

Application for Support Staff Transfer

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 | | | Business Phone Number | | |
| _____ | | | ____-____-____ | | |
| Current Street Address | | | City | State | ZIP |
| _____ | | | _____ | _____ | _____ |
| Permanent Address if Different | | | City | State | ZIP |
| _____ | | | _____ | _____ | _____ |

Part I Education

| <u>Institution</u> | <u>Diploma/ Degree Awarded</u> | <u>Graduation Date or Dates Attended</u> | <u>Major Field</u> |
|--------------------|------------------------------------|--|--------------------|
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |

Additional Educational Training:

| |
|---|
| Personal computer skills/experience: |
| Other job related skills: |

Part II Experience and References

(List All Full-Time Employment, Most Recent First.)

| | | |
|---|--|--------------------|
| <u>Company:</u> <u>Address:</u> <u>Phone:</u> | <u>Date Employed:</u> <u>Salary Received:</u> <u>Reason for Leaving:</u> | <u>Key Duties:</u> |
| <u>Company:</u> <u>Address:</u> <u>Phone:</u> | <u>Date Employed:</u> <u>Salary Received:</u> <u>Reason for Leaving:</u> | <u>Key Duties:</u> |
| <u>Company:</u> <u>Address:</u> <u>Phone:</u> | <u>Date Employed:</u> <u>Salary Received:</u> <u>Reason for Leaving:</u> | <u>Key Duties:</u> |
| <u>Company:</u> <u>Address:</u> <u>Phone:</u> | <u>Date Employed:</u> <u>Salary Received:</u> <u>Reason for Leaving:</u> | <u>Key Duties:</u> |

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 |
|-------------------|---------|---------------|
| | | |
| | | |
| | | |

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)*

APPLICANT'S 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 approved for a transfer.

Applicant Signature

Date Submitted

Return Application and Credentials to:

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

Jean Cole, HR Manager
Huntington University
2303 College Avenue
Huntington, IN 46750-1299