

# Oklahoma Baptist University

500 W. University

Shawnee, Oklahoma 74804

Phone 405-878-2013 Fax 405-878-2093

## APPLICATION FOR ADMINISTRATIVE POSITION

Position applied for \_\_\_\_\_ Date \_\_\_\_\_

Name \_\_\_\_\_  
Last First Middle

Address \_\_\_\_\_  
Street City State Zip

Telephone \_\_\_\_\_ Fax \_\_\_\_\_ E-mail \_\_\_\_\_

How did you learn of this position?

Are you a United States Citizen? Yes No

If not, are you an alien lawfully authorized to work in the United States? Yes No

Have you ever been convicted of a felony or entered a plea of guilty or *nolo contendere* to a felony? Yes No

*If yes to either, please attach a letter of explanation including what the conviction was for and when and where the conviction occurred?*

Have you been convicted of a crime which subjects you to the Sex Offenders Registration Act in Oklahoma or are you subject to another state's or to federal sex offender registration provisions? Yes No

*If "Yes", list:* \_\_\_\_\_

Briefly summarize the development of your personal Christian faith and commitment.



## CHURCH AND CIVIC MEMBERSHIP AND ACTIVITIES

Are you presently an active member of a church?      Yes      No

Name of Church \_\_\_\_\_ Location \_\_\_\_\_

Name of Pastor or Senior Minister \_\_\_\_\_

Church Telephone \_\_\_\_\_

Church Activities

Civic Activities

## INSTRUCTIONS

Attach your Resume or Curriculum Vita.

Send **official transcripts** of undergraduate and graduate course work to **OBU, Human Resources Office.**

Attach a separate sheet and list the following information if not already included in your curriculum vita:

- Earned degrees and licenses
- Your employment history
- Names, addresses and telephone numbers of references. *Please indicate if you do not want us to contact a reference or employer at the present time.*

**OKLAHOMA BAPTIST UNIVERSITY IS AN ALCOHOL, DRUG AND TOBACCO FREE CAMPUS**

## AGREEMENT STATEMENT

*The University, in considering my application for employment, may verify the information set forth on this application and obtain additional information relating to my background. I authorize investigation of all statements contained in this application. I certify that the information on this application is correct and I understand that any misrepresentation or omission of any information will result in my disqualification from consideration for employment, or, if employed, my dismissal. I understand that this application is not a contract, offer, or promise of employment and that if hired I will work within the guidelines of the administrative policies and contractual obligations. Furthermore, I have read, understand and agree to this statement and the Purpose Statement. If employed, I pledge to continue to support the Mission Statement and goals as stated in this application.*

Date \_\_\_\_\_ Signature \_\_\_\_\_

## MISSION STATEMENT

As a Christian liberal arts university, OBU transforms lives by equipping students to

- Pursue academic excellence
- Integrate faith with all areas of knowledge
- Engage a diverse world
- Live worthy of the high calling of God in Christ

To achieve its mission, the University has adopted several goals, among which are

1. To be a Christian learning community where faith and knowledge contribute to the individual's awareness of himself and his obligations within a diverse and interrelated society; of truth and its force; of the joy of discovery and the beauty of existence; and of the legacy of the past, the challenge of the present, and the promise of the future.
2. To cultivate Christian community in which the Baptist principles of individual freedom and dignity as well as mutual kindness and respect and concern for others are stressed.
3. To encourage a climate of learning where the student may develop the life-long habit of critical thinking in the search for truth.
4. To identify and communicate the knowledge, experience, and values which constitute man's cultural heritage.
5. To provide opportunities for the student to engage in a serious study of the Bible and to learn the philosophy and tenets of the Judeo-Christian heritage; to instill an awareness of and an appreciation for the distinctive Baptist contribution to Christian theology and for the values inherent in the Christian faith; to encourage Christian commitment.
6. To foster an awareness of the needs of the human community and the responsibility of each individual in an active life of service.
7. To offer a broad-based liberal arts education and specialized professional training in mutually supportive roles.
8. To afford the opportunity to explore the relevance of all academic endeavors to the Christian life.
9. To make personnel, services and facilities of the institution available to meet appropriate educational, cultural, and religious needs of its several constituencies.
10. To serve the Baptist constituency through the development of informed, enlightened, sensitive leadership.

*In compliance with federal law, including the provision of Title IX of the Educational Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act of 1990, Oklahoma Baptist University does not illegally discriminate on the basis of race, sex, religion, color, national or ethnic origin, age, disability, or military service in its administration of education policies, programs, or activities, its admissions policies, scholarship and loan programs, athletic or other university administered programs; or employment.*