



## Application for Student Employment

**THIS APPLICATION MUST BE COMPLETED IN ITS ENTIRETY AND SIGNED FOR CONSIDERATION. PLEASE INDICATE NONE OR N/A WHERE APPLICABLE.**

*The mission of Dallas Baptist University is to provide Christ-centered quality higher education in the arts, sciences, and professional studies at both the undergraduate and graduate levels to traditional age and adult students in order to produce servant leaders who have the ability to integrate faith and learning through their respective callings.*

Dallas Baptist University complies with all applicable federal and state nondiscrimination laws and does not engage in unlawful discrimination on the basis of age, sex, disability, veteran status, genetic information, race, color, or national origin in any employment practice, admissions, education program, or educational activity. Under federal and state law, the University may discriminate on the basis of religion in order to fulfill its purposes.

DATE OF APPLICATION \_\_\_\_\_

<b>Personal Data</b>			STUDENT I.D. #	
FULL NAME (LAST, FIRST, M. I.)			SOCIAL SECURITY NUMBER	
STREET ADDRESS			HOME PHONE (INCLUDE AREA CODE)	
CITY	STATE	ZIP CODE	EMAIL ADDRESS	
OTHER NAMES UNDER WHICH YOU HAVE WORKED OR BEEN KNOWN			ALTERNATE PHONE (INCLUDE AREA CODE)	
DEPARTMENT APPLIED FOR		REFERRED BY		
BEST TIME TO INTERVIEW		WHEN AVAILABLE TO START WORK		ARE YOU AT LEAST 18 YEARS OF AGE? <input type="checkbox"/> YES <input type="checkbox"/> NO
DRIVER LICENSE NUMBER AND STATE OF ISSUE		HAVE YOU PREVIOUSLY INTERVIEWED WITH DBU? <input type="checkbox"/> YES <input type="checkbox"/> NO		
HAVE YOU BEEN PREVIOUSLY EMPLOYED BY DBU? <input type="checkbox"/> YES <input type="checkbox"/> NO		DATE AND POSITION OF PRIOR DBU EMPLOYMENT (IF APPLICABLE)		
WHY ARE YOU APPLYING FOR A JOB AT DBU?				
DO YOU QUALIFY FOR FEDERAL COLLEGE WORK STUDY? <input type="checkbox"/> YES <input type="checkbox"/> NO				
HAVE YOU APPLIED FOR FEDERAL COLLEGE WORK STUDY ON THE DBU SUPPLEMENTAL APPLICATION FOR FINANCIAL AID? <input type="checkbox"/> YES <input type="checkbox"/> NO				

## Education

HIGH SCHOOL	CITY, STATE	DID YOU GRADUATE? <input type="checkbox"/> YES <input type="checkbox"/> NO		
COLLEGE, UNIVERSITY OR OTHER SCHOOLING (VOCATIONAL, TECHNICAL, ETC.)	CITY, STATE	DATES OF ATTENDANCE	DEGREE, DIPLOMA OR CERTIFICATE	MAJOR
1.				
2.				
3.				
DBU GPA	NUMBER OF COMPLETED HOURS AT DBU			
LIST ANY ACADEMIC HONORS OR AWARDS				
OTHER SPECIAL KNOWLEDGE, SKILLS OR QUALIFICATIONS				

## Employment History

You must provide the University with your full employment history. If you need additional space to list the requested information, please attach a separate sheet of paper to your application.

DATES FROM:	COMPANY	POSITION	REASON FOR LEAVING	
	ADDRESS	SUPERVISOR & TITLE		STARTING SALARY
TO:	CITY, STATE, ZIP	PHONE NUMBER (INCLUDE AREA CODE)	ENDING SALARY	
	DUTIES & RESPONSIBILITIES			

DATES FROM:	COMPANY	POSITION	REASON FOR LEAVING	
	ADDRESS	SUPERVISOR & TITLE		STARTING SALARY
TO:	CITY, STATE, ZIP	PHONE NUMBER (INCLUDE AREA CODE)	ENDING SALARY	
	DUTIES & RESPONSIBILITIES			

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DATES FROM:	COMPANY	POSITION	REASON FOR LEAVING
	ADDRESS	SUPERVISOR & TITLE	STARTING SALARY
TO:	CITY, STATE, ZIP	PHONE NUMBER (INCLUDE AREA CODE)	ENDING SALARY
	DUTIES & RESPONSIBILITIES		

**References**

You must provide the University with four persons, not relatives, who have known you for two years or more. Only one may be a former employer.

NAME	NAME
COMPANY	COMPANY
POSITION	POSITION
ADDRESS	ADDRESS
PHONE NUMBER (INCLUDE AREA CODE)	PHONE NUMBER (INCLUDE AREA CODE)

NAME	NAME
COMPANY	COMPANY
POSITION	POSITION
ADDRESS	ADDRESS
PHONE NUMBER (INCLUDE AREA CODE)	PHONE NUMBER (INCLUDE AREA CODE)

**Church Membership**

CHURCH NAME	ACTIVITIES OR MINISTRIES INVOLVED IN
CITY	DENOMINATIONAL AFFILIATION
PHONE (INCLUDE AREA CODE)	LENGTH OF CHURCH MEMBERSHIP

