



Application for Employment

Oklahoma Christian University complies with all laws regarding nondiscrimination in employment, including those with respect to race, color, age, gender, national origin, marital status, military service, and disability. As a religious educational institution the University is permitted by law to consider religious beliefs and practices in making employment decisions and the University does so to achieve its mission.

Date: _____

Name: _____ Social Security No.: _____

Email Address: _____

Street Address: _____

City: _____ State: _____ Zip: _____

Complete Insert A

Home Telephone: _____ Cell Telephone No.: _____

Because of the religious tenets held by Oklahoma Christian University and its governing Board, it is necessary that we obtain the following information:

Church Membership: _____

Specific Name and Address of Home Congregation: _____

EMPLOYMENT DATA

Position applied for: _____ Salary Expected: _____

Date available: _____ What is your availability for work? Full Time Part Time

Would you like to be considered for temporary employment? Yes No

Were you previously employed by Oklahoma Christian University? Yes No

If yes, when and in what capacity? _____

Do you have any relatives employed by Oklahoma Christian University? Yes No

If yes, name and relationship: _____

Do you smoke? Yes No Do you use illegal drugs? Yes No

Have you ever been convicted of a misdemeanor or felony? Yes No **If yes, complete Insert B**

EDUCATIONAL DATA

Name and Address of School	Major	Did you graduate?	Degree/Certificate Date Received
HIGH SCHOOL		<input type="checkbox"/> Yes <input type="checkbox"/> No	
COLLEGE		<input type="checkbox"/> Yes <input type="checkbox"/> No	
COLLEGE		<input type="checkbox"/> Yes <input type="checkbox"/> No	
GRADUATE SCHOOL		<input type="checkbox"/> Yes <input type="checkbox"/> No	
BUSINESS/TRADE SCHOOL		<input type="checkbox"/> Yes <input type="checkbox"/> No	

SPECIAL SKILLS

List any special skills, awards or honors that you have received or any information which supports your qualifications.

EMPLOYMENT EXPERIENCE

List below your employment history beginning with your most recent position.

1. Employer: _____ Dates employed: from _____ to _____

Address: _____ Salary: _____

Job Title: _____ Work Performed: _____

Supervisor: _____

Reason for Leaving: _____

2. Employer: _____ Dates employed: from _____ to _____

Address: _____ Salary: _____

Job Title: _____ Work Performed: _____

Supervisor: _____

Reason for Leaving: _____

3. Employer: _____ Dates employed: from _____ to _____

Address: _____ Salary: _____

Job Title: _____ Work Performed: _____

Supervisor: _____

Reason for Leaving: _____

REFERENCES

List three persons who are **not** related to you and who have knowledge of your qualifications.

Full Name	Years Known	Present Address	Business/ Occupation	Telephone

APPLICANT AGREEMENT

Read carefully before signing.

I certify that the statements or information furnished by me in this application are true and correct. I understand that any false answers or information given in this application or any supplement thereto, or the omission of pertinent information may result in withdrawal of any employment offer, or if hired, immediate dismissal. I also understand that any offer of employment or employment is conditioned on a satisfactory background check.

I hereby authorize Oklahoma Christian University to make a thorough investigation of my employment record and references, including the authority to request a college transcript, a credit report, and a criminal conviction report. I hereby release Oklahoma Christian University and all persons, companies or corporations supplying such information from liability or responsibility in connection with such investigation.

I understand that nothing contained in this application or in the granting of an interview is intended to create any agreement between Oklahoma Christian University and myself for either employment or the provision of any benefit. I understand that my employment, if employed, can be terminated, with or without cause, at any time by the university or myself.

Signature

Date

OKLAHOMA CHRISTIAN UNIVERSITY APPLICATION

Insert A

ADDRESS INFORMATION

Present Address _____
Street City State Zip County

How long did you live at this address? _____

Have you lived outside the state of Oklahoma in the last seven (7) years? Yes No

If yes, please list all previous addresses outside of Oklahoma within the past seven (7) years and the amount of time spent at each address:

Previous Address _____
Street City State Zip County

How long did you live at this address? _____

Previous Address _____
Street City State Zip County

How long did you live at this address? _____

Previous Address _____
Street City State Zip County

How long did you live at this address? _____

Previous Address _____
Street City State Zip County

How long did you live at this address? _____

Previous Address _____
Street City State Zip County

How long did you live at this address? _____

Previous Address _____
Street City State Zip County

How long did you live at this address? _____

Previous Address _____
Street City State Zip County

I certify that the statements made by me in this section are true, complete and correct to the best of my knowledge and belief and are made in good faith. I understand that any false statements made herein, including omissions, will void my application and any actions based on it and I will not be eligible for future employment with Oklahoma Christian University.

Print Name

Signature

Date

OKLAHOMA CHRISTIAN UNIVERSITY APPLICATION

Insert B (To be completed only if applicant has a conviction)

CONVICTION DETAIL

Print Name: _____

Date of Birth: _____ SS#: _____ Drivers License #: _____

Home Phone: _____ How long at current address? _____

Current Address: _____
Street City State Zip County

You are required to provide full, accurate and complete information on your criminal conviction history upon application for employment. Refusal to complete these documents or providing false information shall result in refusal of employment. The term conviction includes a determination of guilty by a trial, by a plea of guilty, or a plea of no contest.

Convictions, Guilty or No Contest Pleas, and/or Deferred Judgments, or Adjudications

Date (mm/yyyy): _____

Location (city, state): _____

Type of offense: _____

Name of court: _____

Nature of offense: _____

Date (mm/yyyy): _____

Location (city, state): _____

Type of offense: _____

Name of court: _____

Nature of offense: _____

I certify that the statements made by me in this section are true, complete and correct to the best of my knowledge and belief and are made in good faith. I understand that any false statements made herein, including omissions, will void my application and any actions based on it and I will not be eligible for future employment with Oklahoma Christian University.

Print Name

Signature

Date

OKLAHOMA CHRISTIAN UNIVERSITY

RELEASE AND AUTHORIZATION FORM

I hereby authorize Oklahoma Christian University or authorized representatives bearing this release to obtain and release any information pertaining to my background, including but not limited to, information concerning my employment history, education, character, general reputation, credit history, judgments, liens, driving history, criminal/civil history and any other public records, for employment purposes. I hereby fully release and discharge all sources providing information from all claims and damages arising out of or relating to any investigation of my background for said purposes.

Name: _____

Date of Birth: _____ Social Sec. No.: _____

Driver's License No.: _____ State: _____

Current Address:

Street Address: _____

City: _____ State: _____ Zip: _____

Signature

Date