

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.
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(Please Print)

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

PERSONAL INFORMATION

Legal Name: _____

Last	First	Middle	Preferred Name
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Social Security Number: _____ -__ -__ -__

Permanent Address: _____

Street	Apt#	City	State	Zip Code
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Temporary Address: _____

(If Applicable)

Street	Apt#	City	State	Zip Code
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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: _____ Employer: _____ Street Address: _____ City, State, Zip Code: _____ Telephone: _____ Dates Employed: From: _____ To: _____	Supervisor's Name: _____ Supervisor's Title: _____ Supervisor's Telephone No.: _____ Full Time: _____ Part Time: _____ Average number of hours worked per week: _____ Final Salary: \$ _____ per hour/month
Describe Your Job Duties and Responsibilities: _____ _____		
Reason for Leaving: _____		
2	Job Title: _____ Employer: _____ Street Address: _____ City, State, Zip Code: _____ Telephone: _____ Dates Employed: From: _____ To: _____	Supervisor's Name: _____ Supervisor's Title: _____ Supervisor's Telephone No.: _____ Full Time: _____ Part Time: _____ Average number of hours worked per week: _____ Final Salary: \$ _____ per hour/month
Describe Your Job Duties and Responsibilities: _____ _____		
Reason for Leaving: _____		
3	Job Title: _____ Employer: _____ Street Address: _____ City, State, Zip Code: _____ Telephone: _____ Dates Employed: From: _____ To: _____	Supervisor's Name: _____ Supervisor's Title: _____ Supervisor's Telephone No.: _____ Full Time: _____ Part Time: _____ Average number of hours worked per week: _____ 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).

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: _____