ASBURY UNIVERSITY

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 University before? ☐ Yes ☐ No If yes, give dates and positions held:

_____

Do you have relatives who work for Asbury University? ☐ 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
High School						
College/University						
College/University						
Other (business school, technical school, etc)						

EMPLOYMENT HISTORY: Completion of this section is required

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

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

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

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 University 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 University. 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 UNIVERSITY STATEMENT OF MISSION

Asbury University, as a Christian Liberal Arts University in the Wesleyan-Holiness tradition, equips students, through academic excellence and spiritual vitality, lifelong learning, leadership, and service to the professions, society, family, and the Church, preparing them to engage their cultures and advance the cause of Christ around the world.

Asbury University is a Christian liberal arts University which stands in the long succession of Christian orthodoxy. No official denomination emphasis exists at Asbury University 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 University community to live within the guidelines of the commitment.

The student population of Asbury University 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 University, we believe that certain behaviors are expressly prohibited in the Scripture and therefore are unacceptable in the Asbury University 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 University 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 University does not permit social dancing on or away from campus, nor does it allow any University-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**_____

PLEASE RETURN TO: Human Resources, Asbury University, One Macklem Drive, Wilmore, KY 40390
email: human.resources@asbury.edu
fax: (859) 858-8400

ASBURY UNIVERSITY

VOLUNTARY EEO SELF-IDENTIFICATION DATA SHEET

(Please read this information before completing)

We invite you to complete this voluntary EEO Applicant Data Sheet. This information is requested for reporting purposes only. Please be advised that this information, when used, will be kept confidential in accordance with applicable laws and regulations. **This information will not be used as the basis for any adverse employment decision.**

Asbury University 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 University 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: Director of Human Resources and Risk Management, Asbury University, Wilmore, KY 40390, 859-858-3511, ext. 2357

APPLICANT NAME

First Name Last Name

EEO SELF IDENTIFICATION

Please check your gender: ☐ Male ☐ Female

Please check the EEO Identification Group that best applies to you:

☐ Hispanic or Latino – A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin regardless of race.

☐ White (Not Hispanic or Latino) – A person having origins in any of the original peoples of Europe, the Middle East or North Africa.

☐ Black or African American (Not Hispanic or Latino) – A person having origins in any of the black racial groups of Africa.

☐ Native Hawaiian or Other Pacific Islander (Not Hispanic or Latino) – A person having origins in any of the peoples of Hawaii, Guam, Samoa, or other Pacific Islands.

☐ Asian (Not Hispanic or Latino) – A person having origins in any of the original peoples of the Far East, Southeast Asia or the Indian Subcontinent, including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand and Vietnam.

☐ American Indian or Alaska Native (Not Hispanic or Latino) – A person having origins in any of the original peoples of North and South America (including Central America), and who maintain tribal affiliation or community attachment.

☐ Two or More Races – All persons who identify with more than one of the races above.