



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

## APPLICATION FOR FACULTY

Position applied for \_\_\_\_\_ Date \_\_\_\_\_

Name \_\_\_\_\_  
Last First Middle

Address \_\_\_\_\_  
Street City State Zip

Telephone \_\_\_\_\_  
Home Mobile Fax Number

\_\_\_\_\_ Work May we call you at your work number? Yes \_\_\_ No \_\_\_

Email \_\_\_\_\_ How did you learn of this position? \_\_\_\_\_

Were you previously employed by OBU? Yes \_\_\_ No \_\_\_ If yes, list dates \_\_\_\_\_

If hired, would you, with reasonable accommodation, be able to perform all functions and all necessary job assignments of the particular job for which you are applying? Yes \_\_\_ No \_\_\_  
*If you answer "No," please attach a statement of explanation.*

If hired, can you furnish proof you are eligible for work in the United States? Yes \_\_\_ No \_\_\_

Have you ever been convicted of any law violation (except a minor traffic violation)?  
A "Yes" answer does not automatically disqualify you from employment, since the nature of the offense, the date and other circumstances are considered. (An applicant is not required to disclose any information contained in records of a conviction which have been sealed by order of a court.) Yes \_\_\_ No \_\_\_  
*If you answer "Yes," please attach a letter of explanation including what the conviction was for and when and where the conviction occurred.*

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 you answer "Yes," please attach a letter of explanation including what the conviction was for and when and where the conviction occurred.*

### Additional Information

1. Attach a copy of your curriculum vita.
2. If not included in your vita, attach additional statements that provide the following information:
  - a. Education (degrees and licenses), send official transcripts for undergraduate and graduate work.
  - b. Previous Employment History
  - c. Publications and Presentations
  - d. Professional Memberships
  - e. Honors or Awards

3. Attach statements that address the following (no more than 750 words):
  - a. Briefly summarize the development of your personal Christian faith and commitment. In what ways does your faith affect your personal and professional lives?
  - b. Describe your philosophy of Christian higher education.
4. Provide names, positions, addresses, and telephone numbers for three references who can comment on your career and character.

**CHURCH MEMBERSHIP AND ACTIVITIES**

Are you presently an active member of a church? Yes \_\_\_ No \_\_\_

Church \_\_\_\_\_

Name Location

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Name of Pastor or Senior Minister Telephone

Are you an Ordained Minister? Yes \_\_\_ No \_\_\_ If yes, Denomination \_\_\_\_\_

Church Activities \_\_\_\_\_

**OBU REFERENCES**

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

Name	Address	Relationship

**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.