with Texas A&M University-Kingsville if applicable)

Agency Name:	
Department:	
Address:	
Employment Dates:	
Name used during Employment	

☐ I have authorized my prior employers, stated above, to release all requested information below to Texas A&M University - Kingsville

Signature: _____ Date: _____

Complete the section above and send one form to each prior Texas state employer for verification.

This section to be completed by State Agency or Institution.

Name of State Agency: _____ **Agency Number:** _____

Dates of Employments	**Is this consider State of Texas employment?**		**Position and % Effort**
From:_____ To:_____	◯ YES	◯ NO	_____
From:_____ To:_____	◯ YES	◯ NO	_____
From:_____ To:_____	◯ YES	◯ NO	_____

If latest departure was within the past twelve months, indicate leave balance at time of termination.
**Do not include hours donated to a sick leave pool.*

Vacation/Annual Leave: _____ Sick Leave: _____

Benefit Replacement Pay (BRP) eligible? ◯ YES ◯ NO If yes, Annual Amount: $ _____

Retirement Type: TRS or ORP or ERS or None Last Date of Retirement Contribution: _____

Previously eligible for ORP but decline: If yes, Date Declined: _____

Date enrolled in ORP: Vested in ORP: ◯ YES ◯ NO

Did the employee retire: ◯ YES ◯ NO If yes, Date Retired: _____

_____ _____ _____

Print Name: **_Email Address:** **Phone:**

_____ _____

Signature: **Title** **Date:**

Please return this form to:

Texas A&M University – Kingsville
700 University Blvd., MSC 107
Kingsville, TX 78363-8202

E-mail:
employment@tamuk.edu

Or Fax to: (361) 593-3604

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