



Faculty Employment Application

Howard Payne University is a Christian university. Liberal arts and pre-professional undergraduate programs are offered in a distinctive academic-residential community and off-campus centers. The complete university experience incorporates Christian values to produce servant leaders with a global awareness.

In compliance with federal law, including provisions of Title IX of the Education Amendments of 1972 and Section 504 of the Rehabilitation Act of 1973, Howard Payne University does not illegally discriminate on the basis of race, sex, color, national or ethnic origin, age, disability or military service in employment. Under federal law, the university may discriminate on the basis of religion in order to fulfill its purposes. **Please type or print in ink and answer all questions.**

<i>Position applying for</i>	
	Date of application

<i>Personal data</i>			
Last name	First name	Middle initial	Home phone
Mailing address	City	State	Zip
Social Security number	E-mail address	May we contact you at work? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Date you can begin work	Are you able to meet the attendance requirements and perform the essential duties and responsibilities of the position as listed in the job description? <input type="checkbox"/> Yes <input type="checkbox"/> No		
Are you a citizen or permanent resident of the United States? <input type="checkbox"/> Yes <input type="checkbox"/> No	Are you at least 18 years of age? <input type="checkbox"/> Yes <input type="checkbox"/> No	Type of employment desired: <input type="checkbox"/> Full-time <input type="checkbox"/> Part-time <input type="checkbox"/> Temporary <input type="checkbox"/> Seasonal	
Time lost for sickness in the last three years:	May we consider your application for other positions for which you may be qualified? <input type="checkbox"/> Yes <input type="checkbox"/> No		
Have you ever been convicted of a violation of any local, state or Federal law, other than a minor traffic violation (this includes a plea of guilty or no contest)? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, provide details on an attached sheet. (A conviction will not necessarily exclude you from employment consideration.)			
Of what church are you a member?	Church address	Pastor's name	Phone
In what activities or ministries are you involved at your church?			
Do you possess a valid driver's license? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please indicate state _____ and license number _____.			
Have you ever been employed by Howard Payne University? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please indicate dates, department and title of position held:			
Do you have relatives employed by Howard Payne University? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please indicate name, relationship and department:			

Education and training

Name and location of all high schools, colleges, universities, business or trade schools attended	Dates attended	Major field of study	Minor field of study	Hours completed	GPA	Diploma or degree awarded

Professional certificates or licenses

Profession	Type of license or registration	State of issuance	License or certificate number

Professional and civic organizations (Please indicate professional, civic or educational organizations you have been involved in and any offices held.)

Organization	Dates	Involvement or office held	Honors received

References (Please list names, addresses and telephone numbers of three persons, not relatives, who are familiar with your work and/or character.)

Name	Address	Phone	Years known

Experience (This section is required to be completed in full, even if résumé is attached.)

Position title	Employer	Mailing address		
May we contact this employer for a reference? <input type="checkbox"/> Yes <input type="checkbox"/> No	Employer's phone ()	Supervisor	Supervisor's title	
Starting date Ending date	Final salary	<input type="checkbox"/> Full-time <input type="checkbox"/> Part-time <input type="checkbox"/> Summer <input type="checkbox"/> Temporary	Specific reason for leaving	
Summary of duties				

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Summary of duties				

Certification and signature

I certify that the statements made by me in this application (and accompanying résumé and/or documentation, if any) 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 or significant omissions will void this application and be considered justification for dismissal if discovered at a later date. I agree to keep this application current should any of the information change.

I authorize Howard Payne University to make reference and/or background checks, as necessary, to validate information contained herein relating to my application for employment. I also authorize and release from any liability all former employers, references and information sources providing full details concerning my past employment, professional competence, character and other qualifications for employment.

I understand this application and all attachments are the property of Howard Payne University and that my application will remain under consideration until this position for which I have applied has been filled. I agree that if I am employed by Howard Payne University, the first ninety (90) days of my employment are probationary. The filing of this application and the acceptance thereof does not obligate Howard Payne University to respond in any way or take any action.

Applicant signature _____

Date _____

We thank you for making an application for employment at Howard Payne University.

Applications for faculty positions should be mailed to:

Office of Academic Affairs
Howard Payne University
1000 Fisk Street
Brownwood, TX 76801
(325) 649-8002