

4/15

9040



THE UNIVERSITY OF TEXAS
M. D. ANDERSON HOSPITAL AND TUMOR INSTITUTE AT HOUSTON
PERSONNEL DEPARTMENT
Houston, Texas 77025

DATE 4/3/77
POSITION APPLYING FOR: Bilingual Secretary
MINIMUM SALARY REQUIREMENT \$ 600
WHEN WILL YOU BE AVAILABLE FOR EMPLOYMENT? 1 1/2 or 2 weeks

APPLICATION FOR EMPLOYMENT

PRINT NAME: LAST Lopez FIRST Mary MIDDLE S. MAIDEN F. SOCIAL SECURITY NUMBER 466-09-4491

PRESENT ADDRESS: STREET & NUMBER 7822 Belbay CITY Houston STATE Tex ZIP CODE 77033 TELEPHONE NO. Re 3338x OWN CAR YES NO

DATE OF BIRTH 9/26/ AGE LAST BIRTHDAY PLACE OF BIRTH Brownsville, Tex IF NATURALIZED, GIVE DATE, PLACE AND NUMBER 738-5279 American

MALE FEMALE HEIGHT 5-1' SINGLE WIDOW DIVORCED MARRIED WIDOWER SEPARATED NUMBER OF CHILDREN & AGES 20-18-12

COLOR OF: HAIR DK Brown EYES Brown HAVE YOU EVER BEEN EMPLOYED BY ANDERSON HOSPITAL? YES NO LIST PREVIOUS RESIDENCES: 1. 2. 3.

HAVE YOU ANY PHYSICAL HANDICAP, CHRONIC DISEASE, OR OTHER DISABILITIES? NO HAVE YOU EVER BEEN UNDER A PHYSICIANS CARE FOR AN EXTENDED PERIOD? NO DO YOU HAVE ANY RELATIVES EMPLOYED BY THE UNIVERSITY OF TEXAS? YES NO IF YES, GIVE NAMES, RELATIONSHIP & PLACE

HOW MUCH TIME HAVE YOU LOST THROUGH ILLNESS IN THE PAST TWO YEARS? None

NAME OF HUSBAND OR WIFE Joe R. Lopez WHERE EMPLOYED Rheem Mfg. Co

IN CASE OF EMERGENCY NOTIFY: NAME Mrs. Mary Chavez RELATIONSHIP ADDRESS TEL. NUMBER

HOW LONG HAVE YOU LIVED IN HOUSTON? ALL MY LIFE DATES OF MILITARY SERVICE PRESENT DRAFT STATUS: WHO REFERRED YOU TO THIS INSTITUTION? Snelling & Snelling

HAVE YOU EVER BEEN DISCHARGED OR FORCED TO RESIGN FROM ANY POSITION? YES NO IF YES, GIVE DETAILS..

