

**SOUTHERN WESLEYAN UNIVERSITY  
APPLICATION FOR EMPLOYMENT**

Revised May 2003

**PERSONAL DATA**

|                               |  |                 |  |                   |  |
|-------------------------------|--|-----------------|--|-------------------|--|
| <b>Last Name</b>              |  | <b>First</b>    |  | <b>Middle</b>     |  |
| <b>Address</b>                |  |                 |  | <b>City</b>       |  |
| <b>State</b>                  |  | <b>Zip Code</b> |  | <b>Home Phone</b> |  |
| <b>Email Address</b>          |  |                 |  | <b>Work Phone</b> |  |
| <b>Social Security Number</b> |  |                 |  | <b>Cell/Pager</b> |  |

**EMPLOYMENT DATA – Are you authorized to work in the United States?  Yes  No**

| List Positions or Type Work You Are Seeking  |  | Check Position Types You Would Consider   |    |
|--|--|---|----|
| 1.   |  | <input type="checkbox"/> Full-time <input type="checkbox"/> Part-time <input type="checkbox"/> Permanent <input type="checkbox"/> Temporary |    |
| 2.   |  | <b>Date Available for Work</b>  |    |
| 3.   |  | <b>Annual Salary Requirement</b>  | \$ |
| <b>List any Special Skills; Knowledge or Experience with Equipment and/or Software; and Job-related Licenses and/or Certifications</b> |  | <input type="checkbox"/> Type ___ WPM <input type="checkbox"/> Shorthand ___ WPM <input type="checkbox"/> Data Entry                        |    |
|  |  |   |    |
|  |  |   |    |
|  |  |   |    |

**CHURCH AFFILIATION**

|  |  |                 |  |                     |                      |
|--|--|-----------------|--|---------------------|----------------------|
| <b>Church Name</b>                     |  |                 |  |                     |                      |
| <b>Address</b>                         |  |                 |  | <b>City</b>         |                      |
| <b>State</b>                           |  | <b>Zip Code</b> |  | <b>Member?</b>      | <b>For How Long?</b> |
| <b>Pastor's Name</b>                   |  |                 |  | <b>Denomination</b> |                      |
| <b>Offices Held in Last Five Years</b> |  |                 |  |                     |                      |

**COMMUNITY ACTIVITIES**

|   |  |
|---|--|
| <b>List Memberships in Civic and/or Professional Organizations; Dates and Types of Community Service Within Last Five Years</b> |  |
|   |  |
|   |  |
|   |  |
|   |  |
|   |  |

**MILITARY – Please complete if you want this information to be considered**

|                                    |  |                          |  |
|------------------------------------|--|--------------------------|--|
| <b>Branch of Service</b>           |  | <b>Dates of Service</b>  |  |
| <b>Final Rank</b>                  |  | <b>Type of Discharge</b> |  |
| <b>Duties and Responsibilities</b> |  |                          |  |

**EMPLOYMENT HISTORY – List employment history beginning with current or most recent employment.**

| Name and Address of Company |  | From               |      | To    |      | Annual Salary |        |
|-----------------------------|--|--------------------|------|-------|------|---------------|--------|
|                             |  | Month              | Year | Month | Year | Starting      | Ending |
|                             |  |                    |      |       |      |               |        |
|                             |  | Title and Duties   |      |       |      |               |        |
|                             |  |                    |      |       |      |               |        |
| Type of Business            |  |                    |      |       |      |               |        |
| Telephone Number            |  | Reason for Leaving |      |       |      |               |        |
| Name of Supervisor          |  |                    |      |       |      |               |        |
| May we contact employer?    |  |                    |      |       |      |               |        |

