

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

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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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

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: Jennie Matthews
Human Resources
Box 6664
Mars Hill University
Mars Hill, NC 28754
828 689-1197
828 689-1256 Fax
jmatthews@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.