



*Southwest Baptist University*

# Application For Employment

# Southwest Baptist University

1600 University Avenue Bolivar, Missouri 65613

Thank you for your interest in Southwest Baptist University. Our commitment to excellence begins with getting people in the right jobs. It is our desire to provide you with information about SBU that will help you make an informed decision to apply. However, before you begin the formal application process, please take a few minutes to read this application, and also the “University Principles and Expectations” policy. Both documents are extremely important and demand your signature signifying understanding and agreement.

## **Mission:**

Our mission is to be a Christ-centered, caring, academic community preparing students to be servant leaders in a global society. As a distinctively Christian and Baptist institution, Southwest Baptist University believes it should demonstrate how the life-values commanded in Scripture can be integrated with employment and academic instruction. These values include sensitivity to the needs of the larger community; a commitment to justice, mercy, and personal integrity; a desire for moral growth; and a sense of mutual accountability. The moral values at SBU are guided by an understanding of Scripture and a commitment to its authority regarding all areas of Christian faith, learning, and living.

## **Applicant Process:**

After you have successfully completed the application and signed signifying your agreement, it is screened to determine if your level of know-how and the skills meet the essential duties of the job for which you are applying. If necessary, someone from SBU will contact you and arrange for an interview. The interview may be formal or it may be a visit by phone. The interviewer will assess your skills and abilities and determine if the SBU job opportunity is appropriate for you.

As job openings occur, they are posted on our website, [www.sbuniv.edu](http://www.sbuniv.edu). I encourage you to visit the website often and apply for any job you feel you are qualified for.

I understand that all employment with Southwest Baptist University is “at will” and may be terminated by SBU, or by me, at any time, and for any reason, or for no reason at all, with or without notice.

## **Equal Opportunity:**

Southwest Baptist University is an equal opportunity employer. Our policy is to consider all applicants without regard to race, color, national origin, sex, age, disability or marital status in employment, admissions or access to, or treatment in, its programs and activities, except to the extent permitted by religious exemptions recognized by law. Any person having inquiries concerning Southwest Baptist University's compliance with the regulations implementing Title VI, Title VII, Title IX or Section 504 is directed to the Director of Human Resources or the Director of Enrollment Management, Southwest Baptist University, 1600 University Avenue, Bolivar, Missouri 65613. Any person may also contact the Assistant Secretary for Civil Rights, U.S. Department of Education, regarding the institution's compliance with the regulations implementing Title VI, Title VII, Title IX or Section 504.

## **Drug Free Schools and Communities Act:**

The University is required by the Drug Free Schools and Communities Act to adopt and implement a program to prevent the use of illicit drugs and the abuse of alcohol by students and employees. Every student shall receive a copy of the program annually as printed in the SBU Student Handbook. Additional copies of the handbook may be obtained in the Office of Student Life. Questions concerning the Drug Free Schools and Communities Act may be directed to the Director of Student Life who is designated by the University to coordinate the institution's efforts to comply with the Act.

## **Campus Security Policy and Crime Statistics Act:**

To obtain a copy of Southwest Baptist University's Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics, contact SBU's Safety and Security office at (417) 328-1556.

# APPLICATION FOR EMPLOYMENT

Equal access to programs, services and employment is available to all persons. Those applicants requiring reasonable accommodation to complete the application and/or interview should notify a representative of the Human Resources Department.

## PLEASE PRINT OR TYPE

Last Name	First Name	Middle Name or Initial	Date
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Address	City/State	Zip Code
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Social Security Number	Permanent Number Cell Number	Email Address:
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What is your desired wage?	Are you legally eligible for employment in this country? <input type="checkbox"/> Yes <input type="checkbox"/> No	Date available for work
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Position(s) Applied For (1) (2)
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Employment Desired? <input type="checkbox"/> Full Time <input type="checkbox"/> Part-Time <input type="checkbox"/> Temporary/Seasonal	You are expected to report to work as scheduled; will you be able to work the scheduled hours? <input type="checkbox"/> Yes <input type="checkbox"/> No
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Are you aware of any physical, mental, emotional, or family limitation or restriction that would keep you from performing the essential functions of the position for which you are applying? If yes, please explain:
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Does your spouse, parent, parent-in-law, aunt, uncle, cousin, brother, sister, grandparent, child or grandchild work for SBU? If yes, please identify the individual(s). The University policy on nepotism prohibits direct supervision of/by the indicated relative(s).
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Have you ever been convicted of a felony since the age of majority? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, gives dates and explanation.
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## Employment History

Employer (most recent)	From	To	Phone
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Address City	State	Zip	Job Titles (s)
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Starting Pay	Ending Pay	Reason for Leaving:
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Describe the work you performed? What skills and knowledge did you have to possess to perform the job?
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Employer	From	To	Phone
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Address City	State	Zip	Job Titles (s)
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Starting Pay	Ending Pay	Reason for Leaving:
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Describe the work you performed? What skills and knowledge did you have to possess to perform the job?

