



OUACHITA BAPTIST UNIVERSITY

Office of Human Resources
Cone-Bottoms Administration Building, Suite 330
410 Ouachita Street, OBU Box 3772
Arkadelphia, AR 71998-0001
(870) 245-5410 • fax: (870) 245-5408

APPLICATION FOR STAFF EMPLOYMENT

PERSONAL INFORMATION

Last Name _____ First Name _____ Middle Initial _____

Permanent Address _____
STREET CITY STATE ZIP CODE

Present Address, if different from above _____
STREET CITY STATE ZIP CODE

Home Phone _____ Cell Phone _____

Email Address _____

Are you presently an active member of a church: Yes No If yes, name of church _____

Are you lawfully authorized to work in the U.S.? Yes No

EMPLOYMENT INTEREST

Position for which you are applying: _____

Date you are available for work: _____

May we consider your application for other positions for which you may be qualified? Yes No

If yes, indicate your area(s) of interest in the following employment categories:

- | | |
|---|--|
| <input type="checkbox"/> Administrative | <input type="checkbox"/> Finance/Accounting |
| <input type="checkbox"/> Secretarial/Administrative Assistant | <input type="checkbox"/> Grounds/Landscaping |
| <input type="checkbox"/> IT Services | <input type="checkbox"/> Maintenance/Facilities Management |
| <input type="checkbox"/> Other Professional | <input type="checkbox"/> Custodial |
| <input type="checkbox"/> Other Non-professional | |

What type of employment are you willing to accept? Full-Time Part-Time Temporary

COMMUNITY RECORD

Have you ever been convicted of a felony, misdemeanor or other crime (including military convictions)? Yes* No

**If yes, please provide dates, types of conviction, and circumstances*

Within the last seven years, have you entered a plea of guilty or been placed on parole, probation, a work release program, deferred adjudication, pre-trial diversion, or conditional release as a result of any felony, misdemeanor, or other crime? Yes* No

**If yes, please provide detailed information*

Within the last seven years, have you been confined (incarcerated) as a result of the sentence of any court (including incarcerations resulting from the sentence of a military court or similar proceeding)? Yes No

Are you currently on parole, probation, a work release program, deferred adjudication, pre-trial diversion, or conditional release as a result of any felony, misdemeanor or other crime? Yes No

Note: Whether or not a record of conviction will be a bar to employment by this university will depend upon such factors as your age at the time of the offense, the seriousness of the offense, and the nature of the offense in relationship to the position to which you are applying.

EMPLOYMENT HISTORY

Please provide your complete work history for the last five years or four employers, whichever is longer. Start with your most recent job.

DATES OF EMPLOYMENT			
FROM		TO	
MO.	YR.	MO.	YR.

Employer _____

Address _____

Job Title _____

Responsibilities _____

Were you promoted while there? Yes No

Discharged Quit Reason _____

DATES OF EMPLOYMENT			
FROM		TO	
MO.	YR.	MO.	YR.

Employer _____

Address _____

Job Title _____

Responsibilities _____

Were you promoted while there? Yes No

Discharged Quit Reason _____

DATES OF EMPLOYMENT			
FROM		TO	
MO.	YR.	MO.	YR.

Employer _____

Address _____

Job Title _____

Responsibilities _____

Were you promoted while there? Yes No

Discharged Quit Reason _____

DATES OF EMPLOYMENT			
FROM		TO	
MO.	YR.	MO.	YR.

Employer _____

Address _____

Job Title _____

Responsibilities _____

Were you promoted while there? Yes No

Discharged Quit Reason _____

EDUCATION

<i>NAME AND LOCATION OF SCHOOL</i>	<i>LAST MONTH/YEAR ATTENDED</i>	<i>MAJOR/FIELD OF STUDY</i>	<i>DID YOU GRADUATE?</i>	<i>DEGREE/CERTIFICATE EARNED</i>
High School				
College or University				
College or University				
Technical or Trade School				

PROFESSIONAL CERTIFICATES OR LICENSES

<i>PROFESSION</i>	<i>TYPE OF LICENSE OR REGISTRATION</i>	<i>STATE OF ISSUANCE</i>

SPECIALIZED TRAINING/SKILLS AND COMPUTER KNOWLEDGE

List computer software and hardware skills that you would bring to this position: _____

List other skills you would bring to this position: _____

AFFILIATIONS AND MEMBERSHIPS (PROFESSIONAL, VOLUNTEER, OR COMMUNITY)

<i>ORGANIZATION</i>	<i>DATES</i>	<i>INVOLVEMENT OR OFFICE HELD</i>	<i>HONORS RECEIVED</i>

REFERENCES

Please list at least three references (other than relatives) who can assess your professional abilities, experience, and character. Include your current minister.

NAME	ADDRESS	PHONE/EMAIL	YEARS KNOWN	RELATIONSHIP
(Current Minister)				(Current Minister)

OUACHITA BAPTIST UNIVERSITY MISSION STATEMENT

Ouachita Baptist University is a Christ-centered learning community. Embracing the liberal arts tradition, the university prepares individuals for ongoing intellectual and spiritual growth, lives of meaningful work, and reasoned engagement with the world.

In your own words, explain what you think the above mission statement means related to your potential employment at Ouachita Baptist University.

APPLICANT'S 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 understand, if chosen as a finalist for any position at Ouachita Baptist University, that a background check will be conducted. The background check may include employment, education, and licensing verifications, criminal records, and credit history, if applicable. I certify that the information on this application and other provided documents are correct. I understand that any misrepresentation, falsification, or omission of any information will result in my disqualification from consideration for employment, or if employed, my dismissal. I authorize Ouachita Baptist University to verify all statements contained in this application, my personal resume, and any other supplemental materials. I fully release all persons, businesses, or educational institutions from liability should information about me be requested and supplied to verify the information provided.

If I accept employment, I will provide the necessary documentation to verify either my U.S. citizenship or my lawful right to work in the United States on or before the first day of work. I understand that I am required by law to produce appropriate documents in person.

I understand that this application is not a contract, offer, or promise of employment.

SIGNATURE

DATE

Ouachita Baptist University is an equal opportunity employer. In compliance with all applicable federal and state laws, including provisions of Title IX of the Education Amendment of 1972 and Section 504 of the Rehabilitation Act of 1973, Ouachita Baptist University does not illegally discriminate on the basis of race, sex, color, national or ethnic origin, disability, genetic information, or military service with respect to employment, recruitment, hiring, training, assignment, compensation, promotion, use of facilities, and privileges. Pursuant to the exemption granted by Title VII of the Civil Rights Act, the University may discriminate on the basis of religion in order to fulfill its mission.