



**OAKWOOD UNIVERSITY**  
 A Seventh-Day Adventist Institution of Higher Education  
 Office of Employee Services \* 7000 Adventist Blvd., NW \* Huntsville, AL \* 35896  
 256-726-7000

## EMPLOYMENT APPLICATION

Oakwood University is a religiously-qualified Equal Opportunity Employer.

**Please complete all sections, EVEN IF A RESUME IS SUBMITTED.**

Date: \_\_\_\_\_ Status Desired:      Full-time                      Part-time

Position(s) applied for: \_\_\_\_\_

Location(s):                                      MAIN CAMPUS \_\_\_\_\_

**PERSONAL DATA:**

First Name: \_\_\_\_\_ Middle Initial: \_\_\_\_\_ Last Name: \_\_\_\_\_

Home Street Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zipcode: \_\_\_\_\_

Telephone: \_\_\_\_\_ Other Contact Number: \_\_\_\_\_

Email Address: \_\_\_\_\_ Birth Date (if under 18): \_\_\_\_\_

Have you ever been employed by Oakwood University?      YES                      NO

Are you a member of the Seventh-day Adventist Church? YES                      NO

Name of Church: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zipcode: \_\_\_\_\_

Pastor: \_\_\_\_\_

Have you ever been convicted of a felony or misdemeanor within the last 7 years? YES                      NO  
 (If yes, attach a detailed explanation; Conviction will not necessarily disqualify an applicant from employment)

Have you ever been terminated for cause?                      YES                      NO  
 (If yes, attach a detailed explanation.)

Do you have any relative(s) working for Oakwood University?                      YES                      NO

Name of relative(s): \_\_\_\_\_

Name of School(s) Attended	Last Grade Completed	Curriculum or Major	Did You Graduate?	Diploma/Degree(s) or Hours Completed (Attach a Copy of Diploma/Degree(s))

Specialized Training/ Apprenticeship/ Skills/ Extra-Curricular Activities:

\_\_\_\_\_

Can you travel if the job requires it?            YES                    NO

Are you prevented by Visa or Immigration Status from becoming employed in the United States:   YES   \_\_\_NO \_\_\_

Licenses or Credentials: (please attach a copy)

Ministerial License            Missionary Credential            Teaching License            Other (please specify)

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OTHER SKILLS: (if applicable to position, check skills you have knowledge of)

\_ Typing (wpm \_\_\_)            \_\_\_ Adding machine or calculator (\_\_\_)            \_\_\_ Shorthand (wpm \_\_\_)            \_\_\_ Transcription  
\_ PBX            \_\_\_ Word processing and Spread sheet programs            \_\_\_ Word Perfect (version \_\_\_)            \_\_\_ Lotus/Excel (version \_\_\_)  
\_ Pagemaker (version \_\_\_)            \_\_\_ Other(s) \_\_\_\_\_

EMPLOYMENT RECORD: (list most recent first)

Start Date (month/year)	End Date (month/year)	Employer Address	Job and Major Duties	Reason for Leaving
		Name: _____ Address: _____ City/State/Zip: _____ Telephone: _____ Salary: _____	Title: _____ Duties:	Immediate Supervisor:
		Name: _____ Address: _____ City/State/Zip: _____ Telephone: _____ Salary: _____	Title: _____ Duties:	Immediate Supervisor:
		Name: _____ Address: _____ City/State/Zip: _____ Telephone: _____ Salary: _____	Title: _____ Duties:	Immediate Supervisor:
		Name: _____ Address: _____ City/State/Zip: _____ Telephone: _____ Salary: _____	Title: _____ Duties:	Immediate Supervisor:

ADDITIONAL INFORMATION: (list any other information that you believe contributes to your qualifications for this position)

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REFERENCES: (list below at least four persons other than relatives who can provide both character and employment references)

Name	Complete Address/City/State	Zip Code	Phone
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

### VERIFICATION OF APPLICATION INFORMATION

I hereby certify that all of the information on this employment application and any resume or exhibit is true, correct and complete. I have not withheld any information requested on this application. I understand that false, misleading, incomplete, or omitted information on this application or my resume, or otherwise in the application process will result in disqualification for employment or, if I am hired, dismissal from employment no matter when discovered. I authorize Oakwood University and its agents to confirm information supplied on this application and my resume and to investigate my suitability for employment. I agree to furnish additional information if requested. I release all parties, companies, and persons from any claims, liabilities and damages that may result from requesting or furnishing information about me to Oakwood University, as well as from using such information in considering my employment application. I understand that if I receive a conditional offer, I may be asked to take a job-related medical examination with a physical selected by Oakwood University. The results of this examination will be communicated to Oakwood University and considered in evaluating my application. If I refuse to take such a medical examination, I understand that I will be disqualified from employment. I understand that if offered employment I must complete an I-9 form and provide satisfactory proof of my identity and legal authority to work in the United States. If employed, I agree to conform to the policies and standards of Oakwood University. I understand that no one other than the President or designee is authorized to enter into any employment agreement for any specific time period, or to make any agreement contrary to the foregoing. I understand that Oakwood University can be held responsible only for written promise or agreement.

APPLICANT'S SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

### CERTIFICATION-CONSENT-ACKNOWLEDGEMENT

I hereby certify that this application was completed by me and that all entries on it and information in it are true and complete to the best of my knowledge.

I expressly acknowledge and understand that in the absence of a written contract that states exclusion from at will provisions, to the contrary, my status, if I am hired, will be that of an employee at will having no contractual right, express or implied, to remain in Oakwood University's employ. In this connection, I expressly acknowledge further that neither anything said to me during the Oakwood University's application and/or interview process or during employment nor any provision in Oakwood University's documents, employee handbook or personnel manual constitutes the terms of an implied employment agreement. In consideration of any employment offered, I specifically agree that my employment is for an indefinite time period and that my employment may be terminated, with or without cause or notice, at any time, at the option of either Oakwood University or myself. I understand that no unauthorized representative may enter into any agreement for employment or make any agreement contrary to the foregoing.

I understand and support the beliefs and teachings of the SDA church, and will comport my behavior to comply with its teachings.

APPLICANT'S SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

Oakwood University will maintain this application in an active status for 6 months. If you want to be considered for employment after 6 months from the date of this application, you must complete and submit a new application.