| Name and Address of Company |  | From               |      | To    |      | Annual Salary |        |
|-----------------------------|--|--------------------|------|-------|------|---------------|--------|
|                             |  | Month              | Year | Month | Year | Starting      | Ending |
|                             |  |                    |      |       |      |               |        |
|                             |  | Title and Duties   |      |       |      |               |        |
|                             |  |                    |      |       |      |               |        |
| Type of Business            |  |                    |      |       |      |               |        |
| Telephone Number            |  | Reason for Leaving |      |       |      |               |        |
| Name of Supervisor          |  |                    |      |       |      |               |        |
| May we contact employer?    |  |                    |      |       |      |               |        |

| Name and Address of Company |  | From               |      | To    |      | Annual Salary |        |
|-----------------------------|--|--------------------|------|-------|------|---------------|--------|
|                             |  | Month              | Year | Month | Year | Starting      | Ending |
|                             |  |                    |      |       |      |               |        |
|                             |  | Title and Duties   |      |       |      |               |        |
|                             |  |                    |      |       |      |               |        |
| Type of Business            |  |                    |      |       |      |               |        |
| Telephone Number            |  | Reason for Leaving |      |       |      |               |        |
| Name of Supervisor          |  |                    |      |       |      |               |        |
| May we contact employer?    |  |                    |      |       |      |               |        |

| Name and Address of Company |  | From               |      | To    |      | Annual Salary |        |
|-----------------------------|--|--------------------|------|-------|------|---------------|--------|
|                             |  | Month              | Year | Month | Year | Starting      | Ending |
|                             |  |                    |      |       |      |               |        |
|                             |  | Title and Duties   |      |       |      |               |        |
|                             |  |                    |      |       |      |               |        |
| Type of Business            |  |                    |      |       |      |               |        |
| Telephone Number            |  | Reason for Leaving |      |       |      |               |        |
| Name of Supervisor          |  |                    |      |       |      |               |        |
| May we contact employer?    |  |                    |      |       |      |               |        |

Have you ever been forced to resign from any job?  Yes  No. If yes, explain \_\_\_\_\_

\_\_\_\_\_

**EDUCATION**

| School                | Name and Address of School | Course of Study | Did You Graduate?  |
|-----------------------|----------------------------|-----------------|--|
|                       |                            |                 | If <u>Yes</u> List Diploma/Degree<br>If <u>No</u> List Highest Year Completed  |
| Elementary            |                            |                 | <input type="checkbox"/> No<br>Completed _____ Grade   |
|                       |                            |                 |  |
|                       |                            |                 |  |
| High School           |                            |                 | <input type="checkbox"/> Yes – Received Diploma<br><input type="checkbox"/> No<br>Completed _____ Grade<br><input type="checkbox"/> Earned GED |
|                       |                            |                 |  |
|                       |                            |                 |  |
| College or University |                            |                 | <input type="checkbox"/> Yes – Received _____ Degree<br><input type="checkbox"/> No - Completed _____ Semesters                                |
|                       |                            |                 |  |
|                       |                            |                 |  |
| Other (Specify)       |                            |                 | <input type="checkbox"/> Yes – Received _____<br><input type="checkbox"/> No – Completed _____ Semesters                                       |
|                       |                            |                 |  |
|                       |                            |                 |  |

**REFERENCES – Please list three personal references, AT LEAST ONE FROM PASTOR**

| Name and Address | Occupation                | Relationship to You | How Long? |
|------------------|---------------------------|---------------------|-----------|
|                  |                           |                     |           |
|                  | Telephone Number          |                     |           |
|                  | May We Contact Reference? |                     |           |

| Name and Address | Occupation                | Relationship to You | How Long? |
|------------------|---------------------------|---------------------|-----------|
|                  |                           |                     |           |
|                  | Telephone Number          |                     |           |
|                  | May We Contact Reference? |                     |           |

| Name and Address | Occupation                | Relationship to You | How Long? |
|------------------|---------------------------|---------------------|-----------|
|                  |                           |                     |           |
|                  | Telephone Number          |                     |           |
|                  | May We Contact Reference? |                     |           |

Unless indicated otherwise above, I grant permission for Southern Wesleyan University to contact my current or previous employers concerning my prior work experience and to contact my personal references.

