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## APPLICATION FOR STAFF EMPLOYMENT

Date: \_\_\_\_\_

Position Sought: \_\_\_\_\_

Full-time:       Part-time:       Temporary:

### PERSONAL INFORMATION

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Name: \_\_\_\_\_

SSN (OPTIONAL): \_\_\_\_\_

Current Address: \_\_\_\_\_

\_\_\_\_\_

Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

Work Address: \_\_\_\_\_

\_\_\_\_\_

Work Phone: \_\_\_\_\_

May we contact your current or past employers?       Yes       No

Anderson University is a Christian faith-based educational institution.

Are you a Christian?       Yes       No

Are you an active member of your church?       Yes       No

Name and address of your church: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

### CITIZENSHIP INFORMATION

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Are you over the age of eighteen (18) and legally eligible to work in the United States?

Yes       No

**THIS DOCUMENT IS NOT A CONTRACT OF EMPLOYMENT. EMPLOYMENT WITH ANDERSON UNIVERSITY IS AT WILL UNLESS THERE IS A WRITTEN CONTRACT OF EMPLOYMENT SIGNED BY BOTH PARTIES.**

## INSTITUTIONAL MISSION, VISION, AND VALUES

Anderson University is a comprehensive liberal arts college committed to excellence in all aspects of institutional life. It provides distinctive higher education opportunities in a Christian community of students, faculty, staff and administration who actively affirm and proclaim the Gospel and teachings of Jesus Christ as the foundation and ultimate guide for our lives and our relations with others and with the world in which we live.

The vision of Anderson University is to be a premier place of learning that combines the best of the liberal arts and professional education in a distinctly Christian community.

To achieve our vision, Anderson University will:

- Be viewed as a leading Christian comprehensive college with top tier ranking among Southern colleges and universities
- Emphasize the integration of faith and learning, and uphold the teachings of Jesus Christ
- Enrich the undergraduate learning experience
- Initiate carefully selected graduate programs and additional undergraduate majors
- Increase enrollment to a total head count of 2000+ students
- Continuously create value throughout the organization

Anderson University is a Christian institution of higher learning that has been built upon an enduring faith-based heritage. Employees are expected to be fully supportive of the mission, vision and purpose of Anderson University, and of the mission, purpose, ideals and standards of the South Carolina Baptist Convention with which the institution is affiliated.

Anderson University forthrightly avers the validity and applicability of Christian truth and values to public, private, individual and corporate activity. Thus the University employs staff who have a personal relationship with Jesus Christ as Savior and Lord; who are committed to the Christian faith; whose faith is reflected in Christian witness through their employment, and their interaction with students, colleagues and the general public; who will maintain active membership in a local Christian church; and who will be committed to the integration of faith and learning.

# EDUCATIONAL BACKGROUND

## *High School and Undergraduate*

Institution	Major	Minor	Degree
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## *Graduate*

Institution	Major	Degree	Grad. Hrs.
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## *Other Disciplines in Which You Earned at Least 18 Semester or 30 Quarter Graduate Hours*

Institution	Dates in Attendance	Discipline	Total Grad Hours
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## **WORK EXPERIENCE**

Dates of Employment	Institution or Organization	Position	Reason for Leaving
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## REFERENCES

Please provide a minimum of three references who are knowledgeable of your professional work and your personal life.

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Have you ever been discharged or asked to resign from a job?

Yes

No

If yes, please explain: \_\_\_\_\_

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Have you ever been convicted of a felony or other crime?

Yes

No

If yes, please explain: \_\_\_\_\_

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Have you ever been disciplined by any professional or occupational licensing board or governing body?

Yes

No

If yes, please explain: \_\_\_\_\_

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Have you ever been warned, disciplined, or discharged for sexual harassment, fighting, assault, or related offenses?  Yes  No

If yes, please explain: \_\_\_\_\_

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## APPLICANT'S CERTIFICATION AGREEMENT

1. I authorize the investigation of all statements contained in this application and any supporting documentation (resume) and release from all liability any persons or employers supplying such information, and I also release Anderson University from all liability that might result from making the investigation and/or background check.
2. I certify that the facts and information set forth in this application are true and complete to the best of my knowledge. I understand that any falsification, misrepresentation, or omission of facts in this application (or on any required documents) will be cause for denial of employment or immediate termination of employment, regardless of when or how discovered.
3. I agree, if I am offered and accept a position, to conform to all existing and future Anderson University policies, rules and regulations and I understand that Anderson University reserves the right to change wages, hours and working conditions, and policies as deemed necessary. **IF HIRED, I UNDERSTAND THAT EMPLOYMENT WITH Anderson University IS AT WILL.**
4. I understand that any employment offer is contingent upon my providing, within three (3) working days of employment, valid proof of identity and eligibility to work in order to comply with the Immigration Reform and Control Act of 1986.
5. I have read and reviewed the information provided in this application and the above statements. By signing this application for employment, I certify that I understand all parts of it and have answered all questions completely and fully.

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SIGNATURE

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DATE

Anderson University complies with all state and federal laws which prohibit discrimination based on race, national or ethnic origin, age or disability. It is the policy of Anderson University to employ individuals who are professing Christians who are active in their churches and who are fully supportive of the mission and goals of the institution.

Questions related to staff employment may be addressed to the Office of Human Resources, Anderson University, 316 Boulevard, Anderson, SC, 29621, phone 864-231-2099.

