

APPLICATION FOR EMPLOYMENT
Southwestern Assemblies of God University

Any applicant requiring an accommodation in any phase of the application process must notify the Human Resources Office. The annual security report for Southwestern Assemblies of God University can be viewed in its entirety at www.ope.ed.gov/security. Applications will be considered only if completed in their entirety. Be sure to submit the application for employment, background verification disclosure and letter from the President.

PERSONAL DATA

Date _____

Name _____

Present Address _____
No. and Street City State Zip

Phone # () _____ Email Address: _____

Cell Phone # () _____ Position(s) applying for: _____

1. What type of work are you applying for? Permanent Temporary Part-time
2. What salary/wage do you expect to receive? _____
3. Have you ever been employed by Southwestern before? Yes No
4. Are you a citizen of the United States? Yes No
If not, do you possess an Alien Registration Card? Yes No
5. Have you ever been convicted of a felony or other crime? Yes No
If yes, please explain. (Do not include minor traffic violations unless the position applying for requires operation of a motor vehicle.)

6. Do you have a current Texas Driver's License? Yes No License No. _____
Type of License: Operator Commercial Chauffeur
7. List any personal websites:
Facebook ID _____ MySpace ID _____ Other website ID _____

RELIGIOUS DATA

1. Name and address of the church where you attend. Denomination Membership: _____

Name Street address City State Zip
Pastor's Name _____ Phone () _____

2. Do you believe in the Assemblies of God doctrines? Yes No
3. Have you been baptized in the Holy Spirit as in Acts 2:4 and Acts 10? Yes No
4. Marital Status: M S Spouse's Name _____
Are you separated? Yes No Have you been divorced? Yes No If yes, how many times? _____
Has your spouse ever been divorced? Yes No If yes, how many times? _____
5. Have you used within the last 12 months: Alcohol? Yes No Tobacco? Yes No Illegal drugs? Yes No

I certify that the statements and information contained herein are true, complete, and correct to the best of my knowledge and I realize that any false statement could result in immediate dismissal. I authorize any former employer to release to the university or to its authorized representative any and all employment records and other information it may have about my employment. I understand that the information will be used for the purpose of evaluating my application for employment with Southwestern Assemblies of God University. I also understand that my employment can be terminated at any time and Southwestern Assemblies of God University may bypass discipline policies if the situation warrants. A photocopy of this authorization shall be as valid as the original. I also grant Southwestern Assemblies of God University the right to conduct a credit history and/or a background check.

Signature _____ Date _____

EMPLOYMENT HISTORY

List each position held. Start with your present or most recent employment and work backward. If you need additional space, please continue on separate sheet(s) of paper. In the column at right, describe your assignments.

May inquiry be made of your present employer? Yes No

Employer	Dates: From To
	Describe duties:
Address	
Job Title	
Supervisor	
Reason for leaving	
Employer	Dates: From To
	Describe duties:
Address	
Job Title	
Supervisor	
Reason for leaving	
Employer	Dates: From To
	Describe duties:
Address	
Job Title	
Supervisor	
Reason for leaving	

If additional space is needed, employment history may be continued below:

List voluntary positions or duties (church and/or civic) that you have filled:

PROFESSIONAL HISTORY FOR FACULTY & ADMINISTRATION APPLICANTS ONLY

1. Are you a minister? Yes _____ No _____ District _____ Denomination _____
Date Licensed _____ Date ordained _____

2. How many years of professional teaching experience do you have? _____

*** Please provide a statement from your current district with this application indicating your credential is in good standing.**

District Officials Name: _____ Contact Info: _____

3. List all professional activities, professional societies and civic organizations you are currently involved in or have participated in or been a member of:

4. List all of your work which has been published, copyrighted or patented (if space is insufficient, attach an additional list.)

5. List two persons who are acquainted with your professional study and work:

Graduate Professor _____	College _____
Address _____	
School Administrator _____	College _____
Address _____	
Presbyter _____	Section _____
Address _____	
District Superintendent _____	District _____

REFERENCES

List three persons who know your personal character.

Name _____	Address _____
Phone # _____	_____
Name _____	Address _____
Phone # _____	_____
Name _____	Address _____
Phone # _____	_____

EDUCATION AND TRAINING

Name of Schools Attended & Location	Dates Attended From To	Major Field	Degree
High School			
College/ University			
College/ University			
College/ University			
College/ University			

SKILLS: _____

I authorize the Registrar's Office at Southwestern Assemblies of God University (SAGU) to release my official SAGU transcript to the Vice President of Academics office as a part of my employment application. I understand that this transcript will only be released to the Vice President of Academics office and if I wish to obtain a transcript for my records, I must make a separate written application to the Registrar's Office.

