



APPLICATION FOR EMPLOYMENT

BEFORE YOU BEGIN THE APPLICATION PROCESS PLEASE READ THE FOLLOWING

Thank you for your interest in possible employment opportunities with Southwestern Adventist University (SWAU). Before you complete the attached application, we would like you to be aware of the following information so you will be able to make a more informed decision relative to prospective employment at SWAU.

Employees of SWAU are:

- ◇ Baptized, active members of the Seventh-day Adventist Church
- ◇ Committed to Christian service
- ◇ Adherents of Bible-based teachings and church standards by exemplifying standards of personal conduct.
- ◇ Individuals who possess the highest professional and ethical standards in integrity, confidentiality, work performance, loyalty and cooperation
- ◇ Suitably dressed for Christian work environment with:
 - Use of cosmetics enhancing natural beauty
 - Good grooming
 - Use of jewelry limited to a simple wedding band and modest accessories
- ◇ Good managers of personal finances
- ◇ People who avoid conflicting interests and enterprises
- ◇ People who attempt to resolve conflicts, disputes, complaints and grievances through SWAU's procedures before pursuing other avenues.
- ◇ In compliance with policies, rules and procedures of SWAU including those set forth in the Employee Handbook.

If you wish to be considered for employment, please familiarize yourself with the following:

- 1 **Submitting an Application:** Human Resources will maintain your application and any résumé submitted to SWAU in active consideration for 90 days. After 90 days your application and résumé will no longer be considered in active status. If you desire further consideration for the same position or desire consideration for a position not listed on your application, you must submit a new application form.
- 2 **Application Review:** Once an application has been submitted, it will be reviewed by Human Resources. If there are questions on the application submitted,

you will be contacted for clarification. Prior to any interview, active church membership status will be verified.

- 3 **Interview Process:** Applicants may not be considered for an interview based on the information provided. If your application is not considered for an interview, you will receive a standard notification via email at the email address provided. If you are selected for an interview, you will be contacted by Human Resources. SWAU will conduct a phone interview before making the decision to move forward with a face to face or web-based interview.
- 4 **Pre-employment Screening:** All applicants will be subject to a background check. Disclosures for said check are included in this application and are a part of the application process. A copy of "A Summary of Your Rights under the Federal Fair Credit Reporting Act" is also included with this application.
- 5 **Recommendation for hire:** Following satisfactory referencing, the hiring recommendation is submitted to the Human Resources. Human Resources will work with the hiring manager on employment and next steps. Any promises and/or commitments will be provided in writing. SWAU may choose to not honor any verbal commitments made prior to this point by supervisors, interviewers or any other representative of the organization.
- 6 **Employment:** Human Resources will notify the selected applicant of the hiring decision. If approved for employment you will be required to complete an I-9 form and provide supporting documents within 72 hours of the identified start date. SWAU uses E-Verify as a tool to match the photograph appearing on some permanent resident and employment authorization cards with the official U.S. Citizenship and Immigration Services' (USCIS) photograph. We will provide the Social Security Administration (SSA) and, if necessary, the Department of Homeland Security (DHS), with information from each new employee's Form I-9 to confirm work authorization. Additional instructions will follow up to the first day of employment.

PLEASE DETACH AND RETAIN THIS PAGE

PERSONAL INFORMATION *(You may choose to complete and sign this application digitally, or handwrite it legibly)*

Name (Last, First, Middle Initial) _____ Social Security Number _____ Date of Birth _____

Address (Number, Street, City, State, Zip Code, Country) _____ Home Telephone Number _____ Other Telephone Number _____

Position applied for _____ Department _____

Are you seeking/available for: Full-time Part-time Temporary Date available for work _____

Are you able to perform the duties of the position for which you have applied with or without accommodation? Yes No

List any other skills or qualifications you have for the position applied:

Have you ever used other names or aliases for education, employment or other purposes? Yes No
 If yes, provide name(s) used, dates and circumstances: _____

Are you at least 18 years of age? Yes No

Have you ever **(check all that apply)** previously applied or held any previous denominational appointment? Yes No
 If yes, provide date(s) of application or employment, position sought or held, and reason for leaving employment: _____

Do you have relatives employed by SWAU? Yes No If yes, where? _____

Have you ever **(check all that apply)** pled guilty been convicted, or pled nolo contendere/no contest to any criminal offence, including both felonies and misdemeanors? Yes No

If yes, provide complete information on all misdemeanors and felonies, including date(s), location(s), (city and state), criminal offense and disposition:

Have you ever served **(check all that apply)** probation deferred adjudication, pre-trial diversion or court ordered community supervision for any criminal offence? Yes No

If yes, please provide complete information on criminal offense(s), program(s), date(s) and disposition/current status *(use additional sheets if necessary to provide complete information)* (Conviction of a crime is not an automatic bar to consideration for employment):

Please indicate all languages (including English) that you speak, read or write proficiently:

English	Speak	Read	Write
_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

SWAU requires its employees to be baptized, active members of the SDA Church. Please indicate:

Church Membership _____ Church Address _____

Pastor's Name _____ Telephone Number _____

EDUCATION

	Name of School	Location	Did you graduate?	If no, number of years completed	List Degree and Major
High School			<input type="checkbox"/> Yes <input type="checkbox"/> No		
Trade or Business School			<input type="checkbox"/> Yes <input type="checkbox"/> No		
College			<input type="checkbox"/> Yes <input type="checkbox"/> No		
Graduate Work			<input type="checkbox"/> Yes <input type="checkbox"/> No		
Other			<input type="checkbox"/> Yes <input type="checkbox"/> No		

EMPLOYMENT HISTORY

Provide information on all employment (full-time, part-time and other) for the past 10 years or your 4 most recent employers, whichever is greater. Explain all periods of unemployment. Use additional sheets if necessary to provide complete information.