Employer	From	To	Phone
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Address City	State	Zip	Job Titles (s)
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Starting Pay	Ending Pay	Reason for Leaving:
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Describe the work you performed? What skills and knowledge did you have to possess to perform the job?

### Skills & Qualifications

Summarize any training, skills, licenses, and/or certificates that may qualify you as being able to perform job-related functions in the position for which you are applying: Include any software skills.

### Education

Name & Address of School	Graduate/GPA	Major
High School	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> GED	
College	<input type="checkbox"/> Yes <input type="checkbox"/> No GPA	
Other	<input type="checkbox"/> Yes <input type="checkbox"/> No GPA	

### Applicant Authorization

I hereby certify that the facts set forth in the above employment application are true and complete to the best of my knowledge. I understand that, if employed, falsified statements on this application may result in disciplinary action, up to and including termination.

I hereby authorize all my present and former employers, school authorities and persons listed as personal reference to furnish Southwest Baptist University (SBU) or any agent acting on its behalf, information concerning my personal character, work habits and employment record (such as statement of the reasons for the termination or separation of my employment), work performance, abilities and other qualities pertinent to my qualifications for employment. I hereby release all such persons and Southwest Baptist University and their respective, trustees, cabinet members, directors, employees or agents, in both their individual and representative capacities, from any and all liability for damages of whatever nature arising from furnishing or receiving the requested information.

Southwest Baptist University is hereby authorized to make any investigation of my personal history and financial and credit record through any investigative or credit agencies or bureaus of Southwest Baptist University's choice. I also understand that, upon written request, I will be informed if a consume credit report was requested, and if such a report was requested, I will be told the name and address of the agency furnishing the report.

I understand that I may be required to undergo screenings for substance abuse (drugs) as a condition of employment. I also understand that my employment with Southwest Baptist University is "at will" and may be terminated by SBU or by me at any time and for any reason or no reason at all with or without notice.

*It is understood that misrepresentation of information on this application may be cause for dismissal.*

**MY SIGNATURE IS EVIDENCE THAT I HAVE READ AND AGREE WITH THE STATEMENTS CONTAINED WITHIN THIS APPLICATION.**

Signature	Date
Print Name	Date

# UNIVERSITY PRINCIPLES AND EXPECTATIONS

As a distinctively Christian and Baptist institution, Southwest Baptist University believes it should demonstrate how the life-values commanded in Scripture can be integrated with academic instruction. These values include sensitivity to the needs of the larger community; a commitment to justice, mercy, and personal integrity; a desire for moral growth; and a sense of mutual accountability. The moral values of the University are expressed as ethical standards and are guided by an understanding of Scripture and a commitment to its authority regarding all areas of Christian faith, learning, and living.

Because of the prevailing moral confusion in our society, the University must speak clearly about Christian ethical standards. Five statements of ethical standards have been adopted by the Board of Trustees for the University family, which is composed of students, faculty, staff, administrators and trustees. These standards concern Academic Integrity, Christian Lifestyle, Sexual Conduct, Marriage and Family Responsibility, and Respect for People and Property.

These statements of ethical standards guide the University in its obligations to students and others in the University family who are involved in an honest pursuit of the truth by requiring integrity in academic pursuits, by encouraging a Christian approach to sexuality, by supporting a stable family life, and by modeling responsible Christian interpersonal relationships. The University is committed to providing education and counsel to those of its community; to extending Christian love to those involved in strife, marital discord, or the struggle for proper sexual expression; and to demonstrating the acceptance of the forgiveness for human failure which is available through Jesus Christ.

## STATEMENT ON ACADEMIC INTEGRITY

**PRINCIPLE:** Truthfulness, diligence and commitment are part of the very nature of God. God's plan for believers is that their nature will become like His. Because of this, our lives should demonstrate these qualities. Scripture commends personal integrity and condemns that which undermines it.