Signature of Applicant

Date

APPLICANT: THIS SECTION IS FOR THE USE OF THE UNIVERSITY. DO NOT WRITE BELOW.

Date of first interview: _____ Interviewer(s) Name(s): _____
Results: _____

Date of second interview: _____ Interviewer(s) Name(s): _____
Results: _____

Reference Checks: _____

BACKGROUND VERIFICATION DISCLOSURE

This is used to inform you that a consumer report and a credit report are being obtained from a consumer reporting agency for the purpose of evaluating you for employment, volunteer service or a contracted position, including retention as an employee, volunteer or independent contractor.

This report may contain information bearing on your character, general reputation, and personal characteristics from public or private record sources.

AUTHORIZATION

During the application process and at any time during the tenure of my employment with Southwestern Assemblies of God University, I hereby authorize Lexis Nexis Screening Solutions, on behalf of Southwestern Assemblies of God University to procure a consumer report (known as an investigative consumer report in California) which I understand may include information regarding my character, general reputation, or personal characteristics. This report may be compiled with information from court record repositories, departments of motor vehicles, past or present employers and educational institutions, governmental occupational licensing or registration entities, business or personal references, and any other source required to verify information that I have voluntarily supplied. I understand that I may request a complete and accurate disclosure of the nature and scope of the background verification, to the extent such investigation includes information bearing on my character, general reputation, or personal characteristics.

Last Name

First Name

_____-_____-_____
Social Security Number

Date of Birth

I, the undersigned, do for myself, my heirs, executors and administrators, hereby remise, release and forever discharge and agree to indemnify ChoicePoint Services and/or Southwestern Assemblies of God University each of their officers, directors, employees, and agents and hold them harmless from and against any and all causes of actions, suits, liabilities, costs, debts and sums of money, claims, and demands whatsoever (including claims for the negligence, gross negligence, and/or strict liability of ChoicePoint Services and/or Southwestern Assemblies of God University), and any and all related attorneys' fees, court costs, and other expenses resulting from the investigation of my background in connections with my application to become a volunteer/staff member.

Signature

Date

southwestern

A S S E M B L I E S
O F G O D university

Dear Prospective Employee of Southwestern Assemblies of God University:

We are pleased you are considering and being considered for employment at Southwestern Assemblies of God University. If you should be approved, we want the relationship with you to be positive and uplifting to all concerned.

Southwestern is owned and operated by eight districts of the Assemblies of God denomination (Arkansas, Louisiana, Mississippi, New Mexico, North Texas, Oklahoma, South Texas, and West Texas). All personnel involved on the campus including administration, faculty, staff, and students are subject to the ethical, moral, social, and spiritual standards of conduct approved by these Assemblies of God districts and agree to abide by those standards of conduct.

These Assemblies of God districts approve of and encourage behavior that is identified in the New Testament Scriptures as being God-fearing, Christ-honoring, and Holy Spirit-enabled. Employees are expected to exemplify Biblically Christian attitudes and to manifest the fruit of the Holy Spirit in all personal and professional relations on or off the campus of Southwestern Assemblies of God University.

These districts do not approve of drinking alcoholic beverages, the use of tobacco in any form, or the use of illegal drugs. Immoral behavior such as pre-marital or extra-marital sexual relations, homosexual relations, or the use of pornography or sexually explicit materials in any form, violates Scripture standards and is prohibited. Attendance at dance clubs; bars; gambling casinos; morally decadent music concerts, and movie/theater productions; or sexually-oriented businesses are not approved.

These negative behaviors are listed only to advise the prospective employee of some limits of activity that would adversely affect continuing employment at Southwestern Assemblies of God University. Other forms of behavior indicated in the Institutional Policy Manual, in contractual agreements, and in the Student Handbook may also adversely affect employment at the university resulting in possible dismissal. These should be read carefully. The essential standards of conduct are the same for all personnel levels including the student body.

Prospective Employee
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This letter is written to you so you will understand that Southwestern belongs to a church (religious) body for the purpose of propagating its beliefs. It is an evangelical, Pentecostal university, committed to Biblical truth summarized in the sixteen fundamental doctrinal statements of the Assemblies of God, a copy of which is in the P. C. Nelson Library. I want you to understand these things clearly from the onset of consideration regarding employment at the university.

Sincerely,



Kermit S. Bridges
President

KSB/tr

I have read the above statements and agree to be amenable to them if employed at Southwestern Assemblies of God University. I further agree to abide by the policies, including the guidelines for safeguarding financial information, as outlined in the Institutional Policy Manual of Southwestern Assemblies of God University should I be approved for employment.

Printed Name

Signature

Date