



OUACHITA BAPTIST UNIVERSITY

APPLICATION FOR EMPLOYMENT: STAFF

See separate applications for positions in administrative leadership, facilities management and campus vendors such as Sodexo (food services) or BBA Solutions (bookstore)

Office of Human Resources

410 Ouachita Street, OBU Box 3772 • Arkadelphia, AR 71998-0001
Cone-Bottoms Hall, Suite 330 • p: (870) 245-5410 • f: (870) 245-5408

PERSONAL INFORMATION

Last Name _____ First Name _____ Middle Initial _____

Address _____
STREET ADDRESS

_____ CITY _____ STATE _____ ZIP CODE

Phone _____ I accept text/SMS messages on this phone.

Email _____

Are you presently an active member of a church? Yes No If yes: _____
CHURCH NAME

Are you lawfully authorized to work in the U.S.? Yes No _____
CHURCH CITY AND STATE

EMPLOYMENT INTEREST

Position for which you are applying: _____

Date you are available for work: _____

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

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"/> Academics (registrar, records, etc. – not teaching) | <input type="checkbox"/> Administrative Assistant |
| <input type="checkbox"/> Administrative Services (accounting, finance, financial aid, human resources) | <input type="checkbox"/> Advancement (admissions, alumni, career services) |
| <input type="checkbox"/> Communications & Marketing | <input type="checkbox"/> Athletics |
| <input type="checkbox"/> Development | <input type="checkbox"/> Community Engagement (campus ministries, community service, multicultural programs) |
| <input type="checkbox"/> Institutional Research (data management/analysis) | <input type="checkbox"/> IT Services |
| <input type="checkbox"/> Student Development (campus activities, campus safety, counseling, intramurals/outdoor recreation, residence life) | |

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				Employer _____
FROM		TO		Address _____
MO.	YR.	MO.	YR.	Job Title _____
				Responsibilities _____
<input type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time				Were you promoted while there? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Discharged <input type="checkbox"/> Quit Reason _____
DATES OF EMPLOYMENT				Employer _____
FROM		TO		Address _____
MO.	YR.	MO.	YR.	Job Title _____
				Responsibilities _____
<input type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time				Were you promoted while there? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Discharged <input type="checkbox"/> Quit Reason _____
DATES OF EMPLOYMENT				Employer _____
FROM		TO		Address _____
MO.	YR.	MO.	YR.	Job Title _____
				Responsibilities _____
<input type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time				Were you promoted while there? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Discharged <input type="checkbox"/> Quit Reason _____
DATES OF EMPLOYMENT				Employer _____
FROM		TO		Address _____
MO.	YR.	MO.	YR.	Job Title _____
				Responsibilities _____
<input type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time				Were you promoted while there? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Discharged <input type="checkbox"/> 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 VISION, MISSION, AND VALUES

Vision

Ouachita Baptist University seeks to foster a love of God and a love of learning by creating for students and other constituents dynamic growth opportunities both on campus and throughout the world. With foresight and faithfulness, Ouachita makes a difference.

Mission

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.

Values

Ouachita strives to be an academic community of vision, integrity, and service grounded in the following values:

- Faith* We believe that life is lived most abundantly in response to the love of God through Jesus Christ.
- Scholarship* We advance excellence in teaching, learning, research, and creative expression.
- Growth* We foster broad-based education, encouraging growth in intellectual, spiritual, physical, and social domains.
- Character* We affirm that respect and honesty undergird responsible citizenship and stewardship.
- Community* We promote a vibrant community strengthened by diversity, sustained by common aims and supportive relationships, and committed to leadership and service on campus and beyond.

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.