



ADJUNCT FACULTY APPLICATION

Oncampus or Online

University of the Southwest is an Equal Opportunity Employer. It is the policy of the University to afford equal employment opportunity regardless of race, color, national origin, gender, age, height, weight, disability, or handicap. University of the Southwest is a New Mexico non-profit, private religious institution of higher learning and under New Mexico law, being a private religious institution, is exempt from certain statutory regulations concerning discrimination in its interviewing, hiring and employment practices.

PERSONAL DATA

NAME (First)	(Middle)	(Last)	DATE		
STREET ADDRESS		CITY	STATE	ZIP	COUNTRY
HOME OR CELL PHONE			DAY PHONE (Between 8am-5pm EST)		
PRIMARY E-MAIL ADDRESS				DATE AVAILABLE	

For Education History, Employment History (non-teaching and teaching) and Personal References teaching applicants may attach a curriculum vita (c.v.), if preferred.

EDUCATION HISTORY AND PROFILE

School	Name and Address of School	Course of Study	List completed diploma or degree
High			
College			
Graduate			
Post Grad			
Other			

(you may type your answers and attach the document, if you prefer)

Briefly describe your professional and academic areas of expertise that qualify you to at University of the Southwest.

EMPLOYMENT HISTORY

List present and past employment, beginning with the most recent

Employer and Address	Title/Position Held	Dates		Reason for Leaving
		From	To	
Supervisor	Phone	May we contact this employer concerning prior work experience? Yes ___ No ___		

Employer and Address	Title/Position Held	Dates		Reason for Leaving
		From	To	
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Employer and Address	Title/Position Held	Dates		Reason for Leaving
		From	To	
Supervisor	Phone	May we contact this employer concerning prior work experience? Yes ___ No ___		

TEACHING EXPERIENCE *(List previous adult teaching opportunities you have had including training, workshops, traditional college.)*

School or Organization	Subjects Taught	Dates		Online? Yes/No
		From	To	
Course Development Experience	Academic Level	Institution or Organization		
Course Name				

Classroom Technology Experience

I am confident using Microsoft Word to review papers and provide feedback.

I am confident using Microsoft PowerPoint to create and present teaching materials.

I am confident using Microsoft Excel to teach as part of my field (i.e., math, statistics, etc.).

I am confident using a learning management system.

How frequently do you use e-mail to communicate?

Not confident	1	2	3	4	5	Totally confident
	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
	<input type="radio"/> Daily	<input type="radio"/> Weekly	<input type="radio"/> Monthly	<input type="radio"/> Rarely		

ONLINE APPLICANTS - Which learning management systems have you used and describe your level of expertise.

Professional Organizations:
Activities and Honors
Special Courses, Training, Certifications or Licenses (Are they current?)
Special Skills, Talents or Hobbies

PROFESSIONAL AND PERSONAL REFERENCES

Please provide names, addresses and phone numbers for at least two persons who can serve as a reference for you to your professional work experience and one for your Christian background and character (current pastor or church leader preferred).

A. PROFESSIONAL REFERENCE

NAME AND OCCUPATION	DAYTIME PHONE		
	()		
ADDRESS	CITY	STATE	ZIP
			YEARS KNOWN

B. PROFESSIONAL REFERENCE

NAME AND OCCUPATION	DAYTIME PHONE		
	()		
ADDRESS	CITY	STATE	ZIP
			YEARS KNOWN

C. PERSONAL REFERENCE

NAME AND POSITION	DAYTIME PHONE		
	()		
CHURCH	DENOMINATION		
ADDRESS	CITY	STATE	ZIP
			YEARS KNOWN

CHRISTIAN TESTIMONY AND PROFILE

Are you a Christian? Yes No

Are you actively involved in a church? Yes No

Name and location of the church _____

Group or association with which the church is affiliated _____

Have you been ordained, licensed, or commissioned? Yes No Date _____

If yes, name of ordaining church or agency: _____

Do you understand and embrace the USW Mission, personal responsibilities, individual and initiative? Yes No
 (This information is located in the document "Our Mission.")

Please read, answer and sign below

1 Are you legally eligible for employment in the United States? Yes No

If hired, you are required to submit proof of your eligibility to work in the U.S.A.

2 Are you over the age of eighteen? Yes No

If no, hire is subject to verification that you are of minimum legal age.

3 Have you ever been convicted of a felony or any sexual, narcotics, or drug offense (incl. pled guilty or no contest) which has not been annulled, expunged or sealed by the court? (A "yes" answer will not automatically disqualify you.) Yes No

If yes, please explain conviction: when, where, and disposition _____

4 Have you ever been discharged from a position or received disciplinary action? Yes No

If yes, please explain _____

Initial to certify agreement

Yes _____ I certify that all the information furnished on the application is true, complete, and correct. I understand and agree that any
No _____ falsification, misrepresentation or omission of fact either on this application or during the pre-hire process will be reason for
(1) my not being offered employment or (2) dismissal at any time from the service of the institution if employed.

Yes _____ I hereby waive my right to written notice by my present and/or former employers whenever a disciplinary report, letter of
No _____ reprimand or other disciplinary action regarding me is divulged to you by present or former employers.

Yes _____ I understand that the university requires a criminal background check as a condition of employment. I understand
No _____ and agree that if considered a finalist for a position, I will be required to provide authorization to the university to perform the
criminal background check.

Yes _____ The Immigration Reform and Control Act of 1986 states that employers must require all persons hired to submit documents to
No _____ the employer showing their identity and their right to be lawfully employed in the United States. It also requires that the
employee complete and sign a government form to this effect. If employed at the university, I understand that I will
be required to submit proof of my eligibility to work within the United States.

Signature

Date

Please mail or email your application and resume/vita to: Andrea Dodson, adodson@usw.edu – Office of the Provost
6610 N Lovington Hwy #504, Hobbs, NM 88240