

# APPLICATION FOR NON-TEACHING POSITION



## Mars Hill College

*An Equal Opportunity Employer*

The College does not discriminate against employees or prospective employees on the basis of race, color, ethnic or national origin, age, sex, or personal disability. The College policies with regard to recruiting, hiring, assigning, retaining and discharging employees are strictly non-discriminatory and are in full compliance with appropriate federal, state and local statutes, ordinances and regulations.

The information you are being asked to provide by filling out this application is needed to assist college officials in evaluating your qualifications for employment at the college. **Misstatements or omissions of material facts on this application and/or accompanying Resume/Vita may be grounds for rejection of the application or for dismissal if discovered after you have been hired.**

### *Personal Information*

Full Legal Name: \_\_\_\_\_

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

Residence (if different from mailing address): \_\_\_\_\_

How long have you lived at the above residence? \_\_\_\_\_ County of residence: \_\_\_\_\_

Previous address: \_\_\_\_\_

Length of time at previous address: \_\_\_\_\_ County of previous address: \_\_\_\_\_

Home phone number: \_\_\_\_\_ Cell phone number: \_\_\_\_\_

E-mail address: \_\_\_\_\_

Have you been convicted of a violation of the law, no matter how minor, within the past ten (10) years? \_\_\_\_\_ If yes, please describe: \_\_\_\_\_

(Whether or not a record of conviction will be a bar to your employment by the college will depend upon such factors as your age at the time of the offense, the seriousness of the offense, and the nature of the offense in relationship to the position for which you are applying).

### *College's Mission Statement*

Mars Hill College, an academic community rooted in the Christian faith, challenges and equips students to pursue intellectual, spiritual, and personal growth through an education that is:

- Grounded in a rigorous study of the Liberal Arts
- Connected with the world of work
- Committed to character development, to service, and to responsible citizenship in the community, the region, and the world.

If hired, will you join the Administration and Board of Trustees of Mars Hill College in affirming and supporting the college's stated mission in all work for the college as a representative of the college? \_\_\_\_\_

Yes/No      Signature

**Position Interest**

Position Desired: \_\_\_\_\_ Date Available: \_\_\_\_\_

Names of any relatives presently employed by the college and position held: \_\_\_\_\_

Have you ever been employed by the college? \_\_\_\_\_ If yes, when, in what capacity, and under what name? \_\_\_\_\_

By whom or how were you referred to the college for possible employment? \_\_\_\_\_

**Education and Training**

**This section outlines the required information we need to evaluate your educational/training qualifications for the position you are applying for at Mars Hill College. Most of this information is probably on the Resume/Vita you have provided to us and does not have to be duplicated here. If, however, you have not included anything that you see listed below, please complete that section on this application form. You may use additional paper, if needed.**

Circle the highest level completed in each category: High School Undergraduate (College) Graduate (University)  
9 10 11 12 1 2 3 4 Master's Doctorate

**SCHOOLS AND COLLEGES ATTENDED:**

| <u>Name of Institution</u> | <u>Location</u> | <u>Dates</u> | <u>Major</u> | <u>Minor</u> | <u>Degree Received</u> |
|----------------------------|-----------------|--------------|--------------|--------------|------------------------|
|                            |                 |              |              |              |                        |
|                            |                 |              |              |              |                        |
|                            |                 |              |              |              |                        |
|                            |                 |              |              |              |                        |
|                            |                 |              |              |              |                        |

Give names and locations of business, professional, apprentice and/or technical schools with dates attended and course of study at each:

\_\_\_\_\_

Please list current Licenses, Certificates, and Registrations you hold: \_\_\_\_\_

\_\_\_\_\_

Professional Affiliations/Memberships and any office held: \_\_\_\_\_

Are you currently pursuing a course of study? \_\_\_\_\_ If yes, where and what? \_\_\_\_\_

Indicate all areas in which you are competent: \_\_\_ Calculator \_\_\_ Filing \_\_\_ Copier \_\_\_ Word Processing \_\_\_ Graphic Arts \_\_\_ Spread Sheets

List other skills you would bring to this position: \_\_\_\_\_

## *Employment History*

**This section outlines the required information we need to evaluate your employment qualifications for a position at Mars Hill College. Most of this information is probably on the Resume/Vita you have provided to us and does not have to be duplicated here. If, however, you have not included anything that you see listed below, please complete that section on this application form. You may use additional paper, if needed.**

Please list all your employment for the last 10 years, starting with the most recent and going backward. Account for all gaps in employment. May use additional paper, if needed. Please print.

