



Application for Faculty Employment

William Carey University
Vice President for Academic Affairs
498 Tuscan Avenue Box 15
Hattiesburg, MS 39401



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 _____ Full-time _____ Part-time (adjunct) _____

Name: _____
Last First Middle

Address _____
Street City State Zip Code

Email Address _____

Telephone Number: Home (_____) _____ Office (_____) _____

List any other name (e.g. maiden name) by which you are known to schools or references _____

Place of birth: _____

Next of kin: _____

Address: _____

Telephone #: _____

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 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

College/University Address Dates Major Minor Degree/Sem. Hrs.

PROFESSIONAL EXPERIENCE

Dates Position and faculty rank in teaching Institution Subjects taught or work done

CHRISTIAN EXPERIENCE AND BELIEFS

Please respond to the following questions:

Please describe your personal faith and Christian experience.

How does your Christianity influence your daily life?

Denominational Preference _____

Member of (name church and minister's name) _____

Address of church _____

List church and civic work you have done:

Please request official transcripts to be sent to William Carey University, Office of Academic Affairs, 498 Tuscan Ave., Box 15, Hattiesburg, MS, 39401, from the colleges/universities you have attended. Also, an up-to-date resume or curriculum vitae is required with this application.

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 WCU reserves the right to design its own personnel policies, make modifications or changes at any time without advance notice and to restructure 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 _____

JOB-RELATED REFERENCES: (Please include names, addresses, and telephone numbers of people who can speak with knowledge of your ability as a scholar or teacher.)

- 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.

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)