Truett McConnell UNIVERSITY

Date

Application for Employment

Truett McConnell University does not illegally discriminate against any individual for reasons of race, color, national origin, age, disability, or veteran status; however, the University may discriminate in its employment practices in order to fulfill its mission. It is the policy preference of the University to hire employees who are Christians, active in their churches and supportive of the Christian goals of the University. Preferences in hiring exist for persons of the Baptist faith. The University can best achieve its statement of purpose and its goals and objectives through the Recruitment and hiring of suitably talented, qualified employees and the basing of employment practices on the foundation of recognition of merit.

Please Type or Print

Last Name | First Name | Middle Name

Address

City | State | Zip Code | email

Phone Number | Cell Number

Position Applied For:

Employment History

(Please begin with your current or most recent position. Include military service assignments. If you include volunteer activities, you may exclude organizations that indicate race, color, national origin, disability or veteran status.)

1. Employer | From: - To | Title Position

Address: | Salary at End of Employment | Supervisor's Name & Phone Number

Reason(s) for Leaving:

2. Employer | From: - To | Title Position

Address: | Salary at End of Employment | Supervisor's Name & Phone Number

Reason(s) for Leaving:

3. Employer	From: - To	Title Position
Address:	Salary at End of Employment	Supervisor's Name & Phone Number

Reason(s) for Leaving:

Education

Institution	Location	Diploma or Degree	Major/Minor Subject Area
High School			
Trade Or Professional School			
College or University			
Graduate School			

Specialized Training and Apprenticeship

Honors and Awards

Special Job –related Skills and qualifications from Employment or Other Experience

Foreign Language Skills

Professional, Trade, Business or Civic Organizations/Offices (You may exclude organizations that indicate race, color, national origin, disability or veteran status.)

Military History

Dates of Service | Branch of Service | Type of Release from Service

Type(s) of Job-related Training Received

Personal Information

Yes No

- If less than 18 years of age, can you provide proof of eligibility to work?
- Have you applied for work with the University before? If yes, when?
- Have you ever been employed by the University before? If yes, when?
- Do you have a relative or friend employed by the University? If yes, who?
- May we contact your present employer?
- Are you physically or otherwise unable to perform the duties for the job for which you are applying?
- Have you ever been convicted of a crime (other than a traffic violation)? Conviction will not necessarily disqualify you from employment.)

  If yes, please explain:

- If applying for a position that requires driving, do you have a license appropriate to the position's work requirements?
- If applying for a position that requires driving, have you ever been ticketed for a moving traffic violation?

  If yes, please explain:

- Are you a citizen of the United States?
- If you are NOT a citizen of the U.S., does your immigrant status permit you to work? (PROOF OF THE FOLLOWING MUST BE PROVIDED: visa, green card, Social Security card and driver's license)
- Are you currently on "layoff" status and subject to recall to a position?
- If your work for the University so requires, are you available for travel?

References – Other Than Previous Employers or Relatives:

	Name	Position	Phone
Professional:			
Professional:			
Pastoral:			
Friend:			

APPLICANT'S ACKNOWLEDGEMENT

I certify that answers given in this application are true and complete to the best of my knowledge. I authorize investigation into all statements I have made on this application, as may be necessary for the University to reach an employment decision. Truett McConnell University as a Certified Drug-Free Workplace will require post job offer and post accident drug screening. A post job offer background check will also be processed.

In the event that I am employed, I understand that any false or misleading information I knowingly provided in my application, or in any interviews with University personnel may result in discharge and/or legal action. I understand also, that if I am employed, I am required to abide by all rules and regulations contained in the University's Policy Manual, and other official policy documents and directives of the institution; and that also, I am required to abide by any special agreements and/or contracts made with me by the University.

Please print your name below for Applicant Acknowledgement.

Applicant Name _____ Date _____

Christian Conciliation Statement (Grievance Procedure)

Because the work wherein we are engaged is an area involving the religious tenants of belief and is composed of spiritual activities over an educational function and that it is a sacred undertaking, we cannot authorize anything other than arbitration before the believers for any kind of dispute that may exist. Arbitration in this manner is the only Biblical means which is acceptable for discipline purposes. I Corinthians 6:1-8 is very clear on this point and as believers we should waive all rights to take our cause before a court of law. The grievance procedure of the Personnel Policies of the Employee Handbook is intended to establish effective means of communication by which to channel personnel problems. This procedure is in no way intended to deny the rights of any individual to seek a satisfactory solution, but to provide a Biblical model for conflict resolution. As an employee, I agree to follow the grievance procedure as set forth in the Policy Manual under Personnel Policies.

Please print your name below for Applicant Acknowledgement.

Applicant Name _____ Date _____

Date available to start work: _____

FOR UNIVERSITY USE ONLY

Date(s) of Interview(s) of Applicant: _____

_____

Date References Checked: _____ References Checked By: _____

Date Employed_____ Salary: _____

University Area in Which Employed: _____ Job Title: _____

Supervisor's Signature_____ Date: _____