ARE YOU PRESENTLY EMPLOYED? YES NO MAY WE CONTACT YOUR PRESENT EMPLOYER? YES NO

ARE YOU NOW A LICENSED OR CERTIFIED MEMBER OF ANY PROFESSION OR TRADE? YES NO

GIVE KIND OF LICENSE AND STATE: TEX. Operator LICENSE OR CERTIFICATE NUMBER AND YEAR: 4077763

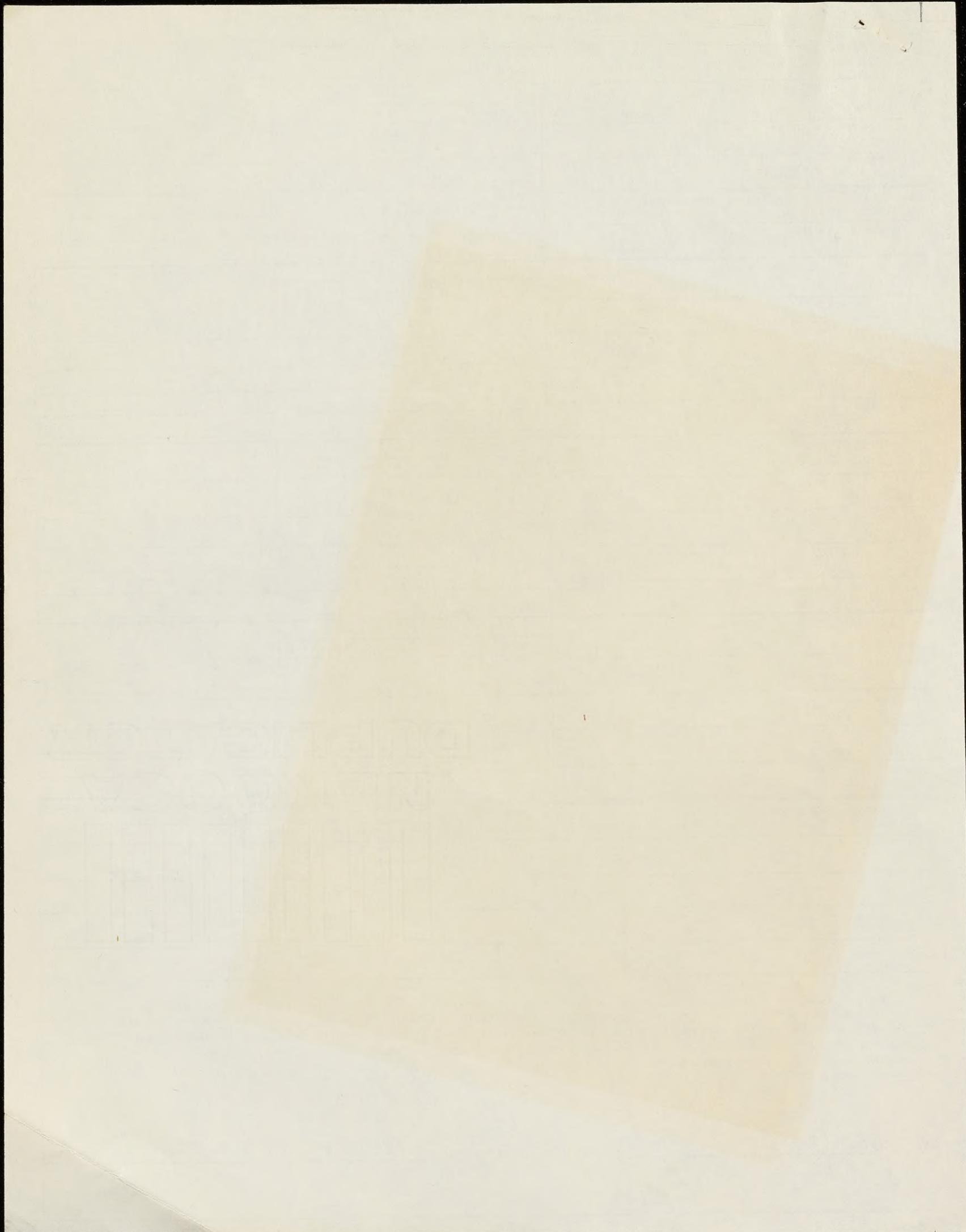
WHAT FOREIGN LANGUAGE(S) DO YOU SPEAK? Spanish HAVE YOU EVER DRAWN COMPENSATION FOR AN ON-THE-JOB ACCIDENT OR ILLNESS? NO

EDUCATION - CIRCLE HIGHEST GRADE COMPLETED: 1 2 3 4 5 6 7 8 9 10 11 (12) APPROXIMATE WORDS PER MINUTE IN TYPING 75 SHORTHAND 80

GIVE NAME AND ADDRESS OF LAST HIGH SCHOOL ATTENDED: Villa Maria - Brownsville, Tex.

NAME AND ADDRESS OF COLLEGE OR SCHOOL	MAJOR	DATES ATTENDED		YEARS COMPLETED	DEGREES	
		FROM	TO		TITLE	DATE
<u>ELLIOTT BUS. COLLEGE</u>	<u>S.H. Typing</u>	<u>1952</u>	<u>1953</u>	<u>1</u>		<u>1953</u>

LIST CHIEF UNDERGRADUATE SUBJECTS SEMESTER HOURS LIST CHIEF GRADUATE SUBJECTS SEMESTER HOURS



CE-START WITH YOUR PRESENT OR LAST POSITION AND WORK BACK. IF YOU WERE EVER EMPLOYED IN ANY POSITION A DIFFERENT NAME, GIVE IN EACH POSITION THE NAME USED. ACCOUNT FOR PERIODS OF UNEMPLOYMENT.

