

Baylor University
Human Resources
One Bear Place #97053
Waco, TX 76798-7053
254-710-8539

EMPLOYMENT APPLICATION

BAYLOR ACCEPTS APPLICATIONS ONLY FOR POSITIONS
CURRENTLY POSTED.

The mission of Baylor University is to educate men and women for worldwide leadership and service by integrating academic excellence and Christian commitment within a caring community.

POSITION INFORMATION

PLEASE PRINT ALL INFORMATION IN INK

VACANCY NUMBER: _____ **TITLE:** _____ **DEPARTMENT:** _____

PERSONAL INFORMATION

Name: _____

Home Phone: _____

Social Security Number or Baylor ID: _____

Cell Phone: _____

Email: _____

Work Phone: _____

Religion: _____

Address: _____

Are you a current Baylor Employee? Yes No

Have you ever been convicted of, plead guilty or no contest for a felony? Yes No (Does not necessarily disqualify.)

Provide date, location and offense: _____

EDUCATION

<u>School Attended</u>	<u>Degree</u>	<u>Major</u>	<u>Minor</u>	<u>Degree Earned?</u>	<u>Hours Completed</u>
_____	_____	_____	_____	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> In Progress	_____
_____	_____	_____	_____	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> In Progress	_____
_____	_____	_____	_____	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> In Progress	_____
_____	_____	_____	_____	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> In Progress	_____

Professional/Trade Licenses/Certifications: _____

SKILLS

Windows Macintosh Microsoft Word Microsoft Excel Microsoft PowerPoint
 Photoshop QuarkXpress Filemaker Internet Databases
 Typing/Keyboarding _____wpm 10-key _____ks/hr Data Entry
Other skills _____

EMPLOYMENT HISTORY – BEGINNING WITH MOST RECENT

<u>Start Date</u>	<u>End Date</u>	<u>Organization</u>	<u>Phone</u>	<u>May we contact?</u>
_____	_____	_____	_____	<input type="checkbox"/> Yes <input type="checkbox"/> No

<u>Supervisor</u>	<u>Reason for Leaving</u>	<u>Your Title Upon Leaving</u>	<u>Ending Salary</u>
_____	_____	_____	_____

Brief Description of Duties: _____

Start Date	End Date	Organization	Phone	May we contact? <input type="checkbox"/> Yes <input type="checkbox"/> No
_____	_____	_____	_____	

Supervisor	Reason for Leaving	Your Title Upon Leaving	Ending Salary
_____	_____	_____	_____

Brief Description of Duties: _____

Start Date	End Date	Organization	Phone	May we contact? <input type="checkbox"/> Yes <input type="checkbox"/> No
_____	_____	_____	_____	

Supervisor	Reason for Leaving	Your Title Upon Leaving	Ending Salary
_____	_____	_____	_____

Brief Description of Duties: _____

PROFESSIONAL/BUSINESS REFERENCES IN ADDITION TO SUPERVISORS LISTED ABOVE

<u>Name</u>	<u>Business OR Home Address</u>	<u>Occupation</u>	<u>Phone</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

AGREEMENT – PLEASE READ THE FOLLOWING STATEMENTS CAREFULLY BEFORE SIGNING BELOW

I give permission for Baylor University to obtain and review information pertaining to my background, without limitation. I authorize those entities contacted in connection with my application to provide Baylor University with any and all information that they deem to be relevant. Further, I waive any claims that I might otherwise hereafter have against Baylor University, its representatives and administration, or against anyone who provides such information. In processing this employment application, the university is authorized to conduct an investigation of my personal history for purposes of determining my qualifications for employment. Such investigation may include obtaining an investigative consumer, criminal, employment, and personal reference checks. I understand that: 1) falsification of information in this application may result in its cancellation and, if employed, may be grounds for immediate dismissal, 2) I may be required to undergo a medical/psychological examination, and successfully complete other testing as required and, 3) employment with Baylor University is on an "At-Will" basis.

Applicant's Signature: _____ Date: _____

REFERRAL SOURCE

- | | | |
|--|---|--|
| <input type="checkbox"/> Waco Tribune-Herald Classified Ad | <input type="checkbox"/> Internal Reference | <input type="checkbox"/> Chronicle of Higher Education |
| <input type="checkbox"/> Call-In | <input type="checkbox"/> Other website | <input type="checkbox"/> Classified Ad – other city |
| <input type="checkbox"/> Professional Journal | <input type="checkbox"/> Career Services | <input type="checkbox"/> Texas Workforce Commission |
| <input type="checkbox"/> Baylor Human Resource Website | <input type="checkbox"/> Walk-In | <input type="checkbox"/> Yahoo! Hotjobs |

AFFIRMATIVE ACTION

Government agencies require periodic reports on gender, ethnicity, disabled and veteran status of applicants. This data is for analysis and Affirmative Action only. Submission of this information is voluntary.

Male Female

Please indicate your race:

Check One: Hispanic Non-Hispanic

Check ALL that apply:

- Alaskan American Indian Chinese Filipino Indian Japanese
- Korean Pakistani Vietnamese Other Asian African African American
- Other Black Central/South American countries Cuban Mexican Mexican American
- Puerto Rican Other Hispanic Guamanian or Chamorro Native Hawaiian
- Samoan Other Pacific Islander White/Non-Hispanic

SPECIAL EMPLOYMENT NOTICE TO SPECIAL DISABLED VETERANS, VIETNAM ERA VETERANS, OTHER ELIGIBLE VETERANS, AND INDIVIDUALS WITH PHYSICAL OR MENTAL DISABILITIES

If you are a veteran, and/or have a physical or mental disability, you are invited to volunteer this information. The purpose is to provide information regarding appropriate accommodation to enable you to perform the job to the best of your ability in a proper and safe manner. This information will be treated as confidential. Failure to provide this information will not jeopardize or adversely affect your consideration for employment.

- Disabled veteran Other protected veteran Armed forces service medal veteran
- Recently separated veteran Disabled Individual

Limitations: _____

Disabled veteran means:

- A veteran of the U.S. military, ground, naval or air service who is entitled to compensation (or who but for the receipt of military retired pay would be entitled to compensation) under laws administered by the Secretary of Veterans Affairs, or
- A person who was discharged or released from active duty because of a service-connected disability.

Other protected veteran means a veteran who served on active duty in the U.S. military, ground, naval, or air service during a war or in a campaign or expedition for which a campaign badge has been authorized under the laws administered by the Department of Defense.

Armed forces service medal veteran means a veteran who, while serving on active duty in the U.S. military, ground, naval or air service, participated in a United States military operation for which an Armed Forces service medal was awarded pursuant to Executive Order 12985 (61 FR 1209, 3 CFR, 1996 Comp. p159).

Recently separated veteran means a veteran during the three-year period beginning on the date of such veteran's discharge or release from active duty in the U.S. military, ground, naval or air service.

Printed Name: _____

Signature: _____

Social Security Number or Baylor ID: _____

Date: _____

PLEASE ATTACH YOUR LETTER OF INTEREST AND RESUME. CLERICAL POSITIONS MAY REQUIRE TESTING.