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# ANDERSON<sup>®</sup> UNIVERSITY

316 Boulevard, Anderson, SC 29621

## APPLICATION FOR STAFF EMPLOYMENT

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

Full Time	Part Time	Temp
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Legal Name (As it appears on your SS Card): \_\_\_\_\_

Address: \_\_\_\_\_ Email: \_\_\_\_\_

City: \_\_\_\_\_ Phone: \_\_\_\_\_

State: \_\_\_\_\_ Zip: \_\_\_\_\_

How did you learn of this position? \_\_\_\_\_

Desired Pay Rate? \_\_\_\_\_

Have you ever been employed at AU? If so, where and when? \_\_\_\_\_

List any immediate family members employed at AU: \_\_\_\_\_

Have you ever been a student at AU? If so, list years attended and name used while attending: \_\_\_\_\_

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 of your church: \_\_\_\_\_

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

City, State, Zip \_\_\_\_\_

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

If not, can you provide proof of a right to remain and work in the United States? Yes  No

Are you at least eighteen (18) years of age? 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 university 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 4000+ 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. Faculty and staff members are expected to be respectful of the mission, vision, values, and purpose of Anderson University, and 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 activities. Thus, the University seeks to employ ONLY faculty and staff members: who have a personal relationship with Jesus Christ as Savior and Lord; who are committed to the Christian faith and respectful of the University's Baptist Identity; whose faith is reflected in Christian witness through their teaching, their scholarly activities, and their interaction with students, colleagues, and the general public; who will maintain active membership in a local Christian church; and who actively engage in and demonstrably integrate the Christian faith into the teaching of their academic disciplines.

**In addition to the above, please read Anderson University's Statement of Faith (<https://andersonuniversity.edu/about-au/statement-faith>). Are Anderson University's *Mission, Vision, and Values* and *Statement of Faith* clear to you and sufficiently consistent with your own Christian faith to lead you to the conclusion that you can respect and not undermine these Statements and work effectively and happily as a faculty or staff member at Anderson University? Yes  No**

Educational Background			
Institution	Name, City and State	Graduated? Yes or No	Degree & Major / Field of Study
High School			
College			
Other			
Other			

Employment History					
Dates of Employment	Company Name	Position/Title	Supervisor Name	Reason for leaving	May we contact employer?
					Y N <input type="radio"/> <input type="radio"/>
					Y N <input type="radio"/> <input type="radio"/>
					Y N <input type="radio"/> <input type="radio"/>
					Y N <input type="radio"/> <input type="radio"/>
					Y N <input type="radio"/> <input type="radio"/>
					Y N <input type="radio"/> <input type="radio"/>
					Y N <input type="radio"/> <input type="radio"/>

**Publications and Dates:**

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**Membership in Professional Organizations:**

--

**Other Professional Licenses, Certifications, or Specialized Training:**

--

**Academic and Professional Honors and Recognition:**

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**Volunteer and/or Community Service Experience:**

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**Please summarize what are, in your perspective, areas in which you perceive you can improve:**

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Please compose an essay that reflects your faith in Jesus Christ, and how your faith illuminates and permeates your life, your relations with others, and your commitment to your church, community and society. Indicate your perception of how your faith commitment would impact your service to Anderson University. (You may use this sheet, or compose your response on different paper and insert it in this application.)

## REFERENCES

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

(Please do not list family members.)

1	Name		Relationship	
	Email		Phone	
2	Name		Relationship	
	Email		Phone	
3	Name		Relationship	
	Email		Phone	

Have you ever been discharged or asked to resign from a job? Yes      No

If yes, please explain:

Have you ever been convicted of a felony or other crime? Yes      No

If yes, please explain:

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

Yes      No

If yes, please explain:

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

If yes, please explain:

## 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. I also agree to support the University's Mission, Statement of Faith, Vision, and Values, which may be revised from time to time at the discretion of the Board of Trust. IF HIRED, I UNDERSTAND THAT EMPLOYMENT WITH ANDERSON UNIVERSITY IS AT WILL UNLESS THERE IS A WRITTEN CONTRACT OF EMPLOYMENT SIGNED BY BOTH PARTIES.
4. I understand that any employment offer is contingent upon my providing, 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 electronically signing this application for employment, I certify that I understand all parts of it and have answered all questions completely and truthfully.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Anderson University does not illegally discriminate on the basis of race, color, national or ethnic origin, sex, disability, age, religion, genetic information, veteran or military status, or any other basis on which the University is prohibited from discrimination under local, state, or federal law, in its employment or in the provision of its services, including but not limited to its programs and activities, admissions, educational policies, scholarship and loan programs, and athletic and other University-administered programs. In order to fulfill its purpose, the University may legally discriminate on the basis of religion in employment. The University has been granted exemption from certain regulations promulgated under Title IX of the Education Amendments of 1972 which conflict with the University's religious tenets.

The following person has been designated to handle inquiries or complaints regarding the non-discrimination policy including compliance with Title IX of the Education Amendments of 1972 and inquiries or complaints regarding the disability non-discrimination policy, including compliance with Section 504 of the Rehabilitation Act of 1973:

Dr. Dianne King, Associate Vice President for Student Development/Title IX Coordinator  
Center for Student Success  
316 Boulevard, Anderson, SC 29621  
(864) 231-2026  
[ldking@andersonuniversity.edu](mailto:ldking@andersonuniversity.edu)

A report may also be made to the U.S. Department of Education, Office of Civil Rights:

U.S. Department of Education  
Office of Civil Rights  
400 Maryland Ave., SW  
Washington, D.C. 20202-1328  
1-800-421-3481  
Email Address: [ocr@ed.gov](mailto:ocr@ed.gov)  
Web: <http://www.ed.gov/ocr>

Questions regarding faculty employment may be addressed to: Provost, Anderson University, 316 Boulevard, Anderson, SC 29621, phone 864-231-2145