



LUBBOCK CHRISTIAN UNIVERSITY

# Application for Employment

Business Office, LCU 5601 19<sup>th</sup> Street, Lubbock, TX 79407 (806)720-7307

Faculty Applicant – Please complete all five pages. Attach a vita.

**Mission:** Lubbock Christian University is Christ-centered, academic community of learners, transforming the hearts, minds and hands of students for lives of purpose and service.

**Vision:** Lubbock Christian University will be a leading Christian university, known for its academic excellence and its commitment to faith that seeks understanding, where wisdom is pursued, vocation is discerned, and service is fostered.

**Identity and Values:**

We are committed to students, providing a transformative educational experience that equips students for lives of integrity.

We are scholars and co-discoverers, guided by Christian wisdom while diligently seeking the truth in every discipline.

We are a welcoming community, embodying a spirit of hospitality in every aspect of our lives together.

We are thoughtfully engaged, serving as agents, models, and witnesses of the Kingdom of God in our families, churches, and communities.

We pursue the highest standards of excellence, “working with all our hearts as working for the Lord,” and glorifying God in all we do.

We act with integrity, discerning right from wrong, speaking the truth, and keeping our commitments.

We treat others with dignity and respect, valuing each person as one made in God’s image.

**PLEASE TYPE OR PRINT**

Name (Last, First, Middle) \_\_\_\_\_ Application Date \_\_\_\_\_

Other Names Used in Past Employment (For Reference Purposes) \_\_\_\_\_

Street Address \_\_\_\_\_ Home Phone \_\_\_\_\_

City, State, Zip \_\_\_\_\_ Cell Phone \_\_\_\_\_

Preferred e-mail \_\_\_\_\_ Best time to call you? \_\_\_\_\_

Position Desired \_\_\_\_\_ Date Available \_\_\_\_\_

Previously employed by Lubbock Christian University? Yes No  From Yr \_\_\_\_\_ to Yr \_\_\_\_\_

LCU Department \_\_\_\_\_ Position \_\_\_\_\_

Do you have relatives employed at LCU? \_\_\_\_\_ If so, Name, Department and Position \_\_\_\_\_

May we contact you at work? If yes, phone number and best time to call \_\_\_\_\_

Church Membership:  Church of Christ  Other, please identify: \_\_\_\_\_

After reviewing the written job description for which you are applying please answer the following:

Are you able to perform each of the essential job functions listed? \_\_\_\_\_ If no, please attach a written explanation.

## Employment Record

INSTRUCTIONS: List present or most recent employment first. Include all employment, registry, temporary, military or volunteer service, including positions which may not relate to the job for which you are applying.

Employer \_\_\_\_\_ Phone Number \_\_\_\_\_

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

Supervisor's Name and Title \_\_\_\_\_ May we contact them? \_\_\_\_\_

Title \_\_\_\_\_ Status while employed: Full-time  Part-Time

State date \_\_\_\_\_ End Date \_\_\_\_\_ Starting Salary \$ \_\_\_\_\_ Final Salary \$ \_\_\_\_\_

Position Description: \_\_\_\_\_

Reason for leaving: \_\_\_\_\_

Employer \_\_\_\_\_ Phone Number \_\_\_\_\_

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

Supervisor's Name and Title \_\_\_\_\_ May we contact them? \_\_\_\_\_

Title \_\_\_\_\_ Status while employed: Full-time  Part-Time

State date \_\_\_\_\_ End Date \_\_\_\_\_ Starting Salary \$ \_\_\_\_\_ Final Salary \$ \_\_\_\_\_

Position Description: \_\_\_\_\_

Reason for leaving: \_\_\_\_\_

Employer \_\_\_\_\_ Phone Number \_\_\_\_\_

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

Supervisor's Name and Title \_\_\_\_\_ May we contact them? \_\_\_\_\_

Title \_\_\_\_\_ Status while employed: Full-time  Part-Time

State date \_\_\_\_\_ End Date \_\_\_\_\_ Starting Salary \$ \_\_\_\_\_ Final Salary \$ \_\_\_\_\_

Position Description: \_\_\_\_\_

Reason for leaving: \_\_\_\_\_

Employer \_\_\_\_\_ Phone Number \_\_\_\_\_

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

Supervisor's Name and Title \_\_\_\_\_ May we contact them? \_\_\_\_\_

Title \_\_\_\_\_ Status while employed: Full-time  Part-Time

State date \_\_\_\_\_ End Date \_\_\_\_\_ Starting Salary \$ \_\_\_\_\_ Final Salary \$ \_\_\_\_\_

Position Description: \_\_\_\_\_

Reason for leaving: \_\_\_\_\_

**POLICY ON NONDISCRIMINATION:** Lubbock Christian University does not unlawfully discriminate on the basis of race, color, age, disability, national or ethnic origin or any other characteristic protected by law in employment opportunities. Preference will be given to active, faithful members of a congregation of the Churches of Christ. LCU is affiliated with the fellowship of the Church of Christ. All applicants must be willing to support the Christian mission and values of LCU.

