

# OKLAHOMA BAPTIST UNIVERSITY

Shawnee, Oklahoma 74804 Phone 405-878-2013 Fax 405-878-2093

## APPLICATION FOR EMPLOYMENT

## SUPPORT POSITION

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

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

Position(s) applied for \_\_\_\_\_ Rate of pay expected \$ \_\_\_\_\_ per hour

How did you learn of this position? \_\_\_\_\_

Would you work  full time  part time. Specify days and hours if part time \_\_\_\_\_

Were you previously employed by the University? \_\_\_\_\_ If yes, list dates \_\_\_\_\_

If you have relatives employed by the University, indicate: Name(s) \_\_\_\_\_

Department where employed \_\_\_\_\_ Relationship \_\_\_\_\_

Office or Clerical Skills: Typing Speed (wpm) \_\_\_\_\_ If hired, when will you be available for work? \_\_\_\_\_

### EDUCATION

#### Grade or High School Education

Year Graduated or Grade completed \_\_\_\_\_ School Name, City and State \_\_\_\_\_

#### College or University

Institution \_\_\_\_\_ Degree or number of credit hours \_\_\_\_\_ Year Graduated \_\_\_\_\_

Major \_\_\_\_\_ Minor \_\_\_\_\_

Certificates or Training \_\_\_\_\_

### CHURCH

Are you presently a member of a church?  Yes  No

Church name \_\_\_\_\_ Location \_\_\_\_\_

### EMPLOYMENT HISTORY (Last position first, including military service, if any)

Name, Address and Telephone Number of Employer	From Mo. Yr.	To Mo. Yr.	Salary	Duties	Reason for Leaving
1. _____					
2. _____					
3. _____					
4. _____					
5. _____					

**REFERENCES**

Name, address and phone number of three or more persons (not related) from whom information concerning you may be obtained.

Name of Reference	Address	Phone Number	Relationship
1.			
2.			
3.			

In emergency notify \_\_\_\_\_  
Name Address Telephone

**APPLICANTS FOR ADMINISTRATIVE SUPPORT POSITIONS:** Please list office equipment you can effectively operate.

\_\_\_\_\_

**APPLICANTS FOR TRADES AND CRAFTS POSITIONS:** Please list equipment you are trained to operate.

\_\_\_\_\_

Do you have a valid driver's license?      **Yes**      **No**

If your answer is "Yes", issuing state \_\_\_\_\_; license number \_\_\_\_\_

Have you ever been convicted of, or entered a plea of "guilty" or "no contest" to a felony?      **Yes**      **No**      (Conviction will not necessarily disqualify you from employment.)

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 your answer is "Yes", in what state(s) are you registered? \_\_\_\_\_

*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 educational policies, programs, or activities, its admissions policies, scholarship and loan programs, athletic or other university administered programs; or employment.*

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

I hereby certify that, to the best of my knowledge, the answers given herein are true and correct. If I am employed, I understand that false or misleading information given in my application or interview(s) may result in discharge at any time during my employment. If hired, I further certify that I will comply with all rules and regulations of Oklahoma Baptist University.

I hereby authorize and give my consent to the University to confirm all such information and I waive my right to privacy thereto to the extent required to verify relevant background and ability to perform all job-related functions. My consent specifically includes, but is not limited to, my prior job functions, work performance, education, criminal and/or driving record and other permissible job-related issues.

I authorize all employers to release any and all information they may have regarding my employment. I hereby release employers, persons and organizations from all liability in responding to inquiries in connection with my application.

Signature of Applicant \_\_\_\_\_ Date \_\_\_\_\_