



Institutional

# Application for Staff Employment

2500 E. Nutwood Ave.  
Fullerton, CA 92831 USA  
(714) 879-3901  
FAX (714) 526-0231

*The entire form must be completed.*

## PERSONAL INFORMATION

NAME (FIRST, LAST, MI): \_\_\_\_\_ DATE: \_\_\_\_\_

HOME ADDRESS: \_\_\_\_\_

CITY, STATE, ZIP: \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_

PHONE: Home \_\_\_\_\_ Cell/Mobile \_\_\_\_\_

ARE YOU CURRENTLY A STUDENT AT HOPE INTERNATIONAL UNIVERSITY?  Yes  No

IF YES, TYPE OF STUDENT:  Undergraduate  Graduate  OUG Major: \_\_\_\_\_

Yes  No If hired, can you provide proof of your legal right to work in the United States? (Proof of identity and legal authority to work in the United States is a condition of employment).

Yes  No Are you able to perform the essential functions of the position for which you are applying, either with or without reasonable accommodations?

Yes  No Are you 18 years of age or older?

## EMPLOYMENT DESIRED

POSITION YOU ARE APPLYING FOR: \_\_\_\_\_

SALARY DESIRED: \_\_\_\_\_ DATE YOU CAN START: \_\_\_\_\_

Are you currently employed?  Yes  No

If you answered "yes," may we inquire of your present employer?  Yes  No

How did you learn about this position? \_\_\_\_\_

Have you applied for other positions at HIU?  Yes  No

If "yes," please list the position(s): \_\_\_\_\_

**EDUCATION**

School Name and Location <i>Start with High School</i>	Major	Did you graduate or complete the program?	Degree Earned

**OTHER SKILLS/TRAINING:**

Please list other skills/certifications that you possess or training that you have received which would qualify you for the position you are applying for. Please also specify any computer software programs in which you are proficient.

**WORK HISTORY**

Dates Employed	Name & Location of Employer	Your Position Title	Hours Per Week	Reason for Leaving	Supervisor's Name, Title, Phone
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**REFERENCES**

Please provide the names of three individuals, other than relatives, who have knowledge of your work experience and/or education.

Name and Address	Phone	Type of Relationship	Years Known

**UNIVERSITY STANDARDS AND EXPECTATIONS**

Hope International University emerged from and continues to serve the Stone Campbell movement (also known as the Restoration Movement) often referred to simply as Christian Churches/Churches of Christ.

The University is committed to Jesus Christ as Lord and to the authority of the Bible as the Word of God.

The University is also committed to teaching and promoting the essentials of the Christian faith for reconciling people to God through Christ and to one another. Yet the University is also committed to freedom in regard to non-essentials.

As a Christian Community, the University expects its faculty and staff to serve as examples of God-honoring personal and professional character and conduct.

Faculty and staff are held to a standard of exemplary conduct in the area of human sexuality consistent with biblical standards. For all University employees, sexual intimacy must only be expressed within the context of marriage between one man and one woman. Violations of this policy include, but are not limited to, sexual relations between unmarried persons, adulterous relationships, and viewing of pornography. Failure to comply with this policy may result in counseling, disciplinary action or termination of employment.

**PLEASE DESCRIBE THE TIME AND CIRCUMSTANCES SURROUNDING YOUR BECOMING A CHRISTIAN, AND DESCRIBE YOUR CURRENT RELATIONSHIP WITH CHRIST (ATTACH ADDITIONAL SHEETS AS NEEDED).**

**INCOMPLETE OR UNSIGNED APPLICATIONS WILL NOT BE ACCEPTED**

By signing below, I certify that the facts contained in this application are true and complete to the best of my knowledge. I understand that any false, fraudulent, or misleading oral or written statement contained in my application materials or made in the course of any related employment process, whether made by me or by others at my request, or omissions, will result in rejection of my application, denial of employment, or if discovered after hire, dismissal from employment at Hope International University.

I understand that if I am offered employment, such offer may be and is conditioned upon the successful completion of a reference check, background investigation, applicable licenses/certification verifications and I-9 verification.

I authorize HIU and its agents to investigate all statements and references contained herein and on the submitted curriculum vita. I further authorize references and employers listed on my application materials to, without prior notice to me, give HIU any and all information concerning my previous employment and any pertinent information they may have, personal and otherwise, related to my suitability for employment and release them and HIU from all liability for any damage that may result from utilization of such information.

If I am employed, I acknowledge that there is no specified length of employment and that this application does not constitute an agreement or contract for employment. Accordingly, either I or HIU can terminate the relationship at will, with or without cause, at any time with or without prior notice.

I also understand and agree that no representative of HIU has any authority to enter into any agreement for employment for any specified period of time, or to make any agreement contrary to the at-will relationship described above, unless it is in writing and signed by the President of HIU.

I hereby acknowledge that I have read the foregoing in its entirety, understand it, and agree to its terms.

Printed Name \_\_\_\_\_

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

Please submit this application electronically along with a current resume to careers@hiu.edu.

Hope International University (HIU) does not discriminate on any basis prohibited by any law applicable to HIU.