



TEXAS LUTHERAN UNIVERSITY

APPLICATION FOR EMPLOYMENT

Office of Human Resources
1000 West Court Street
Seguin, Texas 78155
830-372-8017 • fax: 830-372-6409
www.tlu.edu

TEXAS LUTHERAN UNIVERSITY is an equal opportunity employer and considers applicants for all positions without regard to race, color, sex, national origin, age, marital status, or disability.\*

\* As a university of the Evangelical Lutheran Church in America, Texas Lutheran University will employ persons affirming faith in the mission of the Evangelical Lutheran Church in America sufficient in number to maintain an active and dynamic relationship with the Church.

The Office of Human Resources is available to individuals who need assistance completing this application form.

This application must be completed even if you are attaching a personal resume. Information provided will be verified by TLU. Type or use black or blue ink to complete this application.

Today's Date: \_\_\_\_\_

EMPLOYMENT DESIRED

Position \_\_\_\_\_ Date Available \_\_\_\_\_

Salary Desired \_\_\_\_\_ Type of Employment

Full Time Part Time Other

PERSONAL

Name \_\_\_\_\_

Are your work, education, or other records under another name? Yes (specify) No

Address \_\_\_\_\_

E-mail address \_\_\_\_\_

Phone \_\_\_\_\_ If no phone, how can we contact you? \_\_\_\_\_

How did you learn about this job opportunity? \_\_\_\_\_

Are you prevented from lawfully becoming employed in this country because of Visa or Immigration Status? Yes No

(Proof of citizenship or immigration status will be required upon employment.)

Have you ever been employed by Texas Lutheran University? Yes No

If yes, give position(s) and dates \_\_\_\_\_

Are you related by blood or marriage to any member of the Board of Trustees, Faculty, Administration, or Staff of Texas Lutheran University? Yes No

If yes, list name of relative and relationship \_\_\_\_\_

Consistent attendance and punctuality are essential requirements of every job with Texas Lutheran University. Is there anything which would interfere with your regular attendance and punctuality if you are offered a job with Texas Lutheran University?

Yes No

If yes, please explain \_\_\_\_\_

Religious affiliation \_\_\_\_\_

## EMPLOYMENT EXPERIENCE

Please provide your complete work history for the last five years or last four employers, whichever is longer. Start with your most recent job. Include any job-related military and/or volunteer experience. Please do not leave any spaces blank, even if a resume is attached.

<b>DATES OF EMPLOYMENT</b> <table border="1"> <thead> <tr> <th colspan="2">FROM</th> <th colspan="2">TO</th> </tr> <tr> <th>MO.</th> <th>YR.</th> <th>MO.</th> <th>YR.</th> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> <td> </td> <td> </td> </tr> </tbody> </table>	FROM		TO		MO.	YR.	MO.	YR.					Employer _____ Address _____ Job title _____ Responsibilities _____ Name and title of immediate supervisor _____ Promoted while there? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Discharged <input type="checkbox"/> Quit Reason _____
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Please explain any periods of unemployment \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Have you ever been terminated or asked to resign by any employer?  Yes  No  
 If yes, please provide details \_\_\_\_\_

Are you currently employed? If so, may we contact your current employer?  Yes  No

Texas Lutheran University routinely contacts current and previous employers for reference checks. Permission to contact your current employer before hiring will be requested.

## EDUCATION AND SKILLS

NAME AND LOCATION OF SCHOOL	LAST MONTH/ YEAR ATTENDED	MAJOR	CREDITS EARNED	DID YOU GRADUATE?	DEGREE EARNED
High School					
College or University					
College or University					
Trade School					

List any trade/professional licenses or certifications that you hold \_\_\_\_\_

Describe specialized training/skills relevant to the position for which you are applying \_\_\_\_\_

Specify the computer hardware and software you have used \_\_\_\_\_

Have you served in the Armed Forces of the United States?  Yes  No

Branch \_\_\_\_\_ Dates served \_\_\_\_\_

Conditions of discharge \_\_\_\_\_

## COMMUNITY RECORD

Have you ever been convicted of a felony, misdemeanor or other crime (including military convictions)?  Yes  No

If yes, provide dates, types of conviction, circumstances, and disposition.

Within the last seven (7) years, have you entered a plea of guilty or been placed on parole, probation, a work release program, deferred adjudication, pre-trial diversion, or conditional release as a result of any felony, misdemeanor or other crime?  Yes  No

If yes, please provide detailed information.

Within the last seven (7) years, have you been confined (incarcerated) as a result of the sentence of any court?  Yes  No

(Include incarcerations resulting from the sentence of a military court or similar proceeding).

Are you currently on parole, probation, a work release program, deferred adjudication, pre-trial diversion or conditional release as a result of any felony, misdemeanor or other crime?  Yes  No

A conviction record will not necessarily be a bar to employment, and factors such as age and time of the offense, seriousness and nature of the violations, and rehabilitation will be taken into account.

## REFERENCES

Please list three references (other than relatives) who can assess your professional abilities, experience, and character.

NAME	ADDRESS	TELEPHONE/E-MAIL	RELATIONSHIP

Additional information that is relevant to the position for which you are applying \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

*(If insufficient space, feel free to include an extra sheet with the additional information.)*

## APPLICANT'S STATEMENT

All of the information provided by me on this application, my personal resume, and any other supplementary materials, is true and correct.

- I understand and agree that if I am hired by the University, the employment will be "at will." That means, either I or Texas Lutheran University may end the employment relationship at any time, for any reason, or for no reason. I understand that receipt of this application by the University does not mean that I have been hired or employed by the University. I understand that no one at the University has the authority to change the terminable "at will" nature of the employment, other than the President of the University in writing.
- I authorize Texas Lutheran University to verify the information provided by me, and to contact any reference, employer, school, or educational institution listed by me. I release my former employers and Texas Lutheran University from any and all liability in connection with the furnishing of this information to Texas Lutheran University.
- I UNDERSTAND THAT FALSIFICATION, MISREPRESENTATION, OR OMISSION OF INFORMATION ON THIS APPLICATION FOR EMPLOYMENT OR ON ANY OTHER EMPLOYMENT FORM, SHALL BE GROUNDS FOR IMMEDIATE TERMINATION, REGARDLESS OF WHEN SUCH FALSIFICATION, MISREPRESENTATION, OR OMISSION IS DISCOVERED.

\_\_\_\_\_  
**Signature of Applicant**

\_\_\_\_\_  
**Date**