

APPLICATION FOR STAFF EMPLOYMENT

ANDERSON UNIVERSITY

Submit completed application to: **Human Resources**

Mailing Address:
1100 East 5th Street
Anderson, IN 46012-3495

Campus Location:
Decker Hall, Room 10
Telephone: (765) 641-4132 Fax: (765) 641-3649

INSTRUCTIONS: Applicants are considered for employment without regard to age, gender, ethnic or racial origin, physical or mental disability, marital or veteran status. Answer all questions as completely as possible. Applicants will be selected for interviews based on skills, training and previous experience. If you are selected for an initial interview, you will be given the opportunity to review the job description and provide additional information about your skills, training and experience. Your personal information provided will remain strictly confidential.

Date Completed: _____ **Date Available for Work:** _____

Type Position Desired:

- | | |
|--|---|
| <input type="checkbox"/> General Office | <input type="checkbox"/> Technical |
| <input type="checkbox"/> Secretary/Clerical | <input type="checkbox"/> Management |
| <input type="checkbox"/> Service/Maintenance | <input type="checkbox"/> Administrative |
| <input type="checkbox"/> Skilled Trades | <input type="checkbox"/> Other Professional |

Work Hours Desired: (Check all that apply)

- | |
|---|
| <input type="checkbox"/> Full-time for 12 months |
| <input type="checkbox"/> Part-time for 12 months _____ hours per week |
| <input type="checkbox"/> Full-time _____ months per year |
| <input type="checkbox"/> Part-time _____ months per year and _____ hours per week |

PERSONAL DATA (Please Print or Type)

Last Name	First	Middle
Other names under which you have worked		
Street Address		
City	State	Zip
Home Phone ()	Business Phone ()	Cell Phone ()
E-Mail Address		

Have you ever been employed by Anderson University? Yes No

If so, when and in which department? _____

Have you been convicted of any violation of law in the last 7 years, including moving traffic violations? Yes No

Describe the Offense: _____

Statute/Ordinance (if known) _____ Date of Charge _____

Date of Conviction _____ County, City and State of Conviction _____

Note: No applicant will be denied employment solely on the grounds of conviction of a criminal offense. The date of the offense, the nature of the offense, including any significant details that affect the description of the event, and the surrounding circumstances and the relevance of the offense to the position(s) applied for will be considered.

Anderson University is required to verify your eligibility to work in the United States by completing the Department of Homeland Security Form I-9. If hired, can you provide proof of authorization to work in the U.S.? Yes No

Do you have any friends, relatives or acquaintances working for Anderson University? Yes No

If yes, state name and relationship. _____

Anderson University is an Equal Opportunity Employer

EDUCATION

School	Name and Location	Course of Study	Number Years Completed	Graduated	Degree/ Diploma
Elementary (K - 8)				<input type="checkbox"/> Yes <input type="checkbox"/> No	
High School (9 - 12)				<input type="checkbox"/> Yes <input type="checkbox"/> No	
College				<input type="checkbox"/> Yes <input type="checkbox"/> No	
Other Training				<input type="checkbox"/> Yes <input type="checkbox"/> No	

WORK EXPERIENCE

Please give an accurate and complete record of your employment experience. Begin with your present, or most recent, employer.

1.	Company Name		Telephone ()
	Address		Employed (month/year)
	Supervisor		From to
	Job Titles and Duties		Salary \$ per
			Reason for leaving
2.	Company Name		Telephone ()
	Address		Employed (month/year)
	Supervisor		From to
	Job Titles and Duties		Salary \$ per
			Reason for leaving
3.	Company Name		Telephone ()
	Address		Employed (month/year)
	Supervisor		From to
	Job Titles and Duties		Salary \$ per
			Reason for leaving
4.	Company Name		Telephone ()
	Address		Employed (month/year)
	Supervisor		From to
	Job Titles and Duties		Salary \$ per
			Reason for leaving

May we contact any employer listed? Yes No Do not contact _____

MILITARY EXPERIENCE (This information is optional.)

Branch of Service	Active Duty: From to
Rank at Time of Discharge	Re-Enlistment Code
Duties and/or Special Training:	

Please list skills and qualifications acquired from other employment, training or experience, for example, typing speed, machines operated, computer programs used, etc.

OPTIONAL INFORMATION: You may choose to list membership in professional or civic organizations, volunteer or unpaid work experience. You may wish to list offices held or other responsibilities. You may exclude those which may disclose your age, gender, ethnic or racial origin, physical or mental disability, marital or veteran status.

PERSONAL REFERENCES Do not include persons related to you or previous employers.

Name	Address	Phone
		()
		()
		()
		()
		()

I certify the information given in this application is true and complete to the best of my knowledge.

In the event I am employed by Anderson University, I understand that false or misleading information given in my application or interview(s) may result in discharge. I also understand that if employed I am required to abide by all the rules and policies of the University.

I authorize Anderson University to contact my personal references, educational institutions, current and/or previous employers, except as noted above, as it may be necessary to arrive at an employment decision. I understand that the information obtained from my references will remain confidential. I will not hold the University liable for any information obtained.

If required for position, I authorize Anderson University to request an investigative report from a background checking agency concerning my social security number, motor vehicle operation history, criminal history and other information to the extent permitted by law.

Applicant

Date

**THIS PAGE TO BE COMPLETED IF YOU ARE APPLYING FOR A MANAGEMENT,
PROFESSIONAL OR ADMINISTRATIVE POSITION AT ANDERSON UNIVERSITY**

ANDERSON UNIVERSITY EMPLOYMENT STANDARDS

1. A belief in and commitment to Jesus Christ and the Christian faith as these are interpreted through the historic witness of the Bible and the contemporary ministry of the Holy Spirit.
2. A vitality of Christian experience which is maturing in insight and application and which is appreciative of differing viewpoints.
3. Evident competence and a commitment to the continuing development of one's abilities.
4. A commitment to liberal arts education and preparation to serve in an environment of purposeful and rigorous inquiry.
5. A capability by temperament, preparation and will to support students as they confront the intellectual, social, physical, emotional, and spiritual challenges of their lives.
6. A sensitivity and support for the ethos and tradition of the Anderson University campus community.

I have read and believe myself to be in agreement with the above University Employment Standards except as noted below or on attached sheet.

Applicant

What are your plans for continuing or advancing your professional preparation?

Church, Fellowship or Denomination affiliation? _____

What do you consider your level or participation in your congregation or fellowship?

Very Active/Active Moderately/Somewhat Active Inactive

Anderson University, an institution of the Church of God, Anderson, Indiana, does not condone the use of any alcohol or tobacco. As a potential candidate for a management or administrative position, please respond to the following questions.

Do you use alcoholic beverages? Yes No If yes, how often? _____

Do you use tobacco? Yes No

OTHER PERSONAL DATA

Marital Status Single Married Spouse's Name _____

Number of children, if any _____ Ages _____