

# APPLICATION FOR NON-TEACHING POSITION



The information you are being asked to provide by filling out this application is needed to assist university officials in evaluating your qualifications for employment at the university. **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: \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_

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 university 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).

## *University's Mission Statement*

Mars Hill University, 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 University in affirming and supporting the university's stated mission in all work for the university as a representative of the university? \_\_\_\_\_ Yes/No

\_\_\_\_\_  
Signature

**Position Interest**

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

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

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

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

Can you perform all of the essential functions of the position, with or without reasonable accommodation? Yes\_\_\_\_ No\_\_\_\_

**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 University. 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 University. 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: \_\_\_\_\_

\* \* \* \* \*

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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***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>
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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 University 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 University I shall comply with the various university policies, rules and regulations as I am informed of them. I understand that employment at Mars Hill University 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: \_\_\_\_\_

*An Equal Opportunity Employer*

Minorities are encouraged to apply.

To apply, submit a letter naming the position, a completed university application

and your resume via email to: [hr@mhu.edu](mailto:hr@mhu.edu)

In accordance with federal law and U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race color, national origin, age, disability, religion, sex, familial status, sexual orientation, and reprisal.

To file a complaint with Mars Hill University, contact:

Murphie Culpepper  
Title IX Coordinator  
Box 6664  
Mars Hill University  
Mars Hill, NC 28754  
828 689-1256 Fax  
[mculpepper@mhu.edu](mailto:mculpepper@mhu.edu)

To file a complaint of discrimination, write to:

USDA, Assistant Secretary for Civil Rights  
Office of the Assistant Secretary for Civil Rights  
1400 Independence Avenue, S.W., Stop 9410  
Washington DC 20250-9410  
Or call toll-free at (866) 632-9992 (English) or (800) 877-8339 (TDD) or (866) 377-8642 (English Federal-relay) or (800) 845-6136 (Spanish Federal-relay).  
USDA is an equal opportunity provider and employer.