

University of Mary Hardin-Baylor

Application for UMHB Summer Employment

Mayborn Campus Center

Position for which you are applying: ☐ Lifeguard ☐ Water Safety Instructor ☐ Swim Assistant

Are you: ☐ New UMHB Summer Applicant ☐ Returning UMHB Summer Employee

APPLICANT'S INFORMATION			
Last Name:	First Name:	Preferred Name (if different than first name):	
Address/City/State/Zip:		Cell Phone (including area code):	Email Address:
Can you receive text messages? <input type="checkbox"/> YES <input type="checkbox"/> NO		Based on the job description provided to me, I believe that I am able to perform the essential functions of this job, with or without reasonable accommodation. <input type="checkbox"/> YES <input type="checkbox"/> NO	

QUALIFICATIONS: You will be required to have the following training and certifications prior to first day of work.			
	Date Completed	Expiration Date	Certification Facility
Lifeguard Training (Required for Lifeguards Only)			
Water Safety Instructor (Required for WSI's Only)			
CPR/AED (Required for All Positions)			
First Aid (Required for All Positions)			

SUMMER WORK AVAILABILITY			
Date Available to Start:		Desired Number of Weekly Hours: <input type="checkbox"/> 10 - 20 hours <input type="checkbox"/> 20 - 30 hours <input type="checkbox"/> More than 30 hours	
Last Date Available to Work:			
Days & Times of General Availability: <div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <input type="checkbox"/> All Days - OR <input type="checkbox"/> Monday <input type="checkbox"/> Friday <input type="checkbox"/> Tuesday <input type="checkbox"/> Saturday <input type="checkbox"/> Wednesday <input type="checkbox"/> Sunday <input type="checkbox"/> Thursday </div> <div style="width: 45%;"> <input type="checkbox"/> All Times - OR <input type="checkbox"/> Mornings <input type="checkbox"/> Afternoons <input type="checkbox"/> Evenings </div> </div>		Please specify any dates (vacations, camps, college visits, etc.) that you are NOT available to be scheduled:	
		1.	5.
		2.	6.
		3.	7.
		4.	8.

EDUCATION		
High School		Current Student <input type="checkbox"/> YES <input type="checkbox"/> NO If no, Year Graduated _____
College		Current Student <input type="checkbox"/> YES <input type="checkbox"/> NO If no, Year Graduated _____
College/Other		Current Student <input type="checkbox"/> YES <input type="checkbox"/> NO If no, Year Graduated _____

WORK ELIGIBILITY	
Are you eligible to work in the United States? <input type="checkbox"/> YES <input type="checkbox"/> NO	Can you furnish proof of eligibility? <input type="checkbox"/> YES <input type="checkbox"/> NO
Proof of eligibility to work in the United States must be provided if selected for hire	

WORK EXPERIENCE

Employer:	Work Performed:	Dates of Employment: Start: _____ End: _____
Supervisor's Name:	Supervisor's Phone Number:	Supervisor's Email Address:
<input type="checkbox"/> Current Employer <input type="checkbox"/> Past Employer	<input type="checkbox"/> Full Time Position <input type="checkbox"/> Part Time Position <input type="checkbox"/> Seasonal Position (Summer or Holiday Season Only)	May we contact this employer? <input type="checkbox"/> YES <input type="checkbox"/> NO

Employer:	Work Performed:	Dates of Employment: Start: _____ End: _____
Supervisor's Name:	Supervisor's Phone Number:	Supervisor's Email Address:
<input type="checkbox"/> Full Time Position <input type="checkbox"/> Part Time Position <input type="checkbox"/> Seasonal Position (Summer or Holiday Season Only)		May we contact this employer? <input type="checkbox"/> YES <input type="checkbox"/> NO

Employer:	Work Performed:	Dates of Employment: Start: _____ End: _____
Supervisor's Name:	Supervisor's Phone Number:	Supervisor's Email Address:
<input type="checkbox"/> Full Time Position <input type="checkbox"/> Part Time Position <input type="checkbox"/> Seasonal Position (Summer or Holiday Season Only)		May we contact this employer? <input type="checkbox"/> YES <input type="checkbox"/> NO

PERSONAL REFERENCES – Please do not list relatives. Please provide us with DAYTIME PHONE NUMBERS to expedite your application.

