



**Personal Data**

**Office of Human Resources**

Full Legal Name \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_

Other names you have used while employed \_\_\_\_\_

Address \_\_\_\_\_  
Street City State ZIP

Phone (\_\_\_\_) \_\_\_\_\_ (\_\_\_\_) \_\_\_\_\_ Email \_\_\_\_\_  
Day Evening (if different)

Position(s) applied for: \_\_\_\_\_

- Part time  Full time  Temporary

Referral sources:  Radio  Self  APU alumni  APU website  
(Check all that apply)  
 Friend/Relative (Name) \_\_\_\_\_  Employee referral (Name) \_\_\_\_\_  
 Publication/Print (Please specify) \_\_\_\_\_  Other website (Please specify) \_\_\_\_\_

Date available \_\_\_\_/\_\_\_\_/\_\_\_\_ Minimum salary \_\_\_\_\_

**Office Skills**

Complete the following by indicating the degree of experience in each area:

4. Very experienced    3. Some experience    2. Knowledge    1. Need practice

**All applicants:**

**If applying for clerical/administrative:**

- Microsoft Office 4 3 2 1    Microsoft Excel 4 3 2 1    Administrative 4 3 2 1    Receptionist 4 3 2 1  
Microsoft Windows 4 3 2 1    Access 4 3 2 1    Accounting 4 3 2 1    10 Key 4 3 2 1  
Macintosh 4 3 2 1    Powerpoint 4 3 2 1    Data entry 4 3 2 1    Keying \_\_\_\_\_ wpm  
Microsoft Word 4 3 2 1

**Education and Training**

High school last attended	Name of school City and state	Graduate?		Type of degree or diploma	Major subject
		Yes	No		
College, university, or technical school	Name of school City and state				
College, university, or technical school	Name of school City and state				
Other (e.g., business, vocational, etc.)	Name of school City and state				

## Employment Experience

Starting with your current or most recent job, list your last four employers.

Employer	Phone ( )	Dates employed		Work performed
		From	To	
Address				
Job title		Hourly rate/Salary		
Supervisor		From	To	
Reason for leaving				

Employer	Phone ( )	Dates employed		Work performed
		From	To	
Address				
Job title		Hourly rate/Salary		
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Employer	Phone ( )	Dates employed		Work performed
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Employer	Phone ( )	Dates employed		Work performed
		From	To	
Address				
Job title		Hourly rate/Salary		
Supervisor		From	To	
Reason for leaving				

## References

List three supervisors or professors who have knowledge of your work experience and/or education.

Name	Mailing address	Phone

## Information

Are you 18 years of age or older and if hired, can you provide proof of your age?

Yes  No

Have you filed an application here before?

Yes  No If yes, when? \_\_\_\_\_

Have you ever been employed here before?

Yes  No If yes, please provide the following:

Title \_\_\_\_\_ Department \_\_\_\_\_ Dates employed \_\_\_\_\_  Staff  Faculty  Student Worker

Are you related to a current or former APU employee?  Yes  No If yes, please provide the following:

Name \_\_\_\_\_ Department \_\_\_\_\_ Relationship \_\_\_\_\_  Current  Former

Have you been convicted of a crime other than a traffic violation?

Yes  No If yes, please explain and state the charge, the court, the date of the conviction, and the disposition of the case:

*(NOTE: Please exclude misdemeanor convictions for marijuana-related offenses more than two years old; convictions that have been sealed, expunged, or legally eradicated; and misdemeanor convictions for which probation was successfully completed or otherwise discharged and the case was judicially dismissed. A conviction is not an automatic bar to employment. Each case will be considered on its own merits.)*

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Are you prevented from lawfully becoming employed in this country because of visa or immigration status? *(Proof of citizenship or immigration status will be required upon employment.)*

Yes  No

Are you a veteran of the United States military?

Yes  No If yes, please state branch of service: \_\_\_\_\_

Do you have any physical or mental condition that prevents you from performing any of the essential functions of the position for which you are applying with or without accommodation?

Yes  No

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## Christian Faith

**Briefly relate your personal relationship with Jesus Christ.**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
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\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Name of church of regular attendance or membership

Church address

Church phone (     )

## Statement of Faith

We believe the Bible to be the inspired, the only infallible, authoritative word of God.

We believe that there is one God, creator of heaven and earth, 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 to power and glory.

We believe in the fall and consequent total moral depravity of humanity, resulting in our exceeding sinfulness and lost estate, and necessitating our regeneration by the Holy Spirit.

We believe in the present and continuing ministry of sanctification by the Holy Spirit by whose infilling the believing Christian is cleansed and empowered for a life of holiness and service.

We believe in the resurrection of both the saved and the lost; those who are saved to the resurrection of life and those who are lost to the resurrection of damnation.

We believe in the spiritual unity of believers in our Lord Jesus Christ.

## Daily Living Expectations

The following fundamentals are held to be essential, and the university expects faculty and staff not only to believe in them, but to practice them in daily living:

- A caring, effective love both to God and humanity
- A lifestyle dedicated to God's will in society
- A daily affirmation of Christ as Lord
- A desire to be sensitive to the personal work of the Holy Spirit
- A witness for Christ without hypocrisy
- A Christlike unity and acceptance among believers
- A growing, victorious state of mind because of the indwelling Christ
- A willingness to serve the Lord, even when it involves sacrifice
- A working faith in God's promises for all needs and daily life situations
- A firm, committed desire to be God's person

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## Certification

I certify that the information I have provided in this application is true and complete to the best of my knowledge, and that I have made no attempt to misrepresent, conceal, or omit pertinent facts. I understand that all information provided by me in connection with my application for employment is open to investigation by Azusa Pacific University (APU) and that if any such information is found to be false or misleading, this may result in rejection of my employment application, withdrawal of an employment offer, immediate termination of my employment, or other disciplinary action. I authorize any references I provide to grant to APU any and all information concerning my previous employment and any pertinent information that they may have. Further, I release all parties and persons from any and all liability for any damages that may result from furnishing such information to APU, as well as from any use or disclosure of such information by APU or any of its agents, employees, or representatives. I further understand that the information I provide, either orally or in writing, will be relied upon by APU in determining my employment status.

As a condition of employment by APU and in accordance with the provisions of the Immigration Reform and Control Act of 1986, I understand that if I am hired by APU, within three days following the commencement of my employment, I will be required to provide documentation verifying my identity and eligibility to work in the United States. I also understand that all offers of employment are contingent upon the receipt of satisfactory responses to reference requests.

I acknowledge that I have read the university's Identity and Positional Statements available at [www.apu.edu/about/believe/](http://www.apu.edu/about/believe/).

I acknowledge that if I am hired by APU, my employment will be at will and that my employment and compensation may be terminated any time, with or without notice and with or without cause, by me or by APU. I understand that neither this employment application nor any other document, including policies, guidelines, procedures, benefits, handbooks, or manuals, are intended to create any contractual obligation which in any way conflicts with the APU policy that the employment relationship between APU and each of its employees is at will. I understand that only designated executives of APU have the authority to enter into any agreement for employment for a specified period of time or for relocation or to make any agreement contrary to the foregoing, and that such agreement must be in writing and signed by such executive and me, with the approval of APU's legal counsel, to be valid. If I am hired, I agree to abide by the policies, standards, procedures, rules, and regulations at APU and to respect the ideals, principles, and traditions it upholds as a Christian institution of higher learning.

Signature \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_

*Azusa Pacific University does not discriminate on the basis of race, color, national origin, gender, age, disability, status as a veteran, or other characteristics protected by law in its programs, policies, or procedures. Minorities and women are encouraged to apply.*

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