**Group Memberships (Honorary, Civic and Professional)**

NAME	DATES	POSITIONS HELD
NAME	DATES	POSITIONS HELD
NAME	DATES	POSITIONS HELD

## General

- | YES                      | NO                       |   |
|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | Are you related by blood or marriage to any current member of the DBU faculty, staff or Board of Trustees? If "yes", please identify the person(s) and your relationship to them.   |
| <hr/>                    |                          |   |
| <input type="checkbox"/> | <input type="checkbox"/> | Do you smoke?   |
| <input type="checkbox"/> | <input type="checkbox"/> | Do you drink alcoholic beverages?   |
| <input type="checkbox"/> | <input type="checkbox"/> | Do you have experience using Microsoft Office (Word, Excel and PowerPoint)?   |
| <input type="checkbox"/> | <input type="checkbox"/> | Do you have experience using Datatel?   |
| <input type="checkbox"/> | <input type="checkbox"/> | Do you have experience using InDesign?  |
| <input type="checkbox"/> | <input type="checkbox"/> | May we contact your current employer for references?  |
| <input type="checkbox"/> | <input type="checkbox"/> | If hired, will you be able to work evenings or weekends?  |
| <input type="checkbox"/> | <input type="checkbox"/> | Will you be able to perform the essential job functions for the position you are applying for without, or if necessary, with reasonable accommodation?  |
| <input type="checkbox"/> | <input type="checkbox"/> | Have you ever been convicted of or pled "no contest" to a crime, excluding misdemeanors and summary offenses, which has not been annulled, expunged, or sealed by court? (A "yes" response does not automatically disqualify your application.) |

## CERTIFICATION AND RELEASE

1. The above information is true and correct. I understand that, in the event of my employment by DBU, I shall be subject to dismissal if any information that I have given in this application is false or misleading or if I have failed to give any information herein requested, regardless of the time elapsed after discovery.
2. I authorize DBU to investigate, through whatever means deemed appropriate by the University, any information included in this application and all facts resulting from the investigation. DBU is also authorized to use any information obtained from its investigations to determine my suitability for employment.
3. I understand that nothing in this employment application, the granting of an interview or my subsequent employment with the University is intended to create an employment contract between myself and the University under which my employment could be terminated only for cause. On the contrary, I understand and agree that, if hired, my employment will be terminable at will and may be terminated by the University or me at any time for any reason.
4. If employed, I agree to abide by the policies, procedures, rules and regulations of DBU. I acknowledge the University's prerogative of revising at any time its policies, procedures, rules and regulations, and I agree to abide by and be governed by such revisions as an at-will employee. Further, if employed, I agree to immediately inform the Director of Human Resources if I am convicted of, or plead no contest to, a criminal charge during the period of my employment.
5. If employed by DBU, I authorize the University to print or publish any photograph or reproduced likeness of me (with or without specifically listing my name) in any advertisement or publication regarding the University. I release DBU from any liability in that regard, and I understand that this authorization can only be revoked in writing with a countersignature by an authorized DBU representative.
6. If employed, I will be required to provide original documents, which verify my identity and right to work in the United States under the Immigration Reform and Control Act (IRCA) of 1986. The document(s) provided will be used for completion of Form I-9.
7. I understand that DBU prepares an annual security report that is available upon request to the Campus Security Department. The report contains information about the Campus Security Department, how to report and respond to criminal activity, and statistical information regarding campus crimes.

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Applicant Signature

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Date

## Authorization and Consent for Consumer Reports (Criminal Background Checks) for Employment Purposes

I understand that in connection with my application for employment and/or my continued employment with Dallas Baptist University (the "University"), the University may obtain a consumer report on me for employment purposes. A "consumer report" for the purposes of this release is any written, oral or other communication or any information by a consumer reporting agency or law enforcement agency ("outside agency") bearing on a person's criminal background and history. The University may use an outside agency to research my criminal background and criminal history, if any. This outside agency will provide a report to the University. This authorization and consent does not authorize the University to obtain information on my financial or credit history.

I understand that the University will obtain information it deems appropriate from various sources pertaining to any criminal conviction records, Department of Motor Vehicles records, and military records. By signing below, I also understand that the University reserves the right to perform background checks regularly and I consent to such checks. If I become an employee of Dallas Baptist University, I agree to disclose to my supervisor any arrests and criminal convictions or pleas of "no contest" which occur during the term of my employment, excluding minor traffic offenses.

This authorization and release, in original, faxed, photocopied or electronic form, shall be valid for this and any future reports and updates that may be requested by the University during the term of my employment by the University.

**I HEREBY ACKNOWLEDGE THAT I HAVE READ AND AGREE TO THE ABOVE STATEMENTS.**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Date of Birth

\_\_\_\_\_  
Social Security Number

\_\_\_\_\_  
Driver License Number and State

\_\_\_\_\_  
DBU Department or College

\_\_\_\_\_  
Residence(s) for Last Seven Years  
(City and State)

OFFICIAL DBU USE ONLY:	
_____ SECURITY	_____ GENERAL COUNSEL REVIEW
_____ DATE	_____ DATE

# Dallas Baptist University Employee Confidentiality Agreement

I understand that if I am hired by Dallas Baptist University, in the course of my employment I will occasionally receive or have access to information from employee and/or student records. I understand that federal and state privacy laws and university policies prohibit me from sharing this information with anyone other than university employees and officials who need such information for university business. This type of information includes everything within the academic, financial, athletic, housing, student affairs, and medical records of DBU employees and students. Examples include information such as:

- social security numbers;
- grades;
- counseling records; and
- disciplinary records.

**I promise to protect the confidentiality of information in employee and student records at Dallas Baptist University. I agree that this is an essential part of my job responsibilities.**

I understand and agree that all requests for information from student records, including requests for “directory information” such as student addresses and phone numbers, will be referred to the Registrar’s Office or a responsible DBU employee who is trained to process these requests.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
DBU Department or College

# Available Working Hours

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
7:00am						
8:00am						
9:00am						
10:00am	CHAPEL	9:30am	CHAPEL		FRESHMAN CHAPEL	
11:00am						11:30am
12:00pm		12:30pm				
1:00pm						
2:00pm						2:30pm
3:00pm		3:30pm				
4:00pm						
5:15pm						5:00pm
						5:30pm
8:00pm						