Signed \_\_\_\_\_ Date \_\_\_\_\_

**CRIMINAL OFFENSES**

|   |   |
|---|---|
| Have you ever been convicted of a criminal offense? (Omit minor vehicle violations and charges made before your 17 <sup>th</sup> birthday which were adjudicated in juvenile court or other youthful offender law.) | <input type="checkbox"/> Yes<br><input type="checkbox"/> No |
| Charges, Locations, Dates, and Disposition/Status of Criminal Offenses (felonies, misdemeanors, summary offenses)   |   |
|   |   |
|   |   |

Conviction of a criminal offense is not a bar to employment in all cases; each case is considered on its own merits.

**EMPLOYMENT STATEMENT**

In compliance with Title VI of the Civil Rights Acts of 1964, Title IX of the Education Amendment of 1972, and with Section 504 of the Rehabilitation Act of 1973, Southern Wesleyan University does not discriminate on the basis of race, national origin, sex, or physical handicap in any of its policies, practices, or procedures. The university reserves its right to operate as a church-related institution and to develop policies consistent with the religious tenets of its sponsoring denomination, The Wesleyan Church.

**It is understood that my application for employment includes the completed "Questionnaire for Prospective Employees" and the signed "Statement of Faith." My signature certifies that I have read, understand, and am in agreement with the information in these documents.**

**I understand that any false information given in seeking employment may disqualify me from being considered for employment or may be grounds for dismissal from employment. I certify that, to the best of my knowledge, the information provided on this application and supplemental resume, if provided, is true and accurate.**

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Printed Name of Applicant

\_\_\_\_\_  
Date

| FOR OFFICE USE ONLY         |                    |                           |  |
|-----------------------------|--------------------|---------------------------|--|
| <b>Application Date</b>     |                    | <b>Disposition Date</b>   |  |
| <b>Possible Departments</b> |                    | <b>Possible Positions</b> |  |
|                             |                    |                           |  |
|                             |                    |                           |  |
|                             |                    |                           |  |
|                             |                    |                           |  |
|                             |                    |                           |  |
| <b>Interview Date</b>       | <b>Interviewer</b> | <b>Remarks</b>            |  |
|                             |                    |                           |  |
|                             |                    |                           |  |
|                             |                    |                           |  |
|                             |                    |                           |  |
|                             |                    |                           |  |
| <b>General Comments</b>     |                    |                           |  |
|                             |                    |                           |  |
|                             |                    |                           |  |
|                             |                    |                           |  |
| <b>Hire Date</b>            |                    | <b>Department</b>         |  |
| <b>Rate of Pay</b>          |                    | <b>Position</b>           |  |

**SOUTHERN WESLEYAN UNIVERSITY  
QUESTIONNAIRE FOR PROSPECTIVE EMPLOYEES**

The Wesleyan Church requires of all employees in her colleges and universities a belief in basic Biblical doctrines. Some of these are expressed in the following questions. A full statement of the doctrines of The Wesleyan Church will be distributed to each prospective employee. Some allowances for variations in belief and practice may be made, but support of these beliefs and practices is mandated for all official duties of the university.

**Please answer each of the following questions with a “yes” or “no.”**

1. Do you believe that the Scriptures of the Old and New Testament are of supreme and final authority for faith and practice? \_\_\_\_\_
2. Do you believe that there is one God, eternally existing in three Persons: Father, Son, and Holy Spirit? \_\_\_\_\_
3. Do you believe that God created man and the entire universe? \_\_\_\_\_
4. Do you believe that man is fallen and sinful which necessitates the atonement of Christ? \_\_\_\_\_
5. Do you believe in Jesus Christ as truly God and truly man and in His virgin birth, His teaching, His death for mankind, His bodily resurrection, and His promised second coming? \_\_\_\_\_
6. Do you believe a penitent person may be forgiven and made a new person in Christ? \_\_\_\_\_
7. Do you believe that the Christian may be filled with the Holy Spirit as a definite act of divine grace in the heart of the believer, cleansing, and empowering for service? \_\_\_\_\_
8. Do you believe in the resurrection of the dead and the life everlasting? \_\_\_\_\_
9. Have you accepted Christ as Lord of your life? \_\_\_\_\_

The Wesleyan Church and Southern Wesleyan University believe that contemporary society needs positive Christian examples. We believe that regular attendance at services of public worship is necessary for spiritual growth and Christian witness. We believe that a Christian’s reputation in the community should be above reproach and that the following are important.

