



Human Resources
500 W. University, OBU Box 61207
Shawnee, OK 74804 * hr@okbu.edu
405-585-5130 * Fax 405-585-5179

APPLICATION FOR ADMINISTRATIVE POSITION

Position applied for _____ Date _____

Name _____
Last First Middle

Address _____
Street City State Zip

Telephone _____
Home Mobile Work

Email _____ May we call you at your work number? Yes ___ No ___

How did you learn of this position? _____

Were you previously employed by OBU? Yes ___ No ___ If yes, list dates _____

Are you an United State Citizen? Yes ___ No ___

If you answer "No," are you an alien lawfully authorized to work in the United States? Yes ___ No ___

Have you ever been convicted of a felony or entered a plea of guilty or *nolo contendere* to a felony? If yes to either, please attach a letter of explanation including what the conviction was for, when, and where the conviction occurred Yes ___ No ___

Have you been convicted of a crime which subjects you to the Sex Offenders Registration Act in Oklahoma or are you subject to another state's or to federal sex offender registration provisions? Yes ___ No ___

If yes, list _____

PROFESSIONAL EXPERIENCE

Professional memberships and activities _____

Research and teaching interest _____

ADDITIONAL SKILLS

Computer (hardware/Software; Proficiency) _____

Foreign Language (Speak/Read/Write; Fluency) _____

Other _____

CHURCH AND CIVIC MEMBERSHIP AND ACTIVITIES

Are you presently an active member of a church?

Yes ___ No ___

Church _____
Name Location

Name of Pastor or Senior Minister Telephone

Are you an Crdained Minister? Yes ___ No ___ If yes, Denomination _____

Church Activities _____

Civic Activities _____

Briefly summarize the development of your personal Christian faith and commitment.

OBU REFERENCES

Do you have family or friends associated with OBU? If so, please list names addresses and relationship.

Name	Address	Relationship

INSTRUCTIONS

Attach your Resume or Curriculum Vita.

Attach copies of transcripts. If requested, send Official transcripts of undergraduate and graduate course work to OBU, Human Resources Office.

Attach a separate sheet and list the following information, if not already included in your curriculum vita:

- Education (degrees and licenses), send official transcripts for undergraduate and graduate work
- Your employment history
- Names, addresses and telephone numbers of references.

Please indicate if you do not want us to contact a reference or employer at the present time.

OKLAHOMA BAPTIST UNIVERSITY IS AN ALCOHOL, DRUG AND TOBACCO FREE CAMPUS

AGREEMENT STATEMENT

The University, in considering my application for employment, may verify the information set forth in this application and obtain additional information relating to my background. I authorize investigation of all statements contained in this application. I certify that the information on this application is correct and I understand that any misrepresentation or omission of any information will result in my disqualification from consideration for employment, or, if employed, my dismissal. I understand that this application is not a contract, offer, or promise of employment and that if hired I will work within the guidelines of the administrative policies and contractual obligations. Furthermore, I have read, understand and agree to the Mission Statement and the Purpose Statement. If employed, I pledge to continue to support the Mission Statement and goals as stated in this application.

Signature of Applicant _____ Date _____
typed name is equivalent to hand signature

In compliance with federal law, including the provision of Title IX of the Educational Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act of 1990, Oklahoma Baptist University does not illegally discriminate on the basis of race, sex, religion, color, national or ethnic origin, age, disability, or military service in its administration of education policies, programs, or activities, its admissions policies, scholarship and loan programs, athletic or other university administered programs; or employment.

We will keep this application on file for one year from the date of submission. Any material submitted for this process will not be returned.

MISSION STATEMENT

As a Christian liberal arts university, OBU transforms lives by equipping students to:

- **Pursue academic excellence**
- **Integrate faith with all areas of knowledge**
- **Engage a diverse world**
- **Live worthy of the high calling of God in Christ**

PURPOSE STATEMENT

To achieve its mission, the University has adopted several goals, among which are:

1. To be a Christian learning community where faith and knowledge contribute to the individual's awareness of himself and his obligations within a diverse and interrelated society; of truth and its force; of the joy of discovery and the beauty of existence
2. To cultivate Christian community in which the Baptist principles of individual freedom and dignity as well as mutual kindness and respect and concern for others are stressed.
3. To encourage a climate of learning where the student may develop the life-long habit of critical thinking in the search for truth.
4. To identify and communicate the knowledge, experience, and values which constitute man's cultural heritage.
5. To provide opportunities for the student to engage in a serious study of the Bible and learn the philosophy and tenets of the Judeo-Christian heritage; to instill an awareness of and an appreciation for the distinctive Baptist contribution to Christian theology and for the values inherent in the Christian faith; to encourage Christian commitment.
6. To foster an awareness of the needs of the human community and the responsibility of each individual in an active life of service.
7. To offer a broad-based liberal arts education and specialized professional training in mutually supportive roles.
8. To afford the opportunity to explore the relevance of all academic endeavors to the Christian life.
9. To make personnel, services and facilities of the institution available to meet appropriate educational, cultural, and religious needs of its several constituencies.
10. To serve the Baptist constituency through the development of informed, enlightened, sensitive leadership.