

Application for 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/Cell Phone Number _____	
Best time to contact at work _____		Work Phone Number _____	
Current Street Address _____		City _____	State _____ ZIP _____
Permanent Address if Different _____		City _____	State _____ ZIP _____
Are you legally authorized to work in the United States? _____		(YES or NO)	
Will you now or in the future require sponsorship for employment visa status? (e.g., H-1B visa status)? _____		(YES or NO)	
Will you provide authorization for Huntington University to complete appropriate background checks as required by internal policies? _____ (YES or NO)			

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
Name and Position	Address	Phone Contact
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

Community Life Standards

Huntington University is a Christ-centered liberal arts institution with a strong relationship with the Church of the United Brethren in Christ. Huntington University desires to be a community that honors Jesus Christ and that emphasizes that 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. As Huntington University strives to become a more Christ-centered community, we agree together to accept community life standards.

Members of the university community are urged to follow the Bible's guidelines for Christian living. We should be relating to each other in a spirit of mutual dependence and accountability, loving others, sharing the Gospel throughout the world, demonstrating evidence of the Holy Spirit working through our lives, seeking justice, working for peace, working to reduce poverty, seeking reconciliation, being good stewards of our bodies as well as our talents and resources, reflecting Christ in our appearance and behavior, and taking care of the world God has created for us.

The Community Life Agreement (<http://www.huntington.edu/about/community-life-agreement/>) outlines the community life standards that we agree to accept as a campus community.

Can you support the University's expectations outlined in the Community Life Agreement? _____ (Explain any reservations)

Statement of Faith

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 unity of believers in our Lord Jesus Christ.*

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

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.
2. Date of Affiliation With Local Congregation _____
Church Membership _____
3. 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:

Phone 260-359-4003

FAX 260-359-4086

Julie Hendryx, Human Resources Department

Huntington University

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Huntington, IN 46750-1299