**EXPECTATION:** Academic integrity is based on truthfulness and is the responsibility both of faculty and students. Faculty members are responsible for maintaining integrity in their academic pursuits. Faculty members also have the responsibility for setting and clarifying academic requirements for the work of students. Academic integrity is a personal responsibility of students to represent as their own work in reports, papers, or examinations only what they are entitled to present honestly. Academic integrity also includes the collective responsibility of faculty members and students to ensure that all uphold the spirit and letter of this principle. Conduct which violates academic integrity includes cheating in any form on examinations and presentations of the ideas or writings of others without proper credit.

## STATEMENT ON CHRISTIAN LIFESTYLE

**PRINCIPLE:** Scripture teaches that believers are set apart to God's purpose through sanctification, but will sin. Scripture also demands that believers demonstrate a lifestyle that is distinctively different from that of non-believers.

**EXPECTATION:** A Christian lifestyle is expected of all members of the University family. It consists of demonstrating those attitudes produced by the gift of the Spirit, practicing truthfulness in all relationships or activities, and exhibiting our dedication to Christ through our commitment to excellence in daily work or academic activities. A Christian lifestyle avoids such specific sins as greed; jealousy; pride; lust; bitterness; uncontrolled anger; prejudice based on race, sex, or socioeconomic status; use of alcohol as an intoxicant; substance abuse; stealing; profanity; dishonesty; occult practices; illegal activities; use of pornography; and sexual sins, such as pre-marital sex, adultery, and homosexual behavior.

## STATEMENT ON SEXUAL STANDARDS

**PRINCIPLE:** Scripture teaches that heterosexual union is the only acceptable expression of sexuality and must be reserved for marriage and insists on sexual abstinence for those who are unmarried.

**EXPECTATION:** All members of the University family should abstain from unbiblical sexual practices and from behavior which may lead to a violation of God's standards on sexual activities.

## STATEMENT ON MARRIAGE AND FAMILY

**PRINCIPLE:** God's ideal for marriage is a lifelong covenant between one man and one woman. Scripture views marriage as a witness to the permanent relationship between Christ and His Church and the family as God's first institution.

EXPECTATION:

The University has a concern over the increasing pressure being placed by external and internal forces on the institution of marriage. It recognizes the struggle of those within the University family who strive to keep their marriages stable under these pressures. Nevertheless, members of the University community should not enter into divorce except under the most severe circumstances and then only after pursuing all possible options, including counseling, and after considering the impact of divorce on their families, their personal lives, and their professional responsibilities at SBU.

STATEMENT ON RESPECT FOR PEOPLE AND PROPERTY

PRINCIPLE:

Scripture teaches that all people, regardless of their socioeconomic, physical, mental or spiritual condition, are individuals of worth in the eyes of God. Scripture also teaches that ownership of property is to be respected. It exhorts Christians to look out for the welfare of other people, to be good stewards of the possessions God has given, and to be honest with one another.

EXPECTATION:

The University expects behavior from all members of the University family that demonstrates the highest standard of respect for people and property and that exemplifies the Christian commitment to loving one another. Certain behaviors are not acceptable according to this ethical standard. These include sexual harassment, disrupting the rights of others to pursue appropriate University activities, depriving individuals of the use of their property or depriving the University of the use of its property.

UNIVERSITY RESPONSE

The University recognizes a responsibility to assist all members of the University family to grow spiritually, mentally, and emotionally. The University responds to that responsibility by offering opportunities for education, ministry, encouragement, and worship. The University encourages members of its family to take advantage of these opportunities.

This process of growth sometimes involves failure to meet expectations. The University, as a place of learning, prefers to deal with that failure as an opportunity for redemption and future growth. In those few cases where the individual has willfully ignored the expectations and refuses all opportunities for redemption or where the failure causes substantial public damage to the institution, the University may find it necessary to sever the relationship with the individual.

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THE SOUTHWEST COMMITMENT

Our belief [is] that there is only one God, who is the creator, and redeemer, and that the world is sustained by Him. We believe that God, the source of all truth, has given us His inspired Word, the Bible, as the perfect treasure of divine instruction, the sole authority for our faith and practice. We believe that the revelation of God through the life and teachings of Christ challenges us to become Christ-like in all our endeavors.

*Adopted 1979 by the University Board of Trustees*

This statement of University Principles and Expectations, based on the central truth of the Southwest Commitment and adopted by the Trustees in 1994, is not intended as a legalistic code of ethics, but is an attempt to outline the expectations of the University family of Southwest Baptist University. Everyone who becomes a part of this University family has a right and a responsibility to fully understand what is expected of them in conduct and attitude. It must be clear what has and what should continue to make Southwest Baptist University distinctive.

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**I have read the Southwest Baptist University Principles and Expectations document. I agree to live and abide by these.**

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Signature

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Date