

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, Rooms 10-13
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 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 INFORMATION (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: An applicant will *not* 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 US by completing a Department of Homeland Security Form I-9.

Are you legally authorized to work in the United States? Yes No

Will you now or in the future require an employment visa (e.g., H-1B visa status)? Yes No

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

If yes, state name and relationship. _____

EDUCATION

| School | Name and Location | Course of Study | # 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 | | Email |
| | Supervisor | | From To |
| | Job Title | | Salary \$ Per |
| | Job Duties | Reason for leaving: | |
| 2. | Company Name | | Telephone () |
| | Address | | Email |
| | Supervisor | | From To |
| | Job Title | | Salary \$ Per |
| | Job Duties | Reason for leaving: | |
| 3 | Company Name | | Telephone () |
| | Address | | Email |
| | Supervisor | | From To |
| | Job Title | | Salary \$ Per |
| | Job Duties | Reason for leaving: | |
| 4 | Company Name | | Telephone () |
| | Address | | Email |
| | Supervisor | | From To |
| | Job Title | | Salary \$ Per |
| | Job Duties | 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, such as 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 AND PROFESSIONAL REFERENCES (Do not include persons related to you or employers.)

| Name | Address | Phone & Email Address |
|------|---------|-----------------------|
| | | () |
| | | () |
| | | () |
| | | () |
| | | () |

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 Signature

Date

Please complete this page if you are applying for a management, professional or administrative position.

Anderson University Educational Mission and Employment Standards

Anderson University is an institution of higher education comprised of approximately 2,300 students and an instructional and professional staff of approximately 200. It is located in the Midwestern city of Anderson, Indiana. The University was founded in 1917 by the Church of God and has grown to include an undergraduate college, a graduate School of Theology and a division of adult education. It has continued its intimate association with the Church of God, educating a sizable number of its young people and providing much of its professional and lay leadership. Because of the strength of faculty, educational program, physical facilities and Christian environment, the University has become increasingly attractive to other young people compatible with its ethos. The University's commitment to quality Christian higher education has shaped its past, describes its present and will direct its future.

Anderson University employs persons who subscribe to its educational mission and whose personal and professional lives reflect:

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.

Anderson University is an alcohol-free and tobacco-free campus. Staff are asked to respect this policy on campus and off campus whenever their lives intersect with the university (e.g. at school-related events or other venues where they may encounter students in a social setting.)

I have read the Statement of Educational Mission and Employment Standards, as well as behavioral expectations with regard to alcohol and tobacco, and believe myself to be in agreement except as noted below or on attached sheet.

Applicant

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

What is your current Church Fellowship or Denomination affiliation? _____

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

Very Active/Active

Moderately/Somewhat Active

Inactive

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