

University of Science and Arts of Oklahoma C H I C K A S H A

APPLICATION FOR EMPLOYMENT

EQUAL OPPORTUNITY STATEMENT: This institution is in compliance with Titles VI and VII of the Civil Rights Act of 1964, Executive Order 11246, as amended, Title IX of the Education Amendments of 1972, and other federal laws and regulations, does not discriminate on the basis of race, color, national origin, sex, age, religion, disability, or status as a veteran in any of its policies, practices or procedures. This includes, but is not limited to admissions, employment, financial aid, and educational services.

NAME: _____
Last First Middle

HOME ADDRESS AND TELEPHONE NUMBER

Social Security Number: _____ Area Code and Phone Number () _____

Address _____ Email: _____

City & State _____ Zip _____

TYPE OF POSITION DESIRED

Faculty: Title and Rank of Position Applying For: _____

Is this faculty position listed as: _____ Full-time _____ One Year Appointment _____ Part-time _____ Adjunct

Staff: Check all that apply _____ Regular Full-time _____ Regular Part-time _____ Temporary Full-time _____ Part-time as Needed

List staff positions in order of preference, if applying for more than one.

I certify that the information contained in this application is true to the best of my knowledge and belief. I understand that any willful omission of facts or misrepresentation is cause for dismissal. I grant permission for the authorities of the University of Science and Arts of Oklahoma to investigate my work references and release the University from any liability resulting from such investigation. Upon my termination, I authorize the release of reference information on my work. I understand and agree that this employment application, by itself or together with other company documents or policy statements, does not create a contract for employment.

Signature

Date

GENERAL INFORMATION

PLEASE FEEL FREE TO ATTACH ADDITIONAL PAGES TO THIS APPLICATION IF NEEDED.

1. Are you authorized to work in the United States? Yes No (I-9 Verification will be required upon employment)

2. Community Activities (Service Clubs, Councils, etc. which are relevant to the position(s))

3. Are you related to any member of the Board of Regents of USAO? Yes No
 If Yes, explain _____

4. Have you had any previous association with USAO? Yes No
 If Yes, explain _____

EDUCATIONAL RECORD

Type of School	Name and Location	Dates Attended From --- To	Grade or Credit Hours Completed	Major Subjects	Degree or Certificate and Year Received
High School					
Post High School					
Other					

REFERENCES

List a minimum of three (3) persons (other than relatives or past employers) who have knowledge of your skills.

NAME	COMPLETE ADDRESS	PHONE NUMBER

**FACULTY APPLICANTS, PLEASE COMPLETE THIS SECTION
ALL OTHERS, PLEASE GO TO NEXT SECTION**

Previous Employment or Professional Practice (list in chronological order, beginning with last position, and state full or part time)

Name of Institution or Organization	Address	Academic Rank or Title	Period of Employment Begin - End
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Undergraduate Major: _____ Minor: _____

Masters Major: _____ Minor: _____

Doctoral Major: _____

Post-Doctoral Field: _____

Master's Thesis (Title & Date): _____

Doctoral Dissertation (Title & Date): _____

Professional Societies, Scholarships, Fellowships, Honorary Degrees, Professional Licenses, etc., (with sources & dates)

Publications (if complete list is not given, please give selected titles with note as to numbers, types and principal fields)

Other significant professional projects or special activities completed

Research completed but unpublished, and/or major projects presently under way, etc.

APPLICANTS FOR PROFESSIONAL AND GENERAL STAFF POSITIONS, COMPLETE THIS SECTION

List all special skills, professional or occupational licenses relevant to the position.

Are you willing to work overtime and/or weekends in case of emergency, etc.? Yes No

EMPLOYMENT RECORD (List your present or most recent employer FIRST.)

Employer _____ Address _____ Dates
City _____ State _____ Phone _____ From: _____
Position Title _____ To: _____
Duties (explain fully) _____ Salary
Begin _____
End _____

Reason for Leaving _____

Immediate Supervisor _____ May we contact yes no

Employer _____ Address _____ Dates
City _____ State _____ Phone _____ From: _____
Position Title _____ To: _____
Duties (explain fully) _____ Salary
Begin _____
End _____

Reason for Leaving _____

Immediate Supervisor _____ May we contact yes no

Employer _____ Address _____ Dates
City _____ State _____ Phone _____ From: _____
Position Title _____ To: _____
Duties (explain fully) _____ Salary
Begin _____
End _____

Reason for Leaving _____

Immediate Supervisor _____ May we contact yes no

Employer _____ Address _____ Dates
City _____ State _____ Phone _____ From: _____
Position Title _____ To: _____
Duties (explain fully) _____ Salary
Begin _____
End _____

Reason for Leaving _____

Immediate Supervisor _____ May we contact yes no

About the University of Science and Arts of Oklahoma

Mission and Programs:

The distinctive mission of the University of Science and Arts of Oklahoma is to offer a high quality, residential liberal arts education at affordable rates to academically and artistically able students. Designated a selective enrollment institution by the Oklahoma State Regents for Higher Education—the statewide system coordinating board—USAO is a single campus institution charged with having admission standards that are, at least, equal to the highest in the state system of colleges and universities. USAO is the only public baccalaureate institution in Oklahoma with its own independent governing Board of Regents.

