WAYLAND BAPTIST UNIVERSITY
APPLICATION FOR EMPLOYMENT

Instructions:	Please print these four pages. You may complete each item on this application or attach a resume or curriculum vitae. If an item is answered completely and precisely in an attachment, enter "See Resume" or "See Vitae" in the space. For questions that do not pertain, please state N/A (Not Applicable). Incomplete applications will not be accepted.

(Please Print)

Application Date:_____ Position(s) Desired:_____ Date Available for Work:_____	Type of Work Desired: Full-Time:____ Part-Time:____ Temporary:_____ Faculty:_____ Staff:_____

PERSONAL INFORMATION

Legal Name:_____
Last First Middle Preferred Name

Social Security Number:_____ ---_____ --- _____

Permanent Address:_____
Street Apt# City State Zip Code

Temporary Address:_____
(If Applicable) Street Apt# City State Zip Code

Telephone Number:_____ _____
Area Code Home Telephone Area Code Work Telephone

_____ _____
Area Code Mobile Telephone Email Address

Are you willing to work other than 8–5 Monday through Friday if the position requires it? __ **Yes** __ **No**

Will you work overtime/weekends if the position requires it? __ **Yes** __ **No**

Can you travel if the position requires it? If yes, what percent of the time?_____% __ **Yes** __ **No**

Will you relocate if the position requires it? __ **Yes** __ **No**

Are you legally eligible for employment in the United States? (Proof will be Required) __ **Yes** __ **No**

Regular attendance is an essential job function and is required of all WBU employees.
Are you able to meet this position requirement? __ **Yes** __ **No**

Have you ever been employed with Wayland Baptist University? __ **Yes** __ **No**

If yes, give dates and location: From:_____To:_____ Location:_____

Do you have any relative(s) working for Wayland Baptist University? __ **Yes** __ **No**

If yes, give: Name(s) Relationship Position Location

_____

_____

Have you ever been convicted of a felony, misdemeanor or other crime? __ **Yes** __ **No**

If yes, state when, where and disposition of the case:_____

_____

Convictions will not bar employment and will only be considered in relation to specific job requirements

EDUCATIONAL BACKGROUND

If you need additional space, please continue on a separate sheet of paper

SCHOOL	Name and Location of School	Dates Attended		Graduate		Diploma/ Degree	Major Field Of Study
		From	To	Yes	No		
High School							N/A
Undergraduate Colleges or Universities							
Graduate Schools							
Technical Vocational, or Business Schools							

EMPLOYMENT BACKGROUND

1. List your employment history for the last five (5) years or last three (3) positions. Start with your current or last position.
2. If you need additional space, please continue on a separate sheet of paper .
3. Are you currently employed? Yes_____ No_____ If yes, may we contact your present employer? Yes_____ No_____

1

Job Title:_____ Supervisor's Name:_____

Employer:_____ Supervisor's Title:_____

Street Address:_____ Supervisor's Telephone No.:_____

City, State, Zip Code:_____ Full Time:_____ Part Time:_____

Telephone:_____ Average number of hours worked per week:_____

Dates Employed: From:_____ To:_____ Final Salary: $_____ per hour/month

Describe Your Job Duties and Responsibilities:_____

Reason for Leaving:_____

2

Job Title:._____ Supervisor's Name:_____

Employer:_____ Supervisor's Title:_____

Street Address:_____ Supervisor's Telephone No.:_____

City, State, Zip Code:_____ Full Time:_____ Part Time:_____

Telephone:_____ Average number of hours worked per week:_____

Dates Employed: From:_____ To:_____ Final Salary: $_____ per hour/month

Describe Your Job Duties and Responsibilities:_____

Reason for Leaving:_____

3

Job Title:._____ Supervisor's Name:_____

Employer:_____ Supervisor's Title:_____

Street Address:_____ Supervisor's Telephone No.:_____

City, State, Zip Code:_____ Full Time:_____ Part Time:_____

Telephone:_____ Average number of hours worked per week:_____

Dates Employed: From:_____ To:_____ Final Salary: $_____ per hour/month

Describe Your Job Duties and Responsibilities:_____

Reason for Leaving:_____

TEACHING EXPERIENCE		
INSTITUTION	**POSITION**	**SUBJECT(S) TAUGHT**

PROFESSIONAL REFERENCES

Please list three references (not relatives of family member) who may be contacted regarding your character and work history.

Name Address City State Zip Code Area Code Phone Number

1._____

2._____

3._____

PROFESSIONAL ORGANIZATIONS AND OTHER ACTIVITIES: Provide information regarding your involvement in professional organizations, social and/or civic organization, community activities, hobby or hobbies, and grants awards, or special recognition that you may have received. Attach additional page(s) as needed. You may exclude any names the character of which might indicate the race, religious creed, color, national origin, or ancestry of it members.

