

APPLICATION FOR EMPLOYMENT

Thank you for your interest in Howard Payne University. Please answer every question below. Do not leave any item blank. Enter N/A on the line if a question is not applicable to you. A résumé will not be accepted in lieu of this application. The university prefers electronic submission of this application to: hr@hputx.edu If you submit this application by mail or in person, please select the PRINTABLE version available at www.hputx.edu/jobs and please type or print in blue ink. If there is not enough space on the application to complete your response to a question, please complete your answer on the blank pages at the end of this application. Applications will only be accepted if a position is currently open.

Howard Payne University does not discriminate based on race, color, national origin, gender (except where gender is a bonafide occupational qualification), age, veteran status, disability or genetic information. Howard Payne University is a non-profit Christian institution of higher learning and as such, reserves the right under federal law to discriminate in employment based on religion and the University's sincere religious beliefs. A background investigation will be conducted on all individuals offered employment. Howard Payne University is a "Drug Free Workplace." Applicants and employees may be required to take a drug and alcohol test at any time.

Today's Date	How did you learn about this job?
Position for which you are applying	

Personal Information (Please Print)

Last Name	First Name	Middle	
Address	City	State	Zip Code
Home Phone	Cell Phone	E-Mail Address	

After reading the Job Description for this position, are you able to perform the Essential Functions and Duties and meet the physical requirements of this position? Yes No If No, please explain

MISSION STATEMENT: Howard Payne University is a Christ-centered academic community dedicated to excellence by developing and equipping the whole person for intellectual inquiry, personal and professional integrity, and service to God and humanity.

As a result, the university seeks to employ persons who are in agreement with the Mission Statement and Christian heritage of the university and have the talents and skills to integrate their experience and expertise with the Christian faith.

Are you a Christian? Yes No

If yes, where is your church membership? _____

Please provide your pastor's name and phone number? _____

Briefly describe your personal faith commitment and how it would benefit the Christian mission of Howard Payne University

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Employment Details

Are you currently employed? <input type="checkbox"/> Yes <input type="checkbox"/> No	May we contact your present employer? <input type="checkbox"/> Yes <input type="checkbox"/> No
Can you furnish proof of U.S. citizenship or immigration status upon employment? <input type="checkbox"/> Yes <input type="checkbox"/> No	Can you show proof of eligibility to work in the United States? <input type="checkbox"/> Yes <input type="checkbox"/> No
(If you are offered employment, you will be required to provide documentation to verify your eligibility upon employment.)	
List any other name(s) under which you have ever worked	
Have you applied for a job at Howard Payne University in the past? <input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, what position did you apply for and when did you apply?
Have you been employed by Howard Payne University previously? <input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, when were you employed and what was the job title?
Do you have any relatives currently employed by Howard Payne University? <input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, what is that employee's name and job title?
Consistent attendance and punctuality are essential requirements to work at Howard Payne University. Explain anything that would interfere with your regular attendance and punctuality if you were offered a job with the university	

On what date are you available to begin work if you are offered employment?	
Can you travel away from home and stay overnight, if the job requires it? <input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, what percentage of the time?
Are you a veteran of the U.S. Military Service? <input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, what branch of service?
Please list every state and country in which you have resided as an adult _____	

Legal Background

Have you ever been convicted of, plead no contest (nolo contendere) to, or received deferred adjudication for a felony? <input type="checkbox"/> Yes <input type="checkbox"/> No			
If yes, what degree felony?	State	County	Date
Explain _____			
Sentence/Fine			

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Legal Background (continued)

Have you ever been convicted of, plead no contest (nolo contendere) to, or received deferred adjudication for a misdemeanor?
 Yes No If yes, please provide information below

State	County	Date
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Explain _____

Sentence/Fine _____

Have you ever been adjudicated as a juvenile for delinquent conduct? Yes No If yes, please provide information below

State	County	Date
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Explain _____

Sentence/Fine _____

A conviction does not necessarily disqualify applicants from employment. However, in the interest of safety and security for our students, employees, guests and campus, no person will be hired or kept employed after the date of this application if that person has been convicted of, plead no contest (nolo contendere) to, or received deferred adjudication for:

1. A felony or class A/B misdemeanor classified as an offense against a person or group of persons
2. A class A/B misdemeanor classified as public indecency
3. A felony for the possession or distribution of any substance classified as a controlled substance by federal or state law.
4. A felony for any sex crime listed in the Texas Penal Code or Title 18 of the U.S. Code

Other offenses will be reviewed on a case by case basis.

Educational Background

School	Name and Location of School	Graduate		Diploma/Degree	Major Field of Study
		Yes	No		
High School					N/A
Technical, Vocational or Business School					
Undergraduate Colleges or Universities					
Graduate Schools					

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Employment Background

List your employment history for the last ten (10) years. Start with your current or last position. If you need additional space, please continue on the blank pages at the end of this application.

