



Application for Employment

Thank you for your interest in employment with Global University (GU). Please complete all sections on this form. You may also attach your resume.

Applicant Information (please clearly print)

Date: _____

Name: _____
Last First Middle

Address: _____
Street or P.O. Box

City State Postal Code

Age if under 18: _____

Social security number: _____

Primary phone: _____

Other phone: _____

Email: _____

Are you a US citizen? [] Yes [] No

If not, do you have a work visa? [] Yes [] No

(Proof of citizenship or immigration status will be required upon employment.)

Are you a student? [] Yes [] No

If yes, how many credit hours before you graduate? _____

Doctrine

Are you a Christian? [] Yes [] No

Are you baptized in the Holy Spirit? (Acts 2:4) [] Yes [] No

Do you use tobacco products? [] Yes [] No

Do you drink alcohol? [] Yes [] No

Do you use drugs? [] Yes [] No

Do you support pro-choice? [] Yes [] No

Do you advocate for gay rights? [] Yes [] No

Have you ever been divorced? [] Yes [] No

If divorced, are you currently remarried? [] Yes [] No

If divorced and remarried, is your former spouse living? [] Yes [] No

If married, has your spouse ever been divorced? [] Yes [] No

Position applying for: _____

Desired salary / rate of pay: _____

Availability: [] Full-time [] Part-time [] Temporary [] Seasonal

If part-time, specify hours: _____

When will you be available to start? _____

Have you previously applied at GU? [] Yes [] No

If yes, when? _____

Have you previously been employed at GU? [] Yes [] No

If yes, when? _____

Are you currently employed? [] Yes [] No

May we contact your current employer? [] Yes [] No

Are you related to a current GU employee? [] Yes [] No

If yes, who? _____

Who referred you to the position you are applying for? _____

Do you currently hold ministry credentials? [] Yes [] No

If yes, with whom: _____

Have you ever been dismissed from holding ministry credentials? [] Yes [] No

If yes, by whom: _____

Name of the church you attend: _____

Pastor's name: _____

Church address: _____

Street or P.O. Box

City State Postal Code

Please check the services you attend regularly:

[] Sunday school [] Morning worship

[] Sunday evening [] Midweek service [] Youth service

If active in church work, list activities: _____

Education

Name and location of school or university	Major	Minor	Last year completed	Degree / Certificate

Language(s) other than English in which you are fluent: _____

Training and Experience

Please mark the items in which you have training (T) or experience (E).

- | | | | |
|---|--|---|--|
| T E | <input type="checkbox"/> <input type="checkbox"/> Accounting | T E | <input type="checkbox"/> <input type="checkbox"/> Layout |
| <input type="checkbox"/> <input type="checkbox"/> | Advertising | <input type="checkbox"/> <input type="checkbox"/> | Management |
| <input type="checkbox"/> <input type="checkbox"/> | Bookkeeping | <input type="checkbox"/> <input type="checkbox"/> | Marketing |
| <input type="checkbox"/> <input type="checkbox"/> | Bulk mailing | <input type="checkbox"/> <input type="checkbox"/> | Personal computer |
| <input type="checkbox"/> <input type="checkbox"/> | Calculator | <input type="checkbox"/> <input type="checkbox"/> | Proofreading |
| <input type="checkbox"/> <input type="checkbox"/> | Computer Programming | <input type="checkbox"/> <input type="checkbox"/> | Receiving |
| <input type="checkbox"/> <input type="checkbox"/> | Data entry | <input type="checkbox"/> <input type="checkbox"/> | Receptionist |
| <input type="checkbox"/> <input type="checkbox"/> | Editing | <input type="checkbox"/> <input type="checkbox"/> | Shipping |
| <input type="checkbox"/> <input type="checkbox"/> | Filing | <input type="checkbox"/> <input type="checkbox"/> | Shorthand (____ wpm) |
| <input type="checkbox"/> <input type="checkbox"/> | Graphic design | <input type="checkbox"/> <input type="checkbox"/> | Stock Clerk |
| <input type="checkbox"/> <input type="checkbox"/> | Illustration | <input type="checkbox"/> <input type="checkbox"/> | Typing (____ wpm) |
| <input type="checkbox"/> <input type="checkbox"/> | Journalism | <input type="checkbox"/> <input type="checkbox"/> | Word Processing |

List any other skills:

List computer programs you have worked with:

Employment History

In the space below, give your complete record of employment, from most recent backwards in the order you held each position. Attach additional sheets if necessary. **Explain any gaps between periods of employment.**

Name and address of employer		Type of business	
Dates employed		Starting title	Last title
From:	To:		
Name of last supervisor		Most recent salary / pay rate	Reason for leaving
Brief description of duties			

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US Military Service

I currently serve, or previously served in the US military.

Comments (special skills, education, etc.):

I have not served in the US military. (Move to the next section.)

Branch of service: _____

Dates of service From: _____ To: _____

Highest rank: _____

Type of discharge: _____

Additional Information

Add any information you feel is pertinent. For instance, you might summarize your over-all experience and relate it to your career goals. Also use this section to expand any statements made in other sections of this form, identifying these by section type. Include any times you expect to be off work.

Personal References (do not use former employers, relatives, or pastors)

Name: _____ Address: _____ Phone: _____
Name: _____ Address: _____ Phone: _____
Name: _____ Address: _____ Phone: _____

Applicant's Statement

I certify that the information contained in this application is correct to the best of my knowledge and understand that falsification or misrepresentation are grounds for dismissal in accordance with Global University's policy. I authorize the references listed in this application to give you any and all information they may have, and release all parties from all liability for any damage that may result from furnishing same to you. In consideration of my employment, I agree to conform to the rules and regulations of Global University and acknowledge that my employment and compensation can be terminated, with or without cause, at the option of either the company or myself. I understand that only the President, or his designated representative, has authority to enter into an agreement for employment for any specific period of time, or to make any agreement contrary to the foregoing.

Applicant's signature: _____ Date: _____