



NORTH GREENVILLE
UNIVERSITY
Christ Makes the Difference

APPLICATION OF EMPLOYMENT

This application must be filled out in detail. Failure to complete all sections, or to sign the application, may result in your application being returned for completion, causing delay or disqualification. A resume may be attached but not substituted for completing the application.

PERSONAL DATA

First Name *Middle Name* *Last Name*

Street Address *City* *State /Zip*

Home Phone: _____ Cell Phone: _____

Email Address: _____

Are you legally eligible for work in the United States? Yes No If no, please stop your application and contact us again if your status changes.

Have you ever been arrested? Yes No

If yes, have you ever been convicted of, or pleaded no contest to any crime? Yes No

If yes, you have been convicted of or pleaded no contest, please write a brief summary of your arrest / conviction: _____

EMPLOYMENT DATA

Please describe below the type of work you are seeking, or position you are interested in.

Which employment status are you willing to accept?

- Full Time
- Part Time
- Seasonal

What date are you available to work? _____

Salary Desired _____

Have you previously been employed with us? Yes No If yes, when? _____

Do you possess a valid driver's license? Yes No

If yes, what is your license ID number? _____

If yes, in what state was your license issued? _____

WORK EXPERIENCE

If you are presently employed, may we contact your employer? Yes No

List employers, starting with present or most recent employer:

Previous Experience:

Current or Most Recent Company Name: _____

Phone: _____

Address: _____

City: _____ State/Zip: _____

Dates of Employment—Start Date: _____ End Date: _____

Name of Supervisor: _____

Pay Rate Salary per year _____ Hourly, \$/per hour _____

Reason for leaving: _____

Job Duties: _____

Previous Company Name: _____

Phone: _____

Address: _____

City: _____ State/Zip: _____

Dates of Employment—Start Date: _____ End Date: _____

Name of Supervisor: _____

Pay Rate Salary per year _____ Hourly, \$/per hour _____

Reason for leaving: _____

Job Duties: _____

Previous Company Name: _____

Phone: _____

Address: _____

City: _____ State/Zip: _____

Dates of Employment—Start Date: _____ End Date: _____

Name of Supervisor: _____

Pay Rate Salary per year _____ Hourly, \$/per hour _____

Reason for leaving: _____

Job Duties: _____

Include explanation of any gaps in employment. _____

Computer Skills – List software/applications in which you are proficient. _____

EDUCATION

For positions requiring submissions of transcripts, certificates, or licenses, this application is not complete until such documentation is received by the hiring manager.

School Name: _____ Location _____

Field of Study: _____ Number of Years Completed: _____

Degree Conferred: _____ Second Degree (if applicable): _____

School Name: _____ Location _____

Field of Study: _____ Number of Years Completed: _____

Degree Conferred: _____

School Name: _____ Location _____

Field of Study: _____ Number of Years Completed: _____

Degree Conferred: _____

High School:

School Name: _____ Location _____

Number of Years Completed: _____

REFERENCES (please include one church reference)

Please check type of reference: Professional _____ Personal _____ Church _____

First Reference: _____
First Name Last Name

Street Address City State / Zip

Phone: _____ Email Address: _____

Please check type of reference: Professional _____ Personal _____ Church _____

Second Reference: _____
First Name Last Name

Street Address City State / Zip

Phone: _____ Email Address: _____

Please check type of reference: Professional _____ Personal _____ Church _____

Third Reference: _____
First Name Last Name

Street Address City State / Zip

Phone: _____ Email Address: _____

Why do you want to work at NGU? _____

Describe your relationship with Christ and how it might impact your work.

CHURCH AND CIVIC MEMBERSHIP AND ACTIVITIES

Are you presently an active member of a church? Yes No

If yes, name of church: _____

Location of church: _____

Name of Pastor or Senior Minister: _____

Church Activities: _____

If no, explain why: _____

Civic Activities: _____

NORTH GREENVILLE UNIVERSITY STATEMENT OF PURPOSE

Affiliated with and committed to the South Carolina Baptist Convention, North Greenville University is a co-educational, liberal arts institution which provides opportunities for higher education in a Christian atmosphere. The university strives to prepare students to become better, contributing members of society by educating the whole person through an integration of academic discipline, a Christian lifestyle, and an enriched cultural experience while offering students the best opportunities for spiritual growth, academic training, and Christian service. (Christ must be the center of the campus for the purpose of Christian education and Christian character-building.)

Guidelines of Conduct

North Greenville University prides itself in its institutional commitment to the Christian faith and Christian values. Employees of the university are assumed to be persons of high moral character and are expected to exemplify the highest moral standards and good judgment. Because of the nature of the relationships between students, staff, and faculty, it is imperative that the employees serve as exemplary role models to the students and conduct themselves as Christian women and men in their relationship to one another.

However, to clarify certain minimum guidelines of conduct, immorality shall be considered to be evidenced by any of the following:

- Use of or possession of alcoholic beverages including public drunkenness.
- Use of addictive drugs and hallucinogens that are not prescribed by a physician.
- Any explicit sexual behavior such as, but not limited to, adultery, fornication, pre-marital sex, homosexual activity or an open declaration identifying oneself as lesbian, gay, bi-sexual or transgendered.
- Indictment or conviction of a felony.
- Willful failure to pay debts.
- Unlawful act of violence.
- Unlawful act resulting in destruction of property.
- Fraud—any act willfully done to deceive or circumvent another to his injury.
- Disloyalty—faithlessness to stated institutional purposes.
- Faculty and staff are prohibited from entering into any form of dating relationship with a student.
- Public slanderous remarks made against students, faculty, staff, or administrators.

I certify that I have reviewed the Statement of purpose and the guidelines of conduct and accept them as a condition of employment.

Please sign your name here: _____

Please print name: _____

Application Statement

I certify that the information set forth in my application for employment is true and complete. I understand that if hired, any false statement on this application may result in my dismissal. I further understand that this application is not, and is not intended to be a contract of employment, nor does this application obligate the University in any way.

I hereby understand and acknowledge that, unless otherwise defined by applicable law, any employment relationship with this institution is of an "at will" nature, which means that the Employee may resign at any time and the Employer may discharge Employee at any time with or without cause.

I authorize North Greenville University to make such investigations and inquiries of my personal, employment, and other related matters as may be necessary in arriving at an employment decision. I hereby release employers, school, or persons from all liability in responding to inquiries in connection with my application.

I understand that if hired, I am required to abide by all rules and regulations of North Greenville University.

Signature of Applicant: _____ Date: _____