Job Title	Employer	Dates Employed
Address		Phone Number
<input type="checkbox"/> Full-time <input type="checkbox"/> Part-time	Average number of hours worked per week	Final Salary _____ <input type="checkbox"/> hourly <input type="checkbox"/> monthly
Supervisor's Name	Supervisor's Title	Supervisor's Phone Number
Describe job duties and responsibilities _____ _____		
Reason for leaving		
Job Title	Employer	Dates Employed
Address		Phone Number
<input type="checkbox"/> Full-time <input type="checkbox"/> Part-time	Average number of hours worked per week	Final Salary _____ <input type="checkbox"/> hourly <input type="checkbox"/> monthly
Supervisor's Name	Supervisor's Title	Supervisor's Phone Number
Describe job duties and responsibilities _____ _____		
Reason for leaving		
Job Title	Employer	Dates Employed
Address		Phone Number
<input type="checkbox"/> Full-time <input type="checkbox"/> Part-time	Average number of hours worked per week	Final Salary _____ <input type="checkbox"/> hourly <input type="checkbox"/> monthly
Supervisor's Name	Supervisor's Title	Supervisor's Phone Number
Describe job duties and responsibilities _____ _____		
Reason for leaving		

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Have you ever been discharged or asked to resign from a job? Yes No If yes, please explain _____

Explain any gaps in your previous employment history _____

Driving Record

Do you have a current driver's license? <input type="checkbox"/> Yes <input type="checkbox"/> No	License number	State
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You must be 21 years of age and have a current Texas driver's license to work in a position that requires you to drive any vehicle, including a personal or rented vehicle, on behalf of Howard Payne University. Are you at least 21 years of age? Yes No

Have you ever had your driver's license suspended or revoked? Yes No If yes, please give details _____

Have you ever been denied auto insurance? Yes No

Job-Related Professional Licenses or Certifications Driving Record

License or certification number	Type
Date acquired	Expiration date
License or certification number	Type
Date acquired	Expiration date
License or certification number	Type
Date acquired	Expiration date

Have you ever had your license or certification revoked? <input type="checkbox"/> Yes <input type="checkbox"/> No	Have you ever received a reprimand from your licensing or certification board or regulatory entity? <input type="checkbox"/> Yes <input type="checkbox"/> No
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Specialized Training or Skills

Describe any supervisory experience (including years of experience and number supervised), specialized training, apprenticeship or skills relevant to your ability to perform the job for which you are applying _____

If relevant to the job for which you are applying, list below training/skills in which you are proficient

Office machines	
Microsoft Office software	
HTML editors	
Tools/machinery	
Languages (speak, read, write, etc.)	
Other (i.e. CPR, first aid)	

Applicant's Certification and Agreement

Please read carefully before signing.

By my signature below, I understand and agree that:

1. Howard Payne University (University) is a Christian, private, liberal arts institution affiliated with the Baptist General Convention of Texas. Employees are expected to conform to the basic ideals of a church-related University and actively participate in a local evangelical Christian church and community activities. By understanding the mission statement and expectations of the University, prospective and current employees should be able to determine their compatibility within the University's work environment. The Mission Statement of the University (see page 1) and the sincere religious beliefs to the University must be fully understood and supported by each employee. Support of the Mission Statement is a condition of employment.
2. The University's receipt of this application does not imply any guarantee of an interview or employment
3. If I misrepresent or deliberately omit any information on this application, I may be refused employment or if employed, I may be terminated.
4. If I am employed by the University, as a condition of employment, I agree to comply with the most recently published editions of Policies Adopted by the Board of Trustees and the Howard Payne University Administrative Policies.
5. As a condition of employment, I agree to be paid by Direct Deposit to the financial institution/s of my choice.
6. As a condition of employment, I will be required to provide legal proof of authorization to work in the U.S.
7. As a condition of employment in a job requiring me to drive any vehicle on behalf of the university (including personal or rented vehicles), I agree to maintain a current Texas driver's license. If I move into the state to accept this job, I agree to obtain a Texas driver's license within thirty (30) days of employment.
8. If a conditional offer of employment is made to me and if required by the University for that Position, I agree to submit to a reasonable pre-employment physical examination at the University's expense, performed by a licensed healthcare provider, hospital and/or testing laboratory acceptable to the University. The examination may include drug and alcohol testing. I hereby consent to the release to the Human Resources office of Howard Payne University of any medical information that is relevant to a determination of whether I am capable of performing the Essential Duties and Responsibilities of my job without undue risk of harm to others or myself. Information that may be released includes protected health and medical information gathered as a result of the examination, but does not include genetic information. I also consent to physical searches of myself, my vehicle and any items in my custody or possession, provided such searches are conducted with cause and on University property or at a University event.
9. If a conditional offer of employment is made to me, I will sign a release granting the University permission to investigate thoroughly my educational, employment and personal history (which may include information concerning my character, criminal history, mode of living, general reputation, personal characteristics and related pertinent information). I hereby agree to release and waive any claim that I might have against the University or any previous employer or school arising from either inquiries made by the University in order to verify the contents of my application or information provided by a former school or employer in response to the University's request.
10. I understand and acknowledge that, should I be employed by the University in any job except for full-time faculty, the employment relationship I have with the University will be on an "AT-WILL" basis. This means that I am free to terminate my employment with the University at any time with or without cause or notice and that the University is entitled to terminate my employment at any time without cause or notice. I understand that only the President of the University may alter the at-will nature of my employment status, and that any such changes in status may be effected only by an express written document.
11. I understand that the University and all employee benefit Plan Administrators shall have the maximum discretion permitted by law to administer, interpret, modify, discontinue, enhance or otherwise change all employee benefit plans and policies.

I have read, understand and agree to the statements above and hereby certify that the facts I have provided in my Employment Application are true and complete.

Signature _____ Date _____

Name printed _____

In compliance with the Clery Act, Howard Payne University's campus crime and security report is available to all University employees and students (prospective and current) on an annual basis. This report may be found under Student Consumer Information at <http://www.hputx.edu/our-story/student-consumer-information/> or you may request a printed copy by contacting the Office of Student Life, located in the Mabee University Center at 1219 Fisk Street, Brownwood, Texas 76801 or calling (325) 649-8017.

This application for employment is good for 60 days only. Consideration for employment after 60 days requires a new application.

This completed and signed application must be submitted to the University at the following address:

Howard Payne University
Office of Human Resources
Packer Administration Building
1000 Fisk Street, Suite 210
Brownwood, Texas 76801
E-mail: hr@hputx.edu