



**LUBBOCK  
CHRISTIAN  
UNIVERSITY**

# Application for Employment

*Human Resources, 5601 19<sup>th</sup> Street, Lubbock, Texas 79407*

Applicant – Please complete all five pages. Attach a resume.

**Mission:** Lubbock Christian University is Christ-centered, academic community of learners, transforming the hearts, minds and hands of students for lives of purpose and service.

**Vision:** Lubbock Christian University will be a leading Christian university, known for its academic excellence and its commitment to faith that seeks understanding, where wisdom is pursued, vocation is discerned, and service is fostered.

**Identity and Values:**

We are committed to students, providing a transformative educational experience that equips students for lives of integrity.

We are scholars and co-discoverers, guided by Christian wisdom while diligently seeking the truth in every discipline.

We are a welcoming community, embodying a spirit of hospitality in every aspect of our life together.

We are thoughtfully engaged, serving as agents, models, and witnesses of the Kingdom of God in our families, churches, and communities.

We pursue the highest standards of excellence, “working with all our hearts as working for the Lord,” and glorifying God in all we do.

We act with integrity, striving to discern right from wrong, speaking the truth, and keeping our commitments.

We treat other with dignity and respect, valuing each person as one made in God’s image.

PLEASE TYPE OR PRINT

Name (Last, First, Middle) \_\_\_\_\_ Application Date \_\_\_\_\_

Other Names Used in Past Employment (For Reference Purposes) \_\_\_\_\_

Street Address \_\_\_\_\_ Home Phone \_\_\_\_\_

City, State, Zip \_\_\_\_\_ Cell Phone \_\_\_\_\_

Preferred e-mail \_\_\_\_\_ Best time to call you? \_\_\_\_\_

**Position Desired** \_\_\_\_\_ **Date Available** \_\_\_\_\_

Have you been previously employed by Lubbock Christian University? \_\_\_\_\_ When: \_\_\_\_\_

Do you have relatives employed at Lubbock Christian University? \_\_\_\_\_ If so, Name \_\_\_\_\_

Are you a veteran of the Armed Forces? \_\_\_\_\_ Branch \_\_\_\_\_ Dates of Active Duty \_\_\_\_\_

Church Membership: Church of Christ (yes/no) \_\_\_\_\_ Other, please identify: \_\_\_\_\_

*After reviewing the written job description for which you are applying please answer the following question.*

Are you able to perform each of the essential job functions listed? \_\_\_\_\_ If no, please attach a written explanation.

**Employment Record**

**INSTRUCTIONS:** List present or most recent employer first. Include all employment, registry, temporary, military or volunteer service, including positions which may not relate to the job for which you are applying.

Employer \_\_\_\_\_ Phone Number \_\_\_\_\_  
Street Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
Supervisor's Name and Title \_\_\_\_\_ May we contact them? \_\_\_\_\_  
Title \_\_\_\_\_ Status while employed: Full-Time \_\_\_\_\_ Part-Time \_\_\_\_\_  
Start date \_\_\_\_\_ End date \_\_\_\_\_ Starting Salary: \$ \_\_\_\_\_ Final Salary: \$ \_\_\_\_\_  
Position Description: \_\_\_\_\_  
Reason for leaving: \_\_\_\_\_

Employer \_\_\_\_\_ Phone Number \_\_\_\_\_  
Street Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
Supervisor's Name and Title \_\_\_\_\_ May we contact them? \_\_\_\_\_  
Title \_\_\_\_\_ Status while employed: Full-Time \_\_\_\_\_ Part-Time \_\_\_\_\_  
Start date \_\_\_\_\_ End date \_\_\_\_\_ Starting Salary: \$ \_\_\_\_\_ Final Salary: \$ \_\_\_\_\_  
Position Description: \_\_\_\_\_  
Reason for leaving: \_\_\_\_\_

Employer \_\_\_\_\_ Phone Number \_\_\_\_\_  
Street Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
Supervisor's Name and Title \_\_\_\_\_ May we contact them? \_\_\_\_\_  
Title \_\_\_\_\_ Status while employed: Full-Time \_\_\_\_\_ Part-Time \_\_\_\_\_  
Start date \_\_\_\_\_ End date \_\_\_\_\_ Starting Salary: \$ \_\_\_\_\_ Final Salary: \$ \_\_\_\_\_  
Position Description: \_\_\_\_\_  
Reason for leaving: \_\_\_\_\_

Employer \_\_\_\_\_ Phone Number \_\_\_\_\_  
Street Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
Supervisor's Name and Title \_\_\_\_\_ May we contact them? \_\_\_\_\_  
Title \_\_\_\_\_ Status while employed: Full-Time \_\_\_\_\_ Part-Time \_\_\_\_\_  
Start date \_\_\_\_\_ End date \_\_\_\_\_ Starting Salary: \$ \_\_\_\_\_ Final Salary: \$ \_\_\_\_\_  
Position Description: \_\_\_\_\_  
Reason for leaving: \_\_\_\_\_

**POLICY ON NONDISCRIMINATION:** Lubbock Christian University does not unlawfully discriminate on the basis of race, color, age, disability, national or ethnic origin or any other characteristic protected by law in employment opportunities. LCU is affiliated with the fellowship of the Church of Christ. All applicants must be professing Christians and willing to support the Christian mission and values of LCU.

