FACULTY APPLICATION FOR EMPLOYMENT

On-campus 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 From	Dates To	Reason for Leaving
Supervisor	Phone	May we contact this employer concerning prior work experience? Yes____ No ____		

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

Employer and Address	Title/Position Held	Dates From	Dates To	Reason for Leaving
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 From	Dates To	Online? Yes/No

Course Development Experience Course Name	Academic Level	Institution or Organization

Classroom Technology Experience

Not confident 1 2 3 4 5 Totally confident

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? ☐ Daily ☐ Weekly ☐ Monthly ☐ 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

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

4 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 _____

_____

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

If yes, please explain _____

_____

It is understood and agreed upon that any misrepresentation by me in this application will be sufficient cause for cancellation of this application and/or termination if I have been employed. I understand that just as I am free to resign at any time, USW reserves the right to terminate my employment at any time, with or without cause and without prior notice. I understand that no representative of USW has the authority to make any assurances to the contrary. I understand that if I am employed by USW, I must comply with its policies, procedures and directives as a condition of employment.

I give USW the right to investigate all references, conduct background checks and to secure additional information about me, if job related. I hereby release USW from liability and its representatives for seeking such information and all other persons, corporations or organizations for furnishing such information.

If a conditional offer is made, I understand that I may be required to have a post offer medical examination before I actually start working to determine whether I am capable of performing the essential functions of the job for which I applied. If the results of a conditional offer medical examination reveal a disability that will affect my ability to perform the essential functions of the job, USW may withdraw the offer of employment if no reasonable accommodation can be made.

University of the Southwest is an Equal Opportunity Employer. Employment decisions at USW are made without regard to race, age, disability, religion color, sex, national origin, or any other basis prohibited by local, state, or federal law. No question on this application is used for the purpose of limiting or excluding any applicant's consideration for employment on any basis prohibited by local, state or federal law. Inquiries regarding USW's non-discrimination policies and practices may be directed to USW's Director of Personnel Services.

I understand that USW will keep the information provided during the employment process confidential to the extent permitted by law. This application, along with any attachments, becomes the property of USW. This application is current for only 90 days. At the conclusion of this time, if I have not heard from USW and still wish to be considered for other employment opportunities, I understand it will be necessary for me to complete a new application.

I understand that nothing contained in this employment application or in the granting of an interview is intended to create an employment contract between USW and myself for either employment or for the providing of any benefit. No promises regarding employment have been made to me, and I understand that no such promise or guarantee is binding upon USW unless made in writing.

Signature of Applicant_____ Date_____

UNIVERSITY OF THE SOUTHWEST
6610 LOVINGTON HIGHWAY
HOBBS, NM 88240
(575) 392-6561
www.USW.edu

AUTHORIZATION FOR EMPLOYMENT AND BACKGROUND INVESTIGATION AND VERIFICATION OF INFORMATION

I, _____, hereby certify that the information contained in my original application was true, accurate and complete to the best of my then knowledge and belief. I understand and agree that any false, willful omission or incorrect information contained in those materials that was relied on by the University of the Southwest in its hiring decision can be cause for termination of my employment if that information was knowingly false, willfully omitted or incorrect at the time I provided it.

I hereby consent to the University of the Southwest and its agents to investigate my work history, education history, prior employment performance, and any other matters reasonably related to a determination of employment. USW, its agents or employees may contact such individuals as it deems necessary to obtain information to assist in making the decision to hire or retain me. Such individuals include, but are not limited to, former employers, references listed by me, educational institutes and other organizations. Any individual or entity contacted by USW, its agents or employees, is hereby authorized, upon receipt of a copy of this release, to discuss any information that they may have that will assist the University of the Southwest in making its final determination. The individual or entity may give an oral, taped, or written statement as well as provide copies of any documents in their possession that directly relate to the matters inquired into by the University of the Southwest. For the purpose of this release, I specifically waive any claim of confidentiality as to the information provided by the individual or entity to the University of the Southwest and waive any liability claim except for deliberately made statements that were untrue and the individual or organization providing the statements knew or reasonably should have known that the statements were untrue.

Confidentiality is not waived as to any other inquiry by any individual or entity, other than USW, requesting reports, records or information concerning me, my employment or education. This release is only for inquiries made by and for the University of the Southwest.

I reserve the right to inspect (and the University of the Southwest hereby agrees to allow such inspection) any and all files created and/or maintained by the University of the Southwest as to any investigation concerning my initial hiring or continued employment. Such inspection shall be allowed during normal office hours following written notification of intent to inspect. The University of the Southwest shall schedule a time and location for inspection within five (5) working days of receipt of request.

I further reserve the right to request a correction of any errors or misstatements that I may find in the file. Such correction shall only occur after written documentation or other evidence has been submitted and reviewed by the University of the Southwest. If the request for correction is denied, the University of the Southwest shall notify me in writing of the denial and the reasons therefore.

I understand that the information contained in my original application materials and the information submitted by me or obtained pursuant to this Release and Verification of Information is confidential and for the exclusive use of the University of the Southwest, its agents and employees, for employment decisions. This information will not be released or transferred to any other person or entity without my written authorization unless required to be disclosed by law or court order. University of the Southwest, its agents and employees, agree not to disclose or release any information without my written authorization and pursuant to my written instructions except as may be court ordered or required by law.

As an employee of University of the Southwest, I declare that I am able to perform the specific job functions of the job that I am currently employed in ____ with ____ without reasonable accommodation. If for any reason I become unable to substantially perform the specific job functions of any job that I hold, I will immediately notify my supervisor.

I agree to submit to a criminal background investigation, to be paid for by the University of the Southwest, if the University becomes aware of facts, circumstances, or conduct that give rise to a reasonable suspicion, as determined by University of the Southwest, that undisclosed aspects of my background might disqualify me from continuing employment with University of the Southwest. The investigation and information obtained shall remain confidential and subject to review and correction as previously set forth.

I understand that if I knowingly and willfully conceal or make a false representation about the above described information I may be disciplined which could include, but is not limited to, being discharged.

_____ _____

Employee/Applicant Signature Date

_____

Printed Name

_____ _____

University of the Southwest Date