Name of Employer: \_\_\_\_\_

Location: \_\_\_\_\_ Dates employed: From \_\_\_\_\_ To \_\_\_\_\_

Job Title: \_\_\_\_\_ Briefly describe job: \_\_\_\_\_

Annual/Monthly/Hourly (Circle one) salary: Starting \$ \_\_\_\_\_ Ending \$ \_\_\_\_\_

Reason for leaving: \_\_\_\_\_

Immediate Supervisor: \_\_\_\_\_ Supervisor's Title: \_\_\_\_\_

Supervisor's/Company's phone number: \_\_\_\_\_

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Name of Employer: \_\_\_\_\_

Location: \_\_\_\_\_ Dates employed: From \_\_\_\_\_ To \_\_\_\_\_

Job Title: \_\_\_\_\_ Briefly describe job: \_\_\_\_\_

Annual/Monthly/Hourly (Circle one) salary: Starting \$ \_\_\_\_\_ Ending \$ \_\_\_\_\_

Reason for leaving: \_\_\_\_\_

Immediate Supervisor: \_\_\_\_\_ Supervisor's Title: \_\_\_\_\_

Supervisor's/Company's phone number: \_\_\_\_\_

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Name of Employer: \_\_\_\_\_

Location: \_\_\_\_\_ Dates employed: From \_\_\_\_\_ To \_\_\_\_\_

Job Title: \_\_\_\_\_ Briefly describe job: \_\_\_\_\_

Annual/Monthly/Hourly (Circle one) salary: Starting \$ \_\_\_\_\_ Ending \$ \_\_\_\_\_

Reason for leaving: \_\_\_\_\_

Immediate Supervisor: \_\_\_\_\_ Supervisor's Title: \_\_\_\_\_

Supervisor's/Company's phone number: \_\_\_\_\_

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Job Title: \_\_\_\_\_ Briefly describe job: \_\_\_\_\_

Annual/Monthly/Hourly (Circle one) salary: Starting \$ \_\_\_\_\_ Ending \$ \_\_\_\_\_

Reason for leaving: \_\_\_\_\_

Immediate Supervisor: \_\_\_\_\_ Supervisor's Title: \_\_\_\_\_

Supervisor's/Company's phone number: \_\_\_\_\_

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***Publications/Research***

(Give Bibliographic Citations for publications and briefly describe research. If included on Resume/Vita, do not duplicate here. May use additional paper if needed).

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***References***

List three persons who know you well and would be willing to provide character references on you. Do not list former employers, co-workers, or relatives.

| <u>Full Name</u> | <u>Address</u> | <u>Occupation</u> | <u>Phone(s)</u> | <u>Years Known</u> |
|------------------|----------------|-------------------|-----------------|--------------------|
|                  |                |                   |                 |                    |
|                  |                |                   |                 |                    |
|                  |                |                   |                 |                    |

List three professional references that know your work and abilities.

| <u>Full Name &amp; Title</u> | <u>Position</u> | <u>Address</u> | <u>Phone(s)</u> | <u>Years Known</u> |
|------------------------------|-----------------|----------------|-----------------|--------------------|
|                              |                 |                |                 |                    |
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Additional information you feel will assist us in evaluating your qualifications for the job for which you are applying:

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*I hereby certify that, to the best of my knowledge, the information I have given on this application and accompanying resume/Vita is true and accurate. Furthermore, I authorize Mars Hill College to verify the information I have provided on this application form as well as any accompanying resume/Vita. I pledge that if I am employed by Mars Hill College, I shall comply with the various college policies, rules and regulations as I am informed of them. I understand that employment at Mars Hill College is at will, and can be terminated by the employee or by the employer for any reason or no reason at any time. In addition, I understand that this application, the college's personnel policies, and handbooks are not, and shall not, be construed as a contract.*

Signature of Applicant: \_\_\_\_\_ Application Date: \_\_\_\_\_