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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

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

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

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

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

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

## INSTITUTIONAL MISSION, VISION, AND VALUES

### MISSION

Anderson University is an academic community affiliated with the South Carolina Baptist Convention. It offers undergraduate, graduate and professional degree programs to make graduates *market-place ready* and *life-long competitive* in knowledge, skill, and ability. It is a biblically-based Christian university that welcomes people from diverse backgrounds to be members of an academic community characterized by uncommon civility and hospitality. Rooted in the liberal arts, wholesome values, and time-honored social and economic principles, we equip graduates to be world citizens who lead productive, impactful and virtuous lives.

### VISION

For God and humanity, Anderson University seeks to be an innovative, entrepreneurial, premier comprehensive university where liberal arts, professional studies, and graduate studies thrive within an uplifting, welcoming, genuine Christ-like community of diverse faculty, staff and students dedicated to intellectually rigorous teaching and learning, a caring and extraordinary hospitable campus culture, and personal transformation for impactful and virtuous living.

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 fully supportive 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.

### VALUES

Anderson University takes pride in being able to function as a community rather than a conglomerate. Accordingly, we have adopted a set of community values that support our aspiration to fulfill the University's mission and achieve its vision, both of which are considerable aims. Values serve as guiding principles that shape our daily actions. These are dimensions of our community we believe are very important and should be known and understood by everyone within our institution.

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.

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**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 <input type="radio"/> N <input type="radio"/>
					Y <input type="radio"/> N <input type="radio"/>
					Y <input type="radio"/> N <input type="radio"/>
					Y <input type="radio"/> N <input type="radio"/>
					Y <input type="radio"/> N <input type="radio"/>
					Y <input type="radio"/> N <input type="radio"/>
					Y <input type="radio"/> N <input type="radio"/>
					Y <input type="radio"/> N <input type="radio"/>

**Publications and Dates:**

**Membership in Professional Organizations:**

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

**Academic and Professional Honors and Recognition:**

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

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

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 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.

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Signature

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Date

Anderson University does not unlawfully 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.* As a Christian institution of higher education, Anderson University is entitled to certain religious accommodations under federal and state law, including Title IX of the Education Amendments Act and Title VII of the Civil Rights Act. For questions or concerns contact the Office of Human Resources at [hr@andersonuniversity.edu](mailto:hr@andersonuniversity.edu)