### Education

Name of High School last attended \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_

High School Graduate? Yes      No      Type of Degree or Diploma \_\_\_\_\_

College or University \_\_\_\_\_

Major \_\_\_\_\_ Degree \_\_\_\_\_ Date received \_\_\_\_\_

College or University \_\_\_\_\_

Major \_\_\_\_\_ Degree \_\_\_\_\_ Date received \_\_\_\_\_

College or University \_\_\_\_\_

Major \_\_\_\_\_ Degree \_\_\_\_\_ Date received \_\_\_\_\_

List any academic honors you consider significant to this application and relevant to employment.

\_\_\_\_\_

Technical or Professional Schools \_\_\_\_\_

Major \_\_\_\_\_ Degree \_\_\_\_\_ Date received \_\_\_\_\_

Technical or Professional Schools \_\_\_\_\_

Major \_\_\_\_\_ Degree \_\_\_\_\_ Date received \_\_\_\_\_

### Professional Skills

Job related skills and software relevant to employment and rank your skill level in each.

- |          |                                |                                       |                                   |
|----------|--------------------------------|---------------------------------------|-----------------------------------|
| 1. _____ | <input type="checkbox"/> Basic | <input type="checkbox"/> Intermediate | <input type="checkbox"/> Advanced |
| 2. _____ | <input type="checkbox"/> Basic | <input type="checkbox"/> Intermediate | <input type="checkbox"/> Advanced |
| 3. _____ | <input type="checkbox"/> Basic | <input type="checkbox"/> Intermediate | <input type="checkbox"/> Advanced |
| 4. _____ | <input type="checkbox"/> Basic | <input type="checkbox"/> Intermediate | <input type="checkbox"/> Advanced |

List other skills, languages, or other qualifications that you feel are significant and relevant to employment.

\_\_\_\_\_

\_\_\_\_\_

What type of schedule can you work? Full time or Part time \_\_\_\_\_

Please indicate shifts you can work: Days, Evenings, Nights, Weekends: \_\_\_\_\_

Do you have restrictions on the days of the week or hours your work? (explain) \_\_\_\_\_

\_\_\_\_\_

NOTE: Although you may be employed for a particular position and shift, it may be necessary for you to accept different assignments, work schedules, or working hours. We hope to minimize any inconvenience to employees but recognize that our main goal is to provide high quality services to all customers at all times.

### Additional Information

Are you legally eligible for employment in the United States? (Proof will be required) Yes \_\_\_\_\_ No \_\_\_\_\_

Have you been convicted of a misdemeanor, felony or received deferred adjudication? Yes \_\_\_\_\_ No \_\_\_\_\_

(A conviction may be relevant if job-related, but does not necessarily bar you from employment.)

If yes, state circumstances, place(s), date(s) \_\_\_\_\_

How did you hear of the position? \_\_\_\_\_

### Personal References

List three persons, who are not former supervisors or relatives, having knowledge of your experience or education.

Name	Mailing Address	Daytime Phone

The security of all members of the campus community is of vital concern to Lubbock Christian University. In compliance with the Jeanne Clery Disclosure of Campus Security Police and Crime Statistics Act, campus crime statistics for the most recent three year period can be found online at: [LCU.edu/safety-reports](http://LCU.edu/safety-reports) pdf or may be requested from the office of the Dean of Students, Lubbock Christian University, 5601 19<sup>th</sup> Street, Lubbock, TX 79407.

**Please read and Initial each of the Following Statements**

I certify that all answers or statements I have made on this application or on my resume or other supplementary materials are true and correct without omissions. I acknowledge that any false statements or misrepresentation on my application or supplementary materials will be cause for refusal to hire or for immediate dismissal from employment at any time during the period of employment. I hereby authorize Lubbock Christian University to make any investigation of my background deemed necessary.

\_\_\_\_\_ Initial

As a condition of employment, I further authorize the companies and schools previously listed, unless otherwise indicated, to give all information concerning my previous employment and any pertinent information they may have, and release all parties from liability for any damage that may result from furnishing such information to the University. Offers of employment are conditional on the receipt of satisfactory responses to reference requests.

\_\_\_\_\_ Initial

I understand that my employment is pending satisfactory results of a post-offer, possible drug testing, background investigation, and satisfactory proof of identity and legal authority to work in the United States.

\_\_\_\_\_ Initial

In consideration of my employment, I agree to conform to the rules and standards of Lubbock Christian University as amended from time to time and agree that my employment and compensation can be terminated "at will", with or without cause, and with or without notice at any time, either at my option or at the option of the University. I agree that this shall constitute a final and fully binding integrated agreement with respect to the at-will nature of my employment relationship and that there are no oral or collateral agreements regarding this issue.

\_\_\_\_\_ Initial

**Please Sign Below**

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Signature of Applicant \_\_\_\_\_ Date \_\_\_\_\_

**Application and Resume should be sent to:**

**Lubbock Christian University**

**Human Resources**

**5601 19<sup>th</sup> Street**

**Lubbock, TX 79407**

**For more information call 1-800-933-7601 or visit our employment section on the website: [LCU.edu](http://LCU.edu)**