



# Staff Application for Employment

INSTRUCTIONS: Before you complete this application, please read the Mission and Faith statements found on the last page. Answer all questions to the best of your ability. Items that do not apply should be noted "N.A." in the appropriate blank. Information you provide will be used only to evaluate your candidacy for employment.

Date \_\_\_\_\_

Full Name \_\_\_\_\_

Address \_\_\_\_\_ Telephone \_\_\_\_\_

City \_\_\_\_\_ Cell Phone \_\_\_\_\_

State \_\_\_\_\_ Zip \_\_\_\_\_ FAX \_\_\_\_\_

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

Office Address \_\_\_\_\_ Office Phone \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Have you been previously employed at LeTourneau University? Yes  No

If "Yes", give position(s) and dates. \_\_\_\_\_

Are you interested in full-time employment?  Part-time employment?

If you are selected, when could you begin employment? \_\_\_\_\_

Position for which you are applying. \_\_\_\_\_

How did you learn of this position? \_\_\_\_\_

Please state specifically why you desire this position.

Human Resources, LeTourneau University  
P.O. Box 7001, Longview, TX 75607-7001  
Tel.: 903/233-4170 FAX: 903/233-4101

# Personal Data

Name \_\_\_\_\_

Are you a U.S. citizen or do you have documents permitting you to work in the U. S.? \_\_\_\_\_

Are you age 18 or older? \_\_\_\_\_ If under age 18, what is your birth date? \_\_\_\_\_

Have you ever pleaded guilty or been convicted of a crime other than traffic violations? If so, give date, place and offense. (Nature of crime will be considered in relation to the position for which you are applying.)

Please list your community/church/civic activities.

Please list any personal interests/hobbies/activities.

Do you have any commitments or responsibilities that would prevent you from being at work regularly?

Yes \_\_\_\_ No \_\_\_\_ If "Yes", please explain:

# Skills

Special Qualifications/Skills Applicable to Position Being Sought.

# Education

High School Attended \_\_\_\_\_

College(s) Attended	Dates of Attendance From To	Sem./Qtr. Hours Earned (Specify Which)	Degree Attained	Date

What was your undergraduate major(s)? \_\_\_\_\_ minor? \_\_\_\_\_

What was your graduate major(s)? \_\_\_\_\_ minor? \_\_\_\_\_

Name \_\_\_\_\_

# Professional Experience

Please list all employment (including military service) whether or not related to job applied for. List in order of most recent experience using additional paper if needed. **Employers will be contacted as references.**

**Please check with me prior to contacting the following employers: 1\_\_\_\_\_ 2\_\_\_\_\_ 3\_\_\_\_\_ 4\_\_\_\_\_ 5\_\_\_\_\_**

1. Company or Institution	From Mo. Yr.	To Mo. Yr.	Supervisor
Address, City, State, Zip			Phone
Position Held	Reason for Leaving		Annual Salary
2. Company or Institution	From Mo. Yr.	To Mo. Yr.	Supervisor
Address, City, State, Zip			Phone
Position Held	Reason for Leaving		Annual Salary
3. Company or Institution	From Mo. Yr.	To Mo. Yr.	Supervisor
Address, City, State, Zip			Phone
Position Held	Reason for Leaving		Annual Salary
4. Company or Institution	From Mo. Yr.	To Mo. Yr.	Supervisor
Address, City, State, Zip			Phone
Position Held	Reason for Leaving		Annual Salary
5. Company or Institution	From Mo. Yr.	To Mo. Yr.	Supervisor
Address, City, State, Zip			Phone
Position Held	Reason for Leaving		Annual Salary

# Additional References

List below at least three persons (other than relatives) who are familiar with your character, qualifications and experience to whom we may direct inquiries.

NAME	ADDRESS	TELEPHONE NO.	RELATIONSHIP
1.			
2.			
3.			
4.			
5.			

Are your work or education records, etc. under a name other than indicated on page 1? \_\_\_\_\_

Name \_\_\_\_\_

LeTourneau University seeks persons who agree with and can heartily support the mission statement and Christian faith position of the University and who have the talents and skills to integrate their Christian faith with their professional expertise. We also seek those who are abreast of developments in their fields and are committed to leading the institution to its highest potential.

Briefly describe your Christian beliefs and faith experience and how they would support the Christian mission of LeTourneau University. Please refer to the last page of this application.

In accordance with applicable provisions of federal law, applicants for employment who are in agreement with the Faith statement and educational mission of LeTourneau University, and applicants for admission to educational programs or activities, are considered without discrimination on the basis of race, age, sex, handicapping condition, or national origin. Inquiries about this policy should be directed to the Director of Human Resources, (903) 233-4170.

Please read the following before signing this application:

I have read the Statements of Mission and Faith, as printed on the last page of this application form, and believe myself to be in agreement except as noted below (use additional pages, if needed):

I give permission for LeTourneau University to obtain and review information pertaining to my background, without limitation. I request and authorize those entities contacted in connection with my application to provide LeTourneau University with any and all information which they believe may be relevant. Further, I waive any claims that I might otherwise hereafter have against LeTourneau University, its agents and officials, or against anyone who provides such information.

I understand that: (1) falsification of information in this application may result in its cancellation and, if employed, may be cause for dismissal; (2) employment is subject to satisfactory reference and employment checks made to persons or entities deemed appropriate by the University; (3) should I be employed by the University, I may periodically be asked to reaffirm my position on the Statements of Mission and Faith. I also understand that employment at the University is at will unless otherwise defined.

Date \_\_\_\_\_ Signature \_\_\_\_\_

Additional materials, e.g. resumes, letters of reference, may be included with this application.

