



Application for Staff Employment

William Carey University



It is our policy to comply with all applicable state and federal laws prohibiting discrimination in employment based on race, age, gender, national or ethnic origin or handicap. Federal law expressly recognizes exemptions claimed by religious institutions.

Date _____ Position Desired _____

Start date availability _____

Name: Dr. Mr. Mrs. Ms. _____

Present Address _____ Home phone _____

_____ Cell phone _____

Permanent Address _____ Permanent phone _____

Email Address _____ Daytime Phone _____

Are you over 18 years old? Yes No

Are you legally eligible to work in the U.S. Yes No (Documentation will be required)

Have you worked for William Carey previously? Yes No

Have you been told the essential functions of the job or have you been shown a copy of the job description listing the essential functions of the job? Yes No

Can you perform these essential functions with or without reasonable accommodation? Yes No

Can you meet the attendance requirements of this position? Yes No

Are there any hours, shifts or days you cannot or will not work? _____

Are you willing to work overtime as required? Yes No

Have you ever been dismissed from any job, or resigned at the request of your employer or resigned while charges against you or an employer's investigation of your behavior was pending? Yes No

If yes, please describe:

Have you ever been convicted of a felony? Yes No (Conviction will not necessarily disqualify an applicant from employment.) If yes, describe conditions:

EDUCATION	NAME & LOCATION OF SCHOOL	YEAR GRADUATED	MAJOR	DIPLOMA/ DEGREE
High School				
College/Univ.				
College/Univ.				
Other Training/Education:				

In addition to your work history, what other experiences, skills or qualifications would especially fit you for work with William Carey University?

List church and civic worked you have performed:

List extracurricular activities in which you have engaged:

Comments on salary desired/required, qualifications or future plans, if you wish to make them:

WORK HISTORY

May we contact your present employer? Yes No

Please complete even if attaching a resume.

Most Recent Employer	Address	Telephone
Date Started	Starting Position	
Date Left	Position on Leaving	
Name and Title of Supervisor		
Description of Duties		Reason for Leaving
Previous Employer	Address	Telephone
Date Started	Starting Position	
Date Left	Position on Leaving	
Name and Title of Supervisor		
Description of Duties		Reason for Leaving
Previous Employer	Address	Telephone
Date Started	Starting Position	
Date Left	Position on Leaving	
Name and Title of Supervisor		
Description of Duties		Reason for Leaving
Previous Employer	Address	Telephone
Date Started	Starting Position	
Date Left	Position on Leaving	
Name and Title of Supervisor		
Description of Duties		Reason for Leaving

APPLICANT'S CERTIFICATION AND AGREEMENT

I certify that the facts set forth in this Application for Employment, or any facts necessary to substantiate qualification for this position, are true and complete to the best of my knowledge. I understand that if I am employed, false statements, omissions or misrepresentations may result in my dismissal. I authorize William Carey University to make an investigation of any of the facts set forth in this application.

I understand that employment at William Carey University is "at will," which means that either William Carey University or I can terminate the employment relationship at any time, with or without prior notice, and for any reason not prohibited by statute. All employment is continued on that basis. I understand that WCU reserves the right to design its own personnel policies, make modifications or changes at any time without advance notice and to restructure and reorganize the organization based on the business needs and conditions. I agree to abide and be governed by such revisions and changes.

Date _____ Applicant's Signature _____

Do you know anyone who works at William Carey University? Yes _____ No _____

If yes, list name(s) _____

JOB-RELATED REFERENCES: (Please include names, addresses, and telephone numbers. We prefer that you have two job-related references and one personal reference from someone not related to you.)

- 1. _____

- 2. _____

PERSONAL REFERENCE: (Please include name, address, and telephone number of someone not related to you.)

- 1. _____

APPLICANT INFORMATION RELEASE

I hereby authorize any person, educational institution, or company I have listed as a reference on my employment application to disclose in good faith any information they may have regarding my qualifications and fitness for employment. I will hold William Carey University, any former employers, educational institutions, and any other persons giving references free of liability for the exchange of this information and any other reasonable and necessary information incident to the employment process. I understand that additional background information may be requested if I am offered a position.

Signed: _____ Date: _____

CHRISTIAN EXPERIENCE AND BELIEFS: Please respond to the following questions.

1. Please describe your personal faith and Christian experience.

2. How does your Christianity influence your daily life?

RELIGIOUS AFFILIATION:

Denominational Preference _____

Member of (name church) _____

Address of church _____

My signature certifies that the information in this application is true and correct. I understand that false entries are grounds for refusal to hire and discharge.

Signature of Applicant _____

Date signed _____

William Carey University at all times desires to fill vacancies with the best qualified persons available and with persons equipped to make value and moral judgments based upon the Biblical foundations of the Christian faith. (Faculty and Staff Handbook of William Carey University)

**Please return application to: William Carey University, Personnel Office,
498 Tuscan Avenue Box 2, Hattiesburg, MS 39401.**