NAME OF FIRM OR ORGANIZATION	FROM		TO		MONTHLY SALARY
	MONTH	YEAR	MONTH	YEAR	
DOVAY Engrs Inc. STREET ADDRESS 5009 CACHING CITY AND STATE Houston, Tex ZIP CODE 77009	11-11	1971	PRESENTLY EMPLOYED		STARTING \$ 475 FINAL \$ 525
NAME & TITLE OF IMMEDIATE SUPERVISOR D. G. Donegan REASON FOR LEAVING WANT a better job	TITLE: Bilingual Sec'y JOB DUTIES: Dictation, Typing, answer phone, Spanish Translation, Dictation from dictaphone, etc				
NAME OF FIRM OR ORGANIZATION MT. Carmel Church STREET ADDRESS 6725 Reed CITY AND STATE Houston, Tex ZIP CODE 77017	9-15	69	10-30	70	STARTING \$ FINAL \$ 475
NAME & TITLE OF IMMEDIATE SUPERVISOR Fr. P. Messinger REASON FOR LEAVING Had to work Saturdays or Sun	TITLE: Sec'y - Receptionist - Assist. Book. JOB DUTIES: Dictation, Typing, some bookkeeping Confidential work, screen applicants with P.D. bank deposits, answer 12 line call				
NAME OF FIRM OR ORGANIZATION Brown & Root, Inc. STREET ADDRESS 1100 Clinton CITY AND STATE Houston, Tex ZIP CODE	4-7	69	8-25	1969	STARTING \$ FINAL \$ 450.00
NAME & TITLE OF IMMEDIATE SUPERVISOR Ira Abernathy REASON FOR LEAVING obs required Transferring	TITLE: Bilingual Sec'y JOB DUTIES: Dictation, Typing, answer 18 line call Mikes, Spanish Translation, PBX, MCA Post paid machine				
NAME OF FIRM OR ORGANIZATION European Import Co. STREET ADDRESS 910 Preston CITY AND STATE Houston, Tex ZIP CODE	6	1957	7	1964	STARTING \$ FINAL \$ 425.
NAME & TITLE OF IMMEDIATE SUPERVISOR E. A. Fousec REASON FOR LEAVING Pregnant	TITLE: Sec'y JOB DUTIES: Dictation, Typing, copy ed codes, Bilingual Spanish Translation, answer phone, etc				

PERSONAL REFERENCES-LIST THREE PERSONS WHO ARE NOT RELATED TO YOU, AND WHO CAN FURNISH INFORMATION ABOUT YOU. DO NOT REPEAT NAMES OF SUPERVISORS FURNISHED IN YOUR EMPLOYMENT RECORD.

FULL NAME	BUSINESS OR HOME ADDRESS AND ZIP CODE	TELEPHONE	OCCUPATION
J. E. Antone	807 Taft - Houston	526-1046	Whol. Importer
H. J. Stafford	3714 Dumbarton	468-6552	Retired
Roy Elizondo	1631 Latero	6023022	Whol. Druggist

I CERTIFY THAT THE STATEMENTS MADE BY ME IN THIS APPLICATION ARE TRUE, COMPLETE AND CORRECT TO THE BEST OF MY KNOWLEDGE AND BELIEF AND ARE MADE IN GOOD FAITH. FALSE STATEMENTS MADE HEREIN WILL VOID THIS APPLICATION AND ANY ACTIONS BASED ON IT. OFFER OF EMPLOYMENT IS CONTINGENT UPON MY SATISFACTORILY PASSING A PHYSICAL EXAMINATION AND THE ASSOCIATED LABORATORY TESTS THAT MAY BE PRESCRIBED BY THE INSTITUTION. ALSO OFFER OF EMPLOYMENT TENDERED ME IS CONTINGENT UPON MY AGREEMENT TO ABIDE BY THE RULES AND REGULATIONS OF THE BOARD OF REGENTS OF THE UNIVERSITY OF TEXAS.

DATE 4/3/72 SIGNATURE OF APPLICANT Mrs Mary S Lopez