RELIGIOUS INFORMATION: Write a paragraph about your current church affiliation and involvement. Please include a statement of your personal faith and commitment to Jesus Christ. Attach additional page(s) as needed.

ATTITUDE AND GOALS: Write a paragraph describing your career goal(s) and your philosophy regarding teaching, if applying for a faculty position. For all other positions, write a paragraph describing your career goal(s).

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APPLICANT'S CERTIFICATION, AGREEMENTS AND RELEASE

PLEASE READ THE FOLLOWING STATEMENTS CAREFULLY AND INDICATE YOUR UNDERSTANDING AND ACCEPTANCE BY SIGNING IN THE SPACE PROVIDED.

1. I certify that all the information provided by me in connection with my application, whether on this document or not, is true and complete, and I understand that any misstatement, falsification, or omission of information shall be grounds for refusal to hire, or if hired, termination of employment.

2. I authorize Wayland Baptist University (WBU) to conduct a thorough investigation of my work and personal history and may verify all data given in my application for employment, resume, related papers, or oral interviews, which includes criminal and credit background checks when it is deemed necessary by the WBU. I also authorize such investigation and release from liability any person giving or receiving any information requested by WBU. I understand that falsification of data so given or other derogatory information discovered as a result of this investigation may prevent my being hired, or if hired may subject me to immediate termination of employment. I understand that the information received will not be provided to me.

3. I understand that as a condition of employment I will be required to provide legal proof of authorization to work in the United States.

4. I understand and agree that if I am hired by the university, the employment will be "at will." That means, either I or WBU may end the employment relationship at any time, for any reason, or for no reason. I understand that receipt of this application by WBU does not mean that I have been hired or employed by WBU. I understand that this application is not a contract of employment. If hired, I understand the no one at WBU has the authority to change the terminable "at will" nature of the employment, other than the President of WBU or his/her designated representative. This is applicable to states that have an "At-Will Law" on record.

5. I understand that WBU reserves the right to design its own personnel policies, make modifications or changes at any time without advance notice and to restructure and reorganize the organization based on business needs and conditions. I agree to abide and be governed by such revisions and changes. If employed, I would uphold the intellectual, personal and spiritual standards characteristic of WBU.

6. I understand that submission of this application does not obligate WBU in any way and that this application remains valid for one year.

Signature of Applicant:_____ Date:_____

NOTE: Official transcripts of all work from all institutions of higher education attended will be required before issuing of a formal contract to faculty and executive applicants.

We appreciate your interest in employment with Wayland Baptist University and the time you have taken to prepare this application.

EMPLOYMENT BACKGROUND (Continued)

4

Job Title:_____ Supervisor's Name:_____

Employer:_____ Supervisor's Title:_____

Street Address:_____ Supervisor's Telephone No.:_____

City, State, Zip Code:_____ Full Time:_____ Part Time:_____

Telephone:_____ Average number of hours worked per week:_____

Dates Employed: From:_____ To:_____ Final Salary: $_____ per hour/month

Describe Your Job Duties and Responsibilities:_____

_____

_____

Reason for Leaving:_____

5

Job Title:._____ Supervisor's Name:_____

Employer:_____ Supervisor's Title:_____

Street Address:_____ Supervisor's Telephone No.:_____

City, State, Zip Code:_____ Full Time:_____ Part Time:_____

Telephone:_____ Average number of hours worked per week:_____

Dates Employed: From:_____ To:_____ Final Salary: $_____ per hour/month

Describe Your Job Duties and Responsibilities:_____

_____

_____

Reason for Leaving:_____

6

Job Title:._____ Supervisor's Name:_____

Employer:_____ Supervisor's Title:_____

Street Address:_____ Supervisor's Telephone No.:_____

City, State, Zip Code:_____ Full Time:_____ Part Time:_____

Telephone:_____ Average number of hours worked per week:_____

Dates Employed: From:_____ To:_____ Final Salary: $_____ per hour/month

Describe Your Job Duties and Responsibilities:_____

_____

_____

Reason for Leaving:_____

7

Job Title:._____ Supervisor's Name:_____

Employer:_____ Supervisor's Title:_____

Street Address:_____ Supervisor's Telephone No.:_____

City, State, Zip Code:_____ Full Time:_____ Part Time:_____

Telephone:_____ Average number of hours worked per week:_____

Dates Employed: From:_____ To:_____ Final Salary: $_____ per hour/month

Describe Your Job Duties and Responsibilities:_____

_____

_____

Reason for Leaving:_____