



Application for Administrative Staff Appointment

2303 College Avenue
Huntington IN 46750-1299

www.huntington.edu

Please complete form by typing or printing in Dark
Ink. You may reference your resume as appropriate.

_____		_____/_____/_____	
Department or Field of Position Applied For		Date of Application	
_____		_____	
Last Name	Middle Initial	First Name	
_____		____-____-____	
Email Address if Applicable		FAX Number if Applicable	
_____		____-____-____	
Best Time to Contact at Home		Home Phone Number	
_____		____-____-____	
Best Time to Contact at Work		Work Phone Number	
_____		____-____-____	
Current Street Address		City	State ZIP
_____		_____	____-____-____
Permanent Address if Different		City	State ZIP
_____		_____	____-____-____

Part I Education

<u>Institution</u>	<u>Date Completed or Years Attended</u>	<u>Degree Awarded</u>	<u>Major Field</u>
Master's Thesis <i>(if applicable)</i>			
Doctoral Dissertation <i>(if applicable)</i>			

Academic Honors (Awards, Honor Societies, Fellowships, Recognition)

Professional Association Memberships:
Additional Qualifying Experiences:
Goals for Future Study and Professional Development:

Part II Experience and References

(List All Full-Time Employment Since College, Most Recent First. Other Relevant Experiences May Be Listed Separately)

<u>Position or Title</u>	<u>Employer</u>	<u>City</u>	<u>State</u>	<u>Dates of Service</u>

Reason for Leaving Current Position:

References Who Can Be Contacted

Give Complete Addresses and Daytime Phone Numbers—Include Pastor or Person Knowledgeable of Christian Faith

Name and Position	Address	Phone Contact

Policy of Non-Discrimination

In compliance with the Civil Rights Act of 1964 and Title IX of the Educational Amendments of 1972, Huntington University does not discriminate on the basis of race, color, national origin or sex in its policies, practices or procedures. It maintains a policy of non-discrimination on the basis of handicap in its educational programs, admissions procedures and its employment practices, in compliance with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990. It is committed to providing the optimum employee safety and health in keeping with sound business practice and the requirements of the 1970 Occupational Safety and Health Act.

The University has been granted exemption to nondiscrimination laws specifically as a religiously affiliated university that permits the University to select faculty and staff who endorse the Statement of Faith.

The University seeks to appoint a diverse faculty and staff with regard to gender and race from among equally qualified candidates. If you represent a minority population or are a woman and wish to be so identified, you are invited to provide the following **Optional Information:** ___ Woman Candidate ___ Minority Group

Part III Christian Faith and Philosophy

Faculty and administrators at Huntington University are required to affirm a personal commitment to Christ and to subscribe annually to this **Statement of Faith**, which embodies our collective understanding of, and commitment to, the truth of the Scriptures.

- *We believe the Bible to be the inspired, the only infallible, authoritative Word of God.*
- *We believe that there is one God, eternally existent in three persons, Father, Son, and Holy Spirit.*
- *We believe in the deity of our Lord Jesus Christ, in his virgin birth, in his sinless life, in his miracles, in his vicarious and atoning death through his shed blood, in his bodily resurrection, in his ascension to the right hand of the Father, and in his personal return in power and glory.*
- *We believe that for the salvation of lost and sinful man, regeneration by the Holy Spirit is absolutely essential.*
- *We believe in the present ministry of the Holy Spirit by whose indwelling the Christian is enabled to live a godly life.*
- *We believe in the resurrection of both the saved and lost; they that are saved unto the resurrection of life and they that are lost unto the resurrection of damnation.*
- *We believe in the spiritual unit of believers in our Lord Jesus Christ.*

Can you subscribe to this Statement of Faith without mental reservation or qualification? _____ (Explain any reservations)

Statement of Community Standards

Regulation for student conduct guidelines have been established that are intended to reflect expectations for community life for all who are part of the University:

The primary obligations of all students is to live as responsible members of a Christian community, seeking to live up to their own ideals as they themselves grow personally, morally, and spiritually. The Christian life is primarily positive rather than negative; creative, loving service to others is more important than adherence to a list of detailed prohibitions.

However, the University feels that a few specific prohibitions are necessary in the best interests of the student body as a whole and in order to establish a wholesome atmosphere on campus. Gambling and the drinking of alcoholic beverages are not permitted on or off campus; use of tobacco is not permitted on the University campus or at University-sponsored activities off-campus. The University does not sponsor social dancing. It is recognized that even sincere Christians may differ on these matters and no condemnation is implied of those who take a different view. However, students in accepting admission agree to govern themselves by the regulations of the University, and even if they personally do not regard these practices as moral issues, they are bound by their promise.

Can you support the University's expectations for Community Standards given above? _____

Staff expectations also preclude use of alcoholic beverages, tobacco, and narcotic drugs (other than under medical care). **Can you agree to these expectations?** _____ (Explain any current use.)

Attach Statements in Response to the Following (Please respond to each question with two or three paragraphs)

1. Briefly describe how you came to faith in Christ and your journey of faith.

Church Membership _____

Date of Affiliation With Local Congregation _____

2. Briefly summarize challenges you perceive in integrating biblical faith with your career and work experience.

Applicant Signature

I declare that, to the best of my knowledge, all statements made as part of this application, and materials that I have submitted in conjunction with this application, are true and accurate. I give my consent to Huntington University to secure supporting evidence from any persons who may know me, and hereby authorize release of such information. In signing this application, I waive the right to review any documents obtained as part of the application process that may become part of my personnel file at Huntington University should I subsequently be employed.

Applicant Signature

Date Submitted

Return Application and Credentials to:

Julie Hendryx, Human Resources Department
Huntington University

Phone 260-359-4003
FAX 260-359-4086

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