

HOUSTON BAPTIST UNIVERSITY

Application for Non-Academic Employment

Date _____

I. Personal Information

Social Security Number _____ - _____ - _____

Name _____
Last First Middle

Present Address _____
Street City State Zip Code

Residence Telephone () _____

In case of emergency please notify _____

U. S. Military or Naval Service? _____ Rank _____

Member of National Guard or Military Reserve? Yes No

Have you ever been convicted of a felony? Yes No Explain _____

II. Employment Desired

Position _____ Date you can start _____

Salary desired _____

Are you employed now? _____ If so, may we contact your present employer? _____

Previously applied to this University? Yes No Where? _____ When? _____

III. Education

Please show complete record commencing with high school including majors.

Name of School	Location	Date Started	Date Left	Date Graduated	Course, Degree Or License
High School					
College: Bachelors					
Masters					
Business or Trade					
Other					

IV. Skills

Type? _____Yes _____No WPM?_____

Office equipment you can operate? _____

What foreign languages do you speak fluently? _____
 Read? _____ Write? _____

To what degree do you consider yourself computer literate? _____

Special training? _____

In what computer software are you proficient? _____

With what computer software are you somewhat familiar? _____

V. Employment Experience

(List below your last four employers, starting with the last one first)

Date	Name & Address Of Employer	Salary	Position	Reason for Leaving
From				
To				
From				
To				
From				
To				
From				
To				
From				
To				

VI. Christian Commitment

Houston Baptist University is committed to the maintenance of a teaching faculty and staff who share an active Christian faith. The Preamble to the By-Laws of the University sets forth a statement of belief which each University employee is expected to support and personify. Your submittal of this application for employment indicates your acceptance and affirmation of these statements.

PREAMBLE OF HOUSTON BAPTIST UNIVERSITY

The Houston Baptist University is a Christian liberal arts university dedicated to the development of moral character, the enrichment of spiritual lives, and the perpetuation of growth in Christian ideals. Founded under the providence of God and with the conviction that there is a need for a university in this community that will train the minds, develop the moral character and enrich the spiritual lives of all people who may come within the ambit of its influence, HOUSTON BAPTIST UNIVERSITY shall stand as a witness for Jesus Christ expressed directly through its administration, faculty and students. To assure the perpetuation of these basic concepts of its founders, it is resolved that all those who become associated with Houston Baptist University as a trustee, officer, member of the faculty or of the staff, and perform work connected with the educational activities of the University, must believe in the divine inspiration of the Bible, both the Old Testament and New Testament, that man was directly created by God, the virgin birth of Jesus Christ, our Lord and Savior, as the Son of God, that He died for the sins of all men and thereafter arose from the grave, that by repentance and acceptance of and belief in Him, by the grace of God, the individual is saved from eternal damnation and receives eternal life in the presence of God; and it is further resolved that the ultimate teachings in this University shall never be inconsistent with the above principles.

Please summarize briefly the development of your own personal Christian faith and commitment.

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

Name of the church _____

VII. Personal References (List below names of three persons not related to you whom you have known for at least one year.)

Name	Address	Occupation	Years Acquainted

Houston Baptist University complies with all applicable federal and state nondiscrimination laws and does not engage in prohibited discrimination on the basis of race, color, nationality or ethnic origin, sex, age, or disability in employment or the provision of services. The University is controlled by an all-Baptist Board of Trustees and is operated within the Christian-oriented aims and ideals of Baptists. Houston Baptist University is also affiliated with the Baptist General Convention of Texas, a cooperative association of autonomous Texas Baptist churches. As a religiously controlled institution of higher education, Houston Baptist University is exempted from compliance with some provisions of certain civil rights laws, including some provisions of Title IX of the Education Amendments of 1972.

I certify that the information provided on this application is true. I understand that misrepresentation or omission of facts requested is cause for dismissal.

Date _____ Signature _____

DO NOT WRITE BELOW THIS LINE

Interviewed by: _____ Date: _____

Remarks: _____

Hired _____ Dept. _____ Position _____ Start Date _____ Salary _____

Approved:

 Dean or Department Head

 Vice President for Financial Affairs

**Houston Baptist University
 Human Resources
 7502 Fondren Road
 Houston, Texas 77074-3298**

HBU

BACKGROUND INFORMATION DATA SHEET FOR PURPOSES OF BACKGROUND INVESTIGATION ONLY

Name _____ Social Security Number _____
(Last Name) (First) (Middle)

*Maiden/Other Names Used _____ Phone Number _____

Driver's License or State ID _____ State _____ Date of Birth _____ Male ___ Female ___

RESIDENCES for the Last Seven (7) Years: List present address first.

Address _____ /
Street Apt. No. City State Zip From / To

Address _____ /
Street Apt. No. City State Zip From / To

Address _____ /
Street Apt. No. City State Zip From / To

EMPLOYMENT for the Last Seven (7) Years: Start with current or most recent.

May We Contact Current Employer? Yes ___ No ___

Applicant's Title _____
Employer _____ From: (Month/Year) ___ / ___ To: ___ / ___
Supervisor: _____
City State Zip Telephone

Applicant's Title _____
Employer _____ From: (Month/Year) ___ / ___ To: ___ / ___
Supervisor: _____
City State Zip Telephone

Applicant's Title _____
Employer _____ From: (Month/Year) ___ / ___ To: ___ / ___
Supervisor: _____
City State Zip Telephone

EDUCATION:

High School _____ Attended From _____ To _____ Graduated Did Not Graduate
 GED* Diploma
City State Zip

*Location GED was obtained: _____

College _____ Attended From _____ To _____ Graduated Did Not Graduate
 Degree / State Degree _____
City State Zip Month/Year Degree Received _____

College _____ Attended From _____ To _____ Graduated Did Not Graduate
 Degree / State Degree _____
City State Zip Month/Year Degree Received _____

ACKNOWLEDGEMENT: I understand that this form will not be retained with any permanent personnel file, and that the sole purpose of this document is to facilitate a background investigation. I further understand that the information I have provided herein will **NOT** be considered in any hiring decision, except for reasons of falsification. By my signature below, I acknowledge my understanding of these facts, and further attest that all of the information I have provided is true and correct.

I hereby authorize all persons, schools, all former employers, organizations, law enforcement agencies, or any other entity having information on me, to provide, either verbally or in writing, to, HBU its agents, or assignees, all pertinent background information that has been deemed necessary for HBU to arrive at an employment decision. Furthermore, I agree to hold HBU, its agents, assignees, and any other person or entity that releases the aforementioned information, harmless and agree to release them from any liability arising from said background investigation. A photocopy or facsimile of this original form will serve as authorization.

Signature: _____ Date: _____