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 re	sidence:		
Previous address:				
Length of time at previous address:	County of previous	s address:		
Home phone number:	Cell phone number:			
E-mail address:				
Have you been convicted of a violation of the law, no mat	ter how minor, within the p	past ten (10) years? If yes,		
please describe:				
(Whether or not a record of conviction will be a bar to your employ time of the offense, the seriousness of the offense, and the nature of				
University's I	Mission Statement			
Mars Hill University, an academic community rooted in pursue intellectual, spiritual, and personal growth throes. • Grounded in a rigorous study of the Connected with the world of work. • Committed to character developm community, the region, and the world find the Administration and Board of Truster.	ough an education that is e Liberal Arts ent, to service, and to res orld.	eponsible citizenship in the		
university's stated mission in all work for the university as a				
	•	,		

Signature

Position Interest

Position Desired:			Date Availab	ole:	
Names of any relatives presently	employed by the un	iversity and po	sition held:		
Have you ever been employed by	the university?	If	yes, when, in what	capacity, and ur	nder what name?
By whom or how were you referre	ed to the university f	or possible em	ployment?		
Can you perform all of the essent	·	osition, with o		ble accommoda	ation? Yes No
This section outlines the required you are applying for at Mars Hill us and does not have to be duplicomplete that section on this app	University. Most of cated here. If, how	this information ever, you have	on is probably on not included any	the Resume/Vit thing that you s	a you have provided to
Circle the highest level completed	d in each category:	High School 9 10 11 12	Undergraduate (_	raduate (University) aster's Doctorate
SCHOOLS AND COLLEGES ATTEN	DED:				Degree
Name of Institution	Location	<u>Dates</u>	Major	Minor	Received
Give names and locations of business	s, professional, apprent	tice and/or techr	ical schools with da	ates attended and	I course of study at each:
Please list current Licenses, Certificates, a	and Registrations you holo	d:			
Professional Affiliations/Memberships and	d any office held:				
Are you currently pursuing a course of stu	dy? If yes, v	where and what? _			
Indicate all areas in which you are compe List other skills you would bring to this po					Arts Spread Sheets

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	То
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	То
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:				

Name of Employer:				
Location:			Dates employed: From	То
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:				

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).						
		References				
List three persons who known employers, co-workers, or r	ow you well and would be relatives.	willing to provide characte	r references on you.	Do not list former		
<u>Full Name</u>	<u>Address</u>	<u>Occupation</u>	Phone(s)	Years Known		
List three professional refer	rences that know your work a	and abilities.				
<u>Full Name & Title</u>	<u>Position</u>	<u>Address</u>	Phone(s)	Years Known		
Additional information y applying:	you feel will assist us in	evaluating your qualifica	ations for the job	for which you are		
	* * * *	*****				
resume/Vita is true and acc this application form as we comply with the various un at Mars Hill University is at	the best of my knowledge, the curate. Furthermore, I authorall as any accompanying resuniversity policies, rules and referred that this application tract.	rize Mars Hill University to me/Vita. I pledge that if I ar egulations as I am informed by the employee or by the	verify the information one of them. I understant employer for any rea	n I have provided on Hill University I shall nd that employment ason or no reason at		
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

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 Federalrelay) or (800) 845-6136 (Spanish Federal-relay). USDA is an equal opportunity provider and employer.