Name:	In what capacity and how long have you known this person?
Address/City/State/Zip:	
Daytime Phone Number:	This person's profession is:
Email Address:	

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Address/City/State/Zip:	
Daytime Phone Number:	This person's profession is:
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Daytime Phone Number:	This person's profession is:
Email Address:	

BACKGROUND INFORMATIONHave you ever been convicted of or pled no contest (nolo contendere) to a felony? ☐ YES ☐ NO

Felony Degree (if known): _____ Sentence/Fine: _____

State: _____ County: _____ Date: _____

Explain: _____

Have you ever been convicted of or pled no contest (nolo contendere) to a misdemeanor? ☐ YES ☐ NO

Misdemeanor Class (if known): _____ Sentence/Fine: _____

State: _____ County: _____ Date: _____

Explain: _____

Have you ever been adjudicated as a juvenile for delinquent conduct? ☐ YES ☐ NO

State: _____ County: _____ Date: _____

Explain: _____

Conviction does not necessarily disqualify applicants from employment. However, in the interest of safety of our students, employees and campus, no person will be hired or kept employed after the date of this application if that person has been convicted of:

- A felony or Class A/B misdemeanor classified as an offense against the person or family
- A class A/B misdemeanor classified as public indecency
- A felony of any law intended to control the possession or distribution of any substance classified as a controlled substance by federal, state or local statutes

Other offenses will be reviewed on a case by case basis.

Please list every state in which you have resided as an adult:

In compliance with the Clery Act, please note that the University of Mary Hardin-Baylor's campus crime and security report is made available to all faculty, staff and students (prospective and current) on an annual basis. This report may be found at umhb.edu/resources/campusafety/about.html or you may request a printed copy by contacting the University Police Department, located at 816 College St., Belton, Texas, (254) 295-5555.

UMHB CHRISTIAN MISSION

Because the university is a Christian institution of higher education, affiliated with the Baptist General Convention of Texas, it seeks employees who understand its mission and who understand and practice in their own lives biblical precepts of personal integrity, morality and ethical behavior.

Are you a committed Christian?: ☐ YES ☐ NODo you regularly attend church?: ☐ YES ☐ NO

If yes, name and location of church:

Is this church affiliated with a particular denomination?

- I certify that answers given herein are true and complete to the best of my knowledge. In consideration of my / my child's employment, I agree that I / my child will comply with the Employee Statement of Understanding, rules, regulations, philosophy, mission and policies of the University of Mary Hardin-Baylor.
- The University as employer may make the following conditions mandatory: overtime, shift work, rotating work schedules, or a work schedule other than Monday through Friday. I accept these conditions of employment for myself / my child.
- I grant the University of Mary Hardin-Baylor permission to access my/my child's academic, employment and personal history (which may include information concerning my / my child's character, criminal history, mode of living, general reputation, personal characteristics and related pertinent information.) I hereby waive any claim which I might have against any person or entity for information provided.

IF HIRED, you must present an original social security card for payroll purposes on day one of employment

CHECK ONLY ONE:

- ☐ I am 18 years of age or older.
- ☐ I am under 18 years of age: Parent or legal guardian must also sign below.

Signature of Applicant

Date

Printed Name of Parent/Legal Guardian for applicant under 18

Signature of Parent/Legal Guardian for applicant under 18

Date

THIS SECTION FOR CURRENT UMHB STUDENTS ONLY:

Do you participate in the Federal or State Student Work/Study Program? ☐ YES ☐ NO

Student ID:	Dorm:	Room Number:
Classification: <input type="checkbox"/> FR <input type="checkbox"/> SO <input type="checkbox"/> JR <input type="checkbox"/> SR <input type="checkbox"/> GRAD STUDENT		Major:
PLEASE LIST ALL EXTRA-CURRICULAR ACTIVITIES AND ATHLETICS (FCA, OneVoice, Miss MHB, etc.):		
1.	5.	
2.	6.	
3.	7.	
4.	8.	

Please hand-deliver the completed application in a sealed envelope to
Human Resources Office, Sanderford Administration Bldg. Room 1230 or
scan signed application and send via email to HR@umhb.edu