## The Mission of LeTourneau University

LeTourneau University is a coeducational, interdenominational Christian university built upon a foundation of Biblical authority, which seeks to glorify God by integrating faith, learning, and living. Recognizing that all knowledge comes from the Creator, the University helps students develop a maturing relationship with God, encouraging them to know Him through His Son, Jesus Christ. LeTourneau is a comprehensive academic institution, offering undergraduate, graduate, and continuing education, and setting standards of excellence in engineering, technology, the liberal arts, business, aeronautical science, education and the sciences. These programs are distinguished by an approach that provides students with the pure intellectual excitement of learning, coupled with real life problem-solving opportunities. At the core of all programs is an emphasis on developing communication and critical thinking skills.

This integrated philosophy of education extends to all aspects of student life at LeTourneau, providing tangible opportunities for intellectual, spiritual, emotional, social, and physical development. LeTourneau helps students mature and develop leadership skills, self-sufficiency, and self-discipline by providing a campus community that enables faculty, staff, and students to interact on a uniquely personal level. In addition, our University encourages the faculty and staff to serve as role models in spiritual, personal, and professional growth.

Beyond its campus in Longview, Texas, the University is mindful of the need for service and Christian witness in the broader community and throughout the world. LeTourneau serves its community through research and by responding to the need for educational programs to adult students at off-campus sites and educational centers. It encourages in its students the qualities of ingenuity and entrepreneurship that contribute to free enterprise and the democratic process. In addition, LeTourneau attracts students from many nations, sensitizing all students to other cultures. And it encourages students to responsibly communicate their views, values, and Christian faith to the world.

## Faith - The Foundation of our University

A deep faith in God is the cornerstone of LeTourneau University. We believe that no education is complete until a student understands who God is and how to relate to Him through His Son, Jesus Christ. This belief influences all that we do and teach. While we believe that everyone must have the freedom to interpret God's truth individually, LeTourneau University recognizes certain basic tenets of the Christian faith:

*We believe the Scriptures of the Old and New Testaments are the only inspired, authoritative Word of God and are completely truthful and without error. We believe in one God, eternally existing in three persons: Father, Son and Holy Spirit. We believe that Jesus Christ was begotten by the Holy Spirit, born of the Virgin Mary, and is true God and true man. We believe that man, created in the image of God, sinned and thereby incurred not only physical death but also spiritual death, which is separation from God; that all human beings are born with a sinful nature, and that those who reach moral responsibility become sinners in thought, word, and deed.*

*We believe that the Lord Jesus Christ died for our sins according to the Scriptures, as a representative and substitutionary sacrifice, and that all who believe in Him are justified on the basis of His shed blood. We believe in the resurrection of the crucified body of our Lord, in His ascension into Heaven, and His present life there for us as High Priest and Advocate. We believe in "that blessed hope" — the personal, visible, and imminent return of our Lord and Savior, Jesus Christ. We believe that all who receive by faith the Lord Jesus Christ are born again of the Holy Spirit and thereby become children of God; by Grace are we saved through faith. We believe in the bodily resurrection of the just and unjust, the everlasting blessedness of the saved, and the everlasting conscious punishment of the lost.*

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LeTourneau University is committed to educational studies within the framework of a Christian theistic view of the world, of man, and of man's culture in the light of Biblical and natural revelation. Such a view sees no dichotomy in truth, affirms that Biblical revelation and scientific inquiry are complementary rather than contradictory, and requires a recognition of a personal God revealed both in nature and in the person of Jesus Christ, His Son. Thus, all truth is regarded as God-given and is considered sacred. It should be pursued with diligence and received with humility.

As evangelical Christians, we seek to follow a life-style that is a reflection of our commitment to Jesus Christ as Lord and Savior and includes the incorporation of principles of living found in His inspired word, the Bible. Based on Biblical standards, we believe that God has created the institution of marriage to be between one man and one woman and only within this institution does God bless intimate sexual expression. According to Scripture, all other intimate sexual expression is considered immoral behavior. Sexually immoral or immodest conduct or the promotion of such outside of marriage are prohibited. These include activities such as fornication, sexual promiscuity, homosexuality, and adultery. Whether they are observed by a member of the community, expressed as part of a confession, or personally shared and detailed for the public in written form (e.g. through a personal website or social network, etc.) these behaviors are subject to disciplinary action up to discharge.

Evangelical Christians are guided by Scripture, standards of health, moral integrity, social consciousness, and effective Christian witness. Therefore, all faculty, staff, and students are expected to adhere to a personal life-style that reflects the concerns of the evangelical Christian community. At LeTourneau this includes refraining from the use of alcoholic beverages, tobacco, and illegal narcotic substances at all times, on or off campus.

**Consumer Report Disclosure Statement  
and  
Consent to Obtain Background Information**

By this document, I give permission for LeTourneau University to obtain and review information pertaining to my background, without limitation. I request and authorize those entities contacted in connection with my application to provide LeTourneau University with any and all information which they believe may be relevant. Further, I waive any claims that I might otherwise hereafter have against LeTourneau University, its agents and officials, or against anyone who provides such information.

By this document, LeTourneau University discloses to me that a consumer report containing information as to my character, general reputation, personal characteristics, and mode of living, may be obtained for employment purposes as part of the pre-employment background assessment and at any time during my employment. Should such a consumer report be requested, I will have the right to demand a complete and accurate disclosure of the nature and scope of the investigation requested and a written summary of my rights under the Fair Credit Reporting Act.

My signature signifies receipt of the foregoing disclosure and granting of permission to obtain background information.

Applicant's Signature \_\_\_\_\_

Date \_\_\_\_\_