1. Careful management of financial obligations
2. Propriety in personal habits
3. Limitation of participating in civic and social activities to those that tend to uplift people
4. Responsible participating in governmental and political processes

We also believe that a Christian’s body is the residence of the Holy Spirit and therefore the body should be cared for by:

1. Giving regular care to physical needs
2. Being moderate in all legitimate activities
3. Abstaining from the use of tobacco, beverage alcohol and illegal drugs, and by discouraging their use by others
4. By dressing and grooming so as to be presentable and to please God
5. By avoiding indulgence in entertaining or recreational pursuits that are generally considered unwholesome

**I hereby signify my willingness to follow the principles and practices indicated above, and my agreement to cooperate with the President and administration of Southern Wesleyan University in the work of the University.**

\_\_\_\_\_  
**Signature of Applicant**

\_\_\_\_\_  
**Printed Name of Applicant**

\_\_\_\_\_  
**Date**

**STATEMENT OF FAITH AND EDUCATIONAL MISSION  
SOUTHERN WESLEYAN UNIVERSITY**

Founded in 1906, Southern Wesleyan University is a four-year, coeducational university of the liberal arts, sciences, and professions with more than 1,000 students, over 100 faculty and staff members, and over 8,000 alumni. She is dedicated to helping her students attain an integrated Christian personality and life which is characterized by wholeness. Thus, the administration, staff, and faculty maintain a personal interest in the spiritual, intellectual, and social growth of each student. The University is closely affiliated with The Wesleyan Church.

Southern Wesleyan University is thoroughly committed to evangelical Christian doctrine and standards of conduct. Accepting the fundamentals of the Christian faith, it stands unequivocally for:

1. The inspiration of the Old and New Testaments
2. The deity of the Christ
3. The need and efficacy of the atonement
4. The new birth as a divine work wrought in the repentant heart by the Holy Spirit
5. The need and glorious possibility of the born-again Christian being so cleansed from sin and filled with the love of God by the Holy Spirit that he can and should live a life of victory over sin, and
6. The personal return of the Lord Jesus Christ.

This way of life maintains that fellowship with God through Jesus Christ is the strongest impetus toward a person's self-fulfillment.

Southern Wesleyan University recognizes the value of diversity in the expression of the Christian faith. Faculty and staff members are expected to serve as models of developing Christian scholars. They accept the orthodox faith as expressed in The Apostles' Creed, give witness to salvation through Jesus Christ, evidence growth in Christ and a willingness to share Him with others, and associate regularly for worship, study, and fellowship with a group of Christian believers.

Socially, Southern Wesleyan University represents a community in which individual behavior is guided by the standards of personal health, moral integrity, social consequences, and the effectiveness of the Christian witness. For one or more of these reasons, the University does not permit students nor employees to use tobacco or alcoholic beverages, engage in illegal acts (such as those involving drugs or gambling), or participate in activities that disrupt the educational process of the University.

Applicants for employment who enthusiastically support the educational mission of Southern Wesleyan University are considered for available positions without regard to race, color, sex, national origin, handicap, or age.

As a religious educational institution operating under the auspices of The Wesleyan Church, Southern Wesleyan University is permitted and reserves the right to prefer employees on the basis of religion. (Title VII, Section 702-703, United States Civil Rights Act of 1964, as amended.)

**I certify that I have reviewed the Statement of Faith and Educational Mission and accept them as a condition of employment.**

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**Signature of Applicant**

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**Printed Name of Applicant**

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**Date**