

ASBURY COLLEGE



Academic Excellence & Spiritual Vitality

APPLICATION FOR EMPLOYMENT

Date: _____ Type of Application: New Employment Promotion Transfer

GENERAL INFORMATION

Title	Last Name	First	Middle	Home Phone
Address				Business Phone
City	State		Zip	Cell Phone
Email Address				

JOB INFORMATION

Position applying for: _____ Salary Requirements: _____

How did you learn of this opening? _____ Available to begin work: _____

Type of Employment FT PT Is there a shift you cannot work? _____

Can you perform all job functions with or without special accommodations? _____

PERSONAL INFORMATION

Are you a United States citizen or do you have a visa which permits you to work in the U.S.? Yes No

Please list any licenses or certificates that you hold: (including driver's license)

Please list any other job skills: (computer experience, typing skills, etc.)

Have you ever been terminated or forced to resign from any job you held? Yes No

If yes, please explain: _____

Have you ever been convicted of a felony? Yes No

If yes, list date, offense, and disposition: (Conviction will not necessarily disqualify an applicant for employment.)

Church Fellowship or Denominational Affiliation: _____

Have you worked for Asbury College before? Yes No If yes, give dates and positions held:

Do you have relatives who work for Asbury College? Yes No If yes, please give name(s), department and relationship: _____

EDUCATION & TRAINING

School Name	City	State	Dates Attended	Graduated (yes/no)	Degree Received	Course of Study
<i>High School</i>						
<i>College/University</i>						
<i>College/University</i>						
<i>Other (business school, technical school, etc)</i>						

EMPLOYMENT HISTORY: Completion of this section is required

<i>Company Name</i>	<i>From (month/year)</i>	<i>To (month/year)</i>
<i>Address</i>	<i>Starting job title</i>	<i>Ending job title</i>
<i>Supervisor's name and job title</i>	<i>Type of business</i>	<i>Ending salary</i>
<i>Please state reason for leaving</i>	<i>Company Phone</i>	<i>May we contact this employer?</i> <input type="checkbox"/> yes <input type="checkbox"/> no
<i>General description of job duties performed in this position</i>		

<i>Company Name</i>	<i>From (month/year)</i>	<i>To (month/year)</i>
<i>Address</i>	<i>Starting job title</i>	<i>Ending job title</i>
<i>Supervisor's name and job title</i>	<i>Type of business</i>	<i>Ending salary</i>
<i>Please state reason for leaving</i>	<i>Company Phone</i>	<i>May we contact this employer?</i> <input type="checkbox"/> yes <input type="checkbox"/> no
<i>General description of job duties performed in this position</i>		

<i>Company Name</i>	<i>From (month/year)</i>	<i>To (month/year)</i>
<i>Address</i>	<i>Starting job title</i>	<i>Ending job title</i>
<i>Supervisor's name and job title</i>	<i>Type of business</i>	<i>Ending salary</i>
<i>Please state reason for leaving.</i>	<i>Company Phone</i>	<i>May we contact this employer?</i> <input type="checkbox"/> yes <input type="checkbox"/> no
<i>General description of job duties performed in this position</i>		

I understand that consideration of this application and the continuation of any subsequent employment depend upon the truth and accuracy of the information provided. I hereby allow Asbury College to make inquiries into records relating to my education and experience. I understand that references are obtained in confidence and I waive my right to review any reference obtained by Asbury College. In addition, I understand that a criminal background check, physical exam, and a drug screening may be required of the final candidate for a position before employment is finalized. I do understand that if hired, I must show proper identification as required by the federal government.

Name _____

Date _____

ASBURY COLLEGE STATEMENT OF MISSION

The mission of Asbury College, as a Christian Liberal Arts College in the Wesleyan-Holiness tradition, is to equip men and women, through a commitment to academic excellence and spiritual vitality, for a lifetime of learning, leadership, and service to the professions, society, family, and the Church, thereby preparing them to engage their cultures and advance the cause of Christ around the world.

LIFESTYLE STANDARD OF THE ASBURY COMMUNITY

Asbury College is a Christian liberal arts college which stands in the long succession of Christian orthodoxy. No official denomination emphasis exists at Asbury College and all may participate in the spiritual life of the campus. However, the institution does maintain its commitment to an evangelical Wesleyan-Arminian perspective and requires all who affiliate with the College community to live within the guidelines of the commitment.

The student population of Asbury College looks to employees for spiritual guidance and example. Therefore, certain behaviors are considered to be inappropriate for an employee. If for some reason you believe that it would be impossible to follow these lifestyle commitments as described, it would be in the best interest of both parties to decline employment.

The Scripture teaches that a believer can demonstrate certain Christ-like attributes through the power of the Holy Spirit. These attributes include "love, joy, peace, patience, kindness, goodness, faithfulness, gentleness and self-control." (Galatians 5:22-23) It is expected that all members of the Community will be treated with honor, dignity, and respect. Employees are expected to demonstrate a responsible attitude toward authority and are expected to discipline their own actions by adhering to the principle of consideration of others before themselves.

In contrast to the fruit of the Spirit, Scripture condemns those acts and attitudes which reflect our sinful nature. At Asbury College, we believe that certain behaviors are expressly prohibited in the Scripture and therefore are unacceptable in the Asbury College community. These behaviors include: theft (including plagiarism), lying, dishonesty, gossip, slander, profanity, vulgarity (including crude language), sexual immorality (including adultery, homosexual behavior, premarital sexual intimacy) drunkenness, immodesty of dress and occult practices. While not explicitly mentioned in Scripture Asbury College believes that the following represent violations of Biblical principles and also are unacceptable: abortion, gambling, and pornography. Also, members of the community are to refrain from the use of tobacco in any form, alcoholic beverages and illegal drugs. These substances are not to be used, possessed or distributed on or away from campus. Also acts of insubordination to and disrespect for authority and refusal to accept the correction of those in authority are not acceptable.

Asbury College does not permit social dancing on or away from campus, nor does it allow any college-sponsored group to sponsor dances anywhere else. As an exception employees and students are allowed to dance socially in a manner that honors Christ at off-campus celebratory occasions such as weddings, military balls, graduation exercises, church, and family occasions.

I understand the Mission and Lifestyle Standards Statements above and agree to support and abide by the expectations outlined.

Name _____ Date _____

OPTIONAL INFORMATION

*Ethnic Origin: African American American Indian/Alaskan Native Asian American
 Hispanic American Permanent Resident Alien White American Other

** This information is requested for reporting purposes only. Asbury College does not discriminate on the basis of race, color, gender, age, national or ethnic origin, or disability in the admissions of students, educational policies and programs, employment practices and activities. In addition, Asbury College does not discriminate on the basis of religion in the admission of students or student access to educational programs. The following person has been designated to handle inquiries regarding the nondiscrimination policies:
Assistant Vice President for Human Resources, Asbury College, Wilmore, KY 40390, 859-858-3511, ext. 2357*

PLEASE RETURN TO: Human Resources, Asbury College, One Macklem Drive, Wilmore, KY 40390