The University operates on a year-round trimester basis and employs educational practices and options which offer the determined student the opportunity to graduate within three years.

The University's liberal arts experience is organized around the Interdisciplinary Studies Program (IDS) core of coursework. It is composed of 50 credit hours of required work common to all students and is sequenced from freshman to senior years. In the effort to foster understanding of the value of interdisciplinary study and thought, many of the IDS courses are team-taught by two, three, and sometimes four faculty.

Most academic program majors are in the traditional arts and sciences. Of the 23 majors offered, the University does provide three professional or occupational-related programs in computer science, teacher education and business. All three require concurrent immersion in the liberal arts requirements of the IDS curriculum. The University also strongly urges student focus on a major undergraduate research or works-of-distinction project and involvement in learning through community service and civic engagement.

History:

The school was founded in 1908 as the Oklahoma Industrial Institute and College for Girls. It was the first college authorized by the First Oklahoma Legislature. It was the last of only seven state women's colleges with similar missions ever created in the United States, one of two west of the Mississippi River. In the company of these few unusual schools established between 1884 and 1908, the Oklahoma College for Women—as it was officially known after 1916—made historic contributions to American higher education in defining the purposes and priorities of training and educating women in this country.

Though originally with a few vocational programs, from the outset the school was developed essentially as a residential, liberal arts institution. Changed to coeducation status in 1965, it was renamed the Oklahoma College of Liberal Arts. In 1974 it became the University of Science and Arts of Oklahoma. Through the entirety of its history, its mission has remained the same. Other than the University of Oklahoma, USAO has the oldest original mission of any state college or university. It is one of the oldest public liberal arts colleges in the United States. USAO's campus, including built structures between 1910 and 1957, is listed as a National Historic District on the National Register of Historic Places.

Affiliations:

USAO has been continuously accredited by the North Central Association of Colleges and Schools since 1920. It has accredited status also with the National Council for Accreditation of Teacher Education, the Council on Education of the Deaf, and the National Association of Schools of Music. It is a member of the exclusive national Council of Public Liberal Arts Colleges.

Location:

The University is located in Chickasha, Oklahoma, a community of approximately 16,000 inhabitants. An increasingly exurban area and part of the Oklahoma City MSA, Chickasha is situated on Interstate 44, 40 minutes southwest of downtown Oklahoma City and Norman, and northeast from Lawton. Will Rogers International Airport is a 30 minute drive.

THE FOLLOWING STATISTICAL INFORMATION IS REQUIRED FOR COMPLIANCE WITH FEDERAL LAWS ASSURING EQUAL EMPLOYMENT OPPORTUNITY WITHOUT REGARD TO RACE, COLOR, SEX, NATIONAL ORIGIN, RELIGION, AGE, OR DISABILITY, AS WELL AS THE VIETNAM ERA READJUSTMENT ACT. THE INFORMATION REQUESTED IS VOLUNTARY AND WILL REMAIN SEPARATE FROM YOUR APPLICATION FOR EMPLOYMENT.

_____ Today's Date	_____ Name (Print as it appears on Social Security Card)	_____ Date of Birth	_____ Sex
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ETHNIC BACKGROUND

- _____ WHITE (not of Hispanic origin): Persons having origins in any of the original peoples of Europe, North Africa or the Middle East.
- _____ BLACK (not of Hispanic origin): All persons having origins in any of the black racial groups of Africa.
- _____ HISPANIC: All persons of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin, regardless of race.
- _____ AMERICAN INDIAN OR ALASKAN NATIVE: All persons having origins in any of the peoples of North America, and who maintain cultural identification through tribal affiliation or community recognition.
- _____ ASIAN OR PACIFIC ISLANDERS: All persons having origins in any of the original peoples of the Far East, Southeast Asia, the Indian Subcontinent or the Pacific Islands. For example, China, Japan, Korea, the Philippine Islands, and Samoa.

CITIZENSHIP

- _____ Resident foreign national [Alien who has been admitted for permanent residence (MUST have valid Alien Registration Card, Form 1-151)]
- _____ Nonresident foreign national [Alien admitted temporarily for specific purposes and periods of time].
- _____ United States Citizen

GENERAL INFORMATION

Have you served in the U. S. Armed Forces? _____ Yes _____ No

Branch: _____ Dates: _____

Type of Discharge: _____ Disabled? _____

Have you ever been convicted of or pled guilty to a crime, excluding misdemeanors and summary offenses, in the past seven (7) years which has not been annulled or sealed by a court? _____ If yes, describe in full _____

Conviction of a crime will not be an absolute bar to employment. Each case is considered in relation to the position applied for.

Are you able to perform each of the essential job functions associated with each position for which you have applied? ____ Yes ____ No. If no, list the function(s) you are unable to perform, explain why you are unable to perform them and describe the reasonable accommodations which, in your opinion, are needed so that you can perform them.

PLEASE RETURN THIS COMPLETED FORM WITH YOUR APPLICATION
THIS INFORMATION WILL REMAIN SEPARATE FROM YOUR APPLICATION