



## APPLICATION FOR EMPLOYMENT

Office of Human Resources  
1000 West Court Street, Seguin, Texas 78155  
Phone (830) 372-8017 | Fax (830) 372-6409  
[www.tlu.edu](http://www.tlu.edu)

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**TEXAS LUTHERAN UNIVERSITY (TLU)** is an equal opportunity employer and does not discriminate based on race, color, gender, sex, religion, national origin, age, disability, genetic information or any other characteristic protected by federal, state, or local law.\*

\*As a university of the Evangelical Lutheran Church in America, Texas Lutheran University will employ persons affirming faith in the mission of the Evangelical Lutheran Church in America sufficient in number to maintain an active and dynamic relationship with the church.

The Office of Human Resources is available to individuals who need assistance in completing this application form.

This application must be completed even if you are attaching a personal resume. Information provided will be verified by TLU. Type or use black or blue ink to complete this application.

Today's date: \_\_\_\_\_

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### EMPLOYMENT DESIRED

Position \_\_\_\_\_ Date available: \_\_\_\_\_

Salary desired \_\_\_\_\_ Type of employment:  Full time  Part time  Other

### PERSONAL

Full name \_\_\_\_\_

Are your work, education, or other records under another name?  Yes (specify) \_\_\_\_\_  No

Address \_\_\_\_\_

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

How did you learn about this job opportunity? \_\_\_\_\_

Are you prevented from lawfully becoming employed in this country because of Visa or immigration status?  
 Yes  No (Proof of citizenship or immigration status will be required upon employment.)

Have you ever been employed by Texas Lutheran University?  Yes  No

If yes, give position(s) and dates \_\_\_\_\_

Are you related by blood or marriage to any current or former member of the Board of Trustees, Administration, Faculty, or Staff of Texas Lutheran University?  Yes  No

If yes, list name of relative and relationship \_\_\_\_\_

Consistent attendance and punctuality are essential requirements of every job at TLU. Can you meet these expectations?  
 Yes  No

Religious affiliation \_\_\_\_\_

## EDUCATION AND SKILLS

Name	Location	Major	Last Month & Year Attended	Credits Earned	Did you graduate?	Degree Earned
High School						
College or University						
College or University						
Trade School						

List any trade/professional licenses or certifications that you hold \_\_\_\_\_

Describe specialized training/technical skills/abilities relevant to the position for which you are applying \_\_\_\_\_

Have you served in the Armed Forces of the United States?  Yes  No Branch \_\_\_\_\_

Dates served \_\_\_\_\_ Conditions of discharge \_\_\_\_\_

## EMPLOYMENT EXPERIENCE

Please provide your complete work history for the last five years or last three employers, whichever is longer. Start with your most recent job. Include any job-related military and/or volunteer experience. Please do not leave any spaces blank, even if a resume is attached. TLU routinely contacts current and previous employers for reference checks. Permission to contact your current employer before hiring will be requested.

**Employer Name #1 (most recent)** \_\_\_\_\_

Address \_\_\_\_\_

Job title \_\_\_\_\_ Responsibilities \_\_\_\_\_

Name and title of supervisor \_\_\_\_\_

Salary (starting and ending) and any promotion(s) \_\_\_\_\_

Employment start and end date (MM/YY) \_\_\_\_\_  Full time  Part time

Discharged  Quit Reason(s) for leaving \_\_\_\_\_

**Employer Name #2** \_\_\_\_\_

Address \_\_\_\_\_

Job Title \_\_\_\_\_ Responsibilities \_\_\_\_\_

Name and title of supervisor \_\_\_\_\_

Salary (starting and ending) and any promotion(s) \_\_\_\_\_

Employment start and end date (MM/YY) \_\_\_\_\_  Full time  Part time

Discharged  Quit Reason(s) for leaving \_\_\_\_\_

## EMPLOYMENT EXPERIENCE (CONTINUED)

Employer Name #3 \_\_\_\_\_

Address \_\_\_\_\_

Job title \_\_\_\_\_ Responsibilities \_\_\_\_\_

Name and title of supervisor \_\_\_\_\_

Salary (starting and ending) and any promotion(s) \_\_\_\_\_

Employment start and end date (MM/YY) \_\_\_\_\_  Full time  Part time

Discharged  Quit Reason(s) for leaving \_\_\_\_\_

Please explain any periods of unemployment \_\_\_\_\_

Have you ever been terminated or asked to resign by any employer?  Yes  No If yes, please provide details \_\_\_\_\_

Are you currently employed? If so, may we contact your employer?  Yes  No

## REFERENCES

Please list three references (other than relatives) who can assess your professional abilities, experience, and character.

### Reference #1

Name \_\_\_\_\_ Address \_\_\_\_\_

Telephone/E-mail \_\_\_\_\_ Relationship \_\_\_\_\_

### Reference #2

Name \_\_\_\_\_ Address \_\_\_\_\_

Telephone/E-mail \_\_\_\_\_ Relationship \_\_\_\_\_

### Reference #3

Name \_\_\_\_\_ Address \_\_\_\_\_

Telephone/E-mail \_\_\_\_\_ Relationship \_\_\_\_\_

Additional information relevant to the position for which you are applying \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

If insufficient space, feel free to include an extra sheet with the additional information.

## COMMUNITY RECORDS

Have you ever been convicted of a felony, misdemeanor, or other crime (including military convictions)?

Yes  No If yes, please provide dates, types of convictions, circumstances, and disposition \_\_\_\_\_

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Within the last seven (7) years, have you entered a plea of guilty or been placed on parole, probation, a work release program, deferred adjudication, pre-trial diversion, or conditional release as a result of any felony, misdemeanor, or other crime?  Yes  No If yes, please provide detailed information \_\_\_\_\_

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Within the last seven (7) years, have you been confined (incarcerated) as a result of the sentence of any court? (Include incarcerations resulting from the sentence of a military court or similar proceeding)  Yes  No If yes, please provide detailed information \_\_\_\_\_

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Are you currently on parole, probation, a work release program, deferred adjudication, pre-trial diversion or conditional release as a result of a felony, misdemeanor or other crime?  Yes  No If yes, please provide detailed information \_\_\_\_\_

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A conviction record will not necessarily be a bar to employment, and factors such as age and time of the offense, seriousness and nature of the violation(s), and rehabilitation will be taken into account.

## APPLICANT'S STATEMENT

All of the information provided by me on this application, my personal resume, and any other supplementary materials, is true and correct.

I understand and agree that if I am hired by Texas Lutheran University, the employment will be "at will." That means, either I or the University may end the employment relationship at any time, for any reason, or for no reason. I understand that receipt of this application by the University does not mean that I have been hired or employed by the University. I understand that no one at the University has the authority to change the terminable "at will" nature of the employment, other than the President of the University in writing.

I authorize Texas Lutheran University to verify the information provided by me, and to contact any reference, employer, school, or educational institution listed by me. I release my former employers and Texas Lutheran University from any and all liability in connection with the furnishing of this information to Texas Lutheran University.

I UNDERSTAND THAT FALSIFICATION, MISREPRESENTATION, OR OMISSION OF INFORMATION ON THIS APPLICATION FOR EMPLOYMENT OR ON ANY OTHER EMPLOYMENT FORM, SHALL BE GROUNDS FOR IMMEDIATE TERMINATION, REGARDLESS OF WHEN SUCH FALSIFICATION, MISREPRESENTATION, OR OMISSION IS DISCOVERED.

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SIGNATURE OF APPLICANT

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DATE