### Education

Name of High School last attended \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_

High School Graduate:    yes        no                    Type of Degree or Diploma \_\_\_\_\_

College or University \_\_\_\_\_

Major \_\_\_\_\_ Degree \_\_\_\_\_ Date received \_\_\_\_\_

College or University \_\_\_\_\_

Major \_\_\_\_\_ Degree \_\_\_\_\_ Date received \_\_\_\_\_

College or University \_\_\_\_\_

Major \_\_\_\_\_ Degree \_\_\_\_\_ Date received \_\_\_\_\_

List any academic honors you consider significant to this application and relevant to employment.

\_\_\_\_\_

Technical or Professional Schools \_\_\_\_\_

Major \_\_\_\_\_ Degree \_\_\_\_\_ Date received \_\_\_\_\_

Technical or Professional Schools \_\_\_\_\_

Major \_\_\_\_\_ Degree \_\_\_\_\_ Date received \_\_\_\_\_

### Professional Skills

Job related skills and software relevant to employment and rank your skill level in each (Basic, Intermediate, or Advanced).

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

List other skills, languages or other qualification that you feel are significant and relevant to employment.

\_\_\_\_\_

\_\_\_\_\_

Our full time work schedule is a 37.5 to 40 hour work week depending of the department.

What type of schedule can you work? Full-time or Part-time \_\_\_\_\_

Please indicate shifts you can work: Days, Evenings, Nights, Weekends: \_\_\_\_\_

Do you have any restrictions on the days of the week or hours you work? (explain) \_\_\_\_\_

**NOTE:** Although you may be employed for a particular position and shift, it may be necessary for you to accept different assignments, work schedules, or working hours. We hope to minimize any inconvenience to employees but recognize that our main goal is to provide high quality services to all customers at all times.

### Additional Information

Are you legally eligible for employment in the United States? (Proof will be required)      Yes \_\_\_\_\_      No \_\_\_\_\_

Have you been convicted of a misdemeanor, felony or received deferred adjudication?      Yes \_\_\_\_\_      No \_\_\_\_\_

(A conviction may be relevant if job-related, but does not necessarily bar you from employment.)

If YES, state circumstances, place(s), date(s) \_\_\_\_\_

How did you hear of the position? \_\_\_\_\_

### Personal References

List three persons, who are not former supervisors or relatives, having knowledge of your experience or education.

Name	Mailing Address	Daytime Phone

The security of all members of the campus community is of vital concern to Lubbock Christian University. In compliance with the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act, campus crime statistics for the most recent three year period can be found online at:

[http://www.lcu.edu/fileadmin/user\\_upload/Public\\_Safety\\_Reports/2015\\_Crime\\_Report\\_Final\\_9.28.15.pdf](http://www.lcu.edu/fileadmin/user_upload/Public_Safety_Reports/2015_Crime_Report_Final_9.28.15.pdf) or may be requested from the office of the Dean of Students, Lubbock Christian University, 5601 19<sup>th</sup> Street, Lubbock, Texas 79407.

**PLEASE READ AND INITIAL EACH OF THE FOLLOWING STATEMENTS**

I certify that all answers or statements I have made on this application or on my resume or other supplementary materials are true and correct without omissions. I acknowledge that any false statement or misrepresentation on my application or supplementary materials will be cause for refusal to hire or for immediate dismissal from employment at any time during the period of employment. I hereby authorize Lubbock Christian University to make any investigation of my background deemed necessary.

\_\_\_\_\_ Initial

As a condition of employment, I further authorize the companies and schools previously listed, unless otherwise indicated, to give all information concerning my previous employment and any pertinent information they may have, and release all parties from liability for any damage that may result from furnishing such information to the University. Offers of employment are conditional on the receipt of satisfactory responses to reference requests.

\_\_\_\_\_ Initial

I understand that my employment is pending satisfactory results of a post-offer, pre-employment health screen including possible drug testing, background investigation, and satisfactory proof of identity and legal authority to work in the United States.

\_\_\_\_\_ Initial

In consideration of my employment, I agree to conform to the rules and standards of Lubbock Christian University as amended from time to time and agree that my employment and compensation can be terminated "at will", with or without cause, and with or without notice at any time, either at my option or at the option of the University. I agree that this shall constitute a final and fully binding integrated agreement with respect to the at-will nature of my employment relationship and that there are no oral or collateral agreements regarding this issue.

\_\_\_\_\_ Initial

**PLEASE SIGN BELOW**

---

Signature of Applicant

Date

Application and Resume should be sent to:

Lubbock Christian University  
Human Resources  
5601 19<sup>th</sup> Street  
Lubbock, TX 79407

For more information call 1-800-933-7601 or visit our employment section on the website: [www.lcu.edu](http://www.lcu.edu)