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# APPLICATION FOR STAFF POSITION

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**Our Identity:** Union University is an academic community, affiliated with the Tennessee Baptist Convention, equipping persons to think Christianly and serve faithfully in ways consistent with its core values of being Christ-centered, people-focused, excellence-drive, and future-directed. These values shape its identity as an institution which prioritizes liberal arts based undergraduate education enhanced by professional and graduate programs. The academic community is composed of quality faculty, staff, and students working together in a caring, grace-filled environment conducive to the development of character, servant leadership, and cultural engagement.

**Our Mission:** Union University provides Christ-centered higher education that promotes excellence and character development in service to Church and society.

**Instructions:** Please print or type the information requested below. Attach additional pages, including resume or vita, if needed.

## I. PERSONAL

Name \_\_\_\_\_ Social Security No. \_\_\_\_\_

Current Address \_\_\_\_\_

Home Telephone (\_\_\_\_\_) \_\_\_\_\_ Work Telephone (\_\_\_\_\_) \_\_\_\_\_

Cell Phone (Optional) \_\_\_\_\_ E-mail Address \_\_\_\_\_

At which telephone do you prefer to be contacted? (\_\_\_\_\_) \_\_\_\_\_

Specific position desired \_\_\_\_\_

Are you seeking full-time or part-time employment? \_\_\_\_\_

Approximate salary expected (hourly) \$ \_\_\_\_\_ (or monthly) \$ \_\_\_\_\_

Are you legally eligible for employment in the United States? \_\_\_\_\_

When are you available for employment? \_\_\_\_\_  
month year

Have you been told the essential functions of the position or have you been shown a copy of the job description listing the essential functions of the position?  Yes  No

Can you perform all the essential functions of the position for which you are applying with or without reasonable accommodation?  Yes  No

\*The need for accommodation does not necessarily bar employment. A determination will be made as to the effectiveness with which the accommodation will allow you to perform the essential functions of the position and the hardship it would impose on the employer. If you have a mental or physical disability and require accommodation to perform the job, you must notify Union University within 182 days after reasonably knowing about the need for accommodation. Failure to do so will bar you from alleging that Union University has not accommodated you as required by law.

### Alcohol/Illegal Drugs:

Do you consume alcoholic beverages?  Yes  No

Do you currently or have you during the past 5 years (60 months) used illegal drugs?  Yes  No

**It is the policy of Union University not to employ persons who use illegal drugs or consume alcohol as a beverage.**

Conviction Record: Have you ever been convicted of a felony or misdemeanor?  Yes  No  
(Conviction will not necessarily disqualify you from employment.)

If your answer is yes, please explain the circumstances. \_\_\_\_\_

## II. CHRISTIAN LIFE-STYLE: RELIGIOUS STANDARDS FOR EMPLOYMENT

Name of Church Membership \_\_\_\_\_

Pastor's Name \_\_\_\_\_

Pastors Address \_\_\_\_\_

Pastor's Telephone ( \_\_\_\_\_ ) \_\_\_\_\_

Have you accepted the Lord Jesus Christ as your personal Savior?  Yes  No

If so, please share the details regarding your conversion. \_\_\_\_\_

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## III. PROFESSIONAL EXPERIENCE

Please list or attach a resume. Start with your current or most recent employer.

By Whom & Where Employed	Title or Rank	Dates Employed Month & Year	Telephone # of Employer	Responsibilities

List your honors, recognitions, or distinctions.

## IV. EDUCATION AND TRAINING

Please list or attach a resume.

### 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, etc.)	Name of School City and State				

## V. REFERENCES

Please give name, address, and telephone number of three to five persons who could serve as a reference for you with regard to academic preparation, professional experience, and/or Christian commitment. Do we have your permission to contact these references?  Yes  No Do we have your permission to contact your current or most recent employer?  Yes  No

- 1.
- 2.
- 3.
- 4.
- 5.

I certify that all information contained in this application is correct to the best of my knowledge. I give permission for Union University to obtain and review information pertaining to my background and credit history without limitation. I further understand that falsification of or intentional omission from this application in any detail would be grounds for disqualification from further consideration or for dismissal from employment at the time Union University establishes the falsification or omission.

\_\_\_\_\_

*Date*

\_\_\_\_\_

*Signature*

Please return your completed application to:

Office of Human Resources  
Union University  
1050 Union University Drive  
Jackson, TN 38305-3697  
Union Web Site: <http://www.uu.edu>

In compliance with all applicable state and federal law, including provisions of Title IX of the Education Amendments of 1972 and Section 504 of the Rehabilitation Act of 1973, Union University does not illegally discriminate on the basis of race, sex, color, national origin, age, disability, or military service in employment. Under federal law, the University may discriminate on the basis of religion in order to fulfill its purposes. Persons who believe their rights under this policy have been violated should contact the Office of the President.

In compliance with its duties under state and federal law, Union University makes an annual report of campus statistics and campus security policies. These reports are distributed annually to current students and employees. Prospective employees may request copies of the reports from the Office of Safety and Security.

Thank you for completing this application form and for your interest in employment with Union University.