Current/Most Recent Employer		Job Title	Employment Status _____ On Call _____ _____ F/T _____ P/T
Address		Duties	
Telephone Number	Supervisor's Name	Skills	
Dates Employed _____ to _____	Base Salary or Wage Start _____ End _____	Reason(s) for leaving: <input type="checkbox"/> Terminated <input type="checkbox"/> Resigned with notice <input type="checkbox"/> Counseled to Resign <input type="checkbox"/> Other (specify) _____ <input type="checkbox"/> Quit without notice	

Employer		Job Title		Employment Status	On Call
Address		Duties			
Telephone Number	Supervisor's Name			Skills	
Dates Employed _____ to _____	Base Salary or Wage Start _____ End _____	Reason(s) for leaving:			
		<input type="checkbox"/> Terminated	<input type="checkbox"/> Resigned with notice	<input type="checkbox"/> Quit without notice	
			<input type="checkbox"/> Counseled to Resign		
			<input type="checkbox"/> Other (specify)		

Employer		Job Title		Employment Status	On Call
Address		Duties			
Telephone Number	Supervisor's Name			Skills	
Dates Employed _____ to _____	Base Salary or Wage Start _____ End _____	Reason(s) for leaving:			
		<input type="checkbox"/> Terminated	<input type="checkbox"/> Resigned with notice	<input type="checkbox"/> Quit without notice	
			<input type="checkbox"/> Counseled to Resign		
			<input type="checkbox"/> Other (specify)		

Additional references may be requested

May we contact your present employer at this time? Yes No *(References from current and prior employers will be required before confirmation of employment)*

Have you ever been discharged or asked/counseled to resign by any employer? Yes No

If yes, provide complete information on employer(s), action(s), date(s) and explanation:

LICENSURE/CERTIFICATION

Do you hold a valid professional or denominational license/certification for the position for which you are applying? Yes No

If yes, provide license certification information, issuing state/denominational organization and expiration date:

Have you ever been denied a professional, occupational or denominational license, or certification? Yes No

Has your license or certification ever been revoked, suspended, limited or subject to discipline by any governmental authority, professional organization or denominational entity? Yes No

If yes, please provide dates, actions taken and current license or certification status:

DRIVERS LICENSE

Answer these questions if the position you are applying would require regular or occasional driving of SWAU's or your personal vehicle.

Do you have a current driver's license? Yes No

If yes, list issuing state and license number: _____

Is your driver's license limited in any manner? Yes No

If yes, please describe in detail: _____

Has your driver's license ever been denied, revoked, curtailed, suspended, or otherwise modified? Yes No

If yes, please provide complete information on action(s) taken, date(s), location(s) and disposition/current status: _____

List all moving violations, convictions and guilty/no contest pleas for driving offenses during the past five years. Include offense(s), date(s), and disposition/current status: _____

Do you have automobile liability insurance? Yes No

If yes, provide company and expiration date: _____

DISCLOSURE REGARDING EMPLOYMENT BACKGROUND REPORT

Southwestern Adventist University (SWAU) may obtain from Sterling Infosystems, Inc. (“STERLING TALENT SOLUTIONS”), 1 State Street, New York, NY 10004, (877) 424-2457, www.sterlingtalentsolutions.com a consumer report and/or an investigative consumer report (“REPORT”) that contains background information about you in connection with your employment or employment application. If you are hired, to the extent permitted by law, SWAU may obtain from STERLING further reports throughout your employment for an employment purpose without providing further disclosure or obtaining additional consent.

The REPORT may contain information about your character, general reputation, personal characteristics and mode of living. The REPORT may include, but is not limited to, credit reports and credit history information; criminal and other public records and history; public court records (e.g., bankruptcies, tax liens and judgments); motor vehicle and driving records; educational and employment history, including professional disciplinary actions; drug/alcohol test results; and Social Security verification and address history, subject to any limitations imposed by applicable federal and state law. This information may be obtained from public record and private sources, including credit bureaus, government agencies and judicial records, former employers and educational institutions, and other sources.

If an investigative consumer REPORT is obtained, in addition to the description above, the nature and scope of any such REPORT will be employment verifications and references, or personal references.

AUTHORIZATION TO OBTAIN EMPLOYMENT BACKGROUND REPORT

I have read the Disclosure Regarding Employment Background Report provided by SWAU and this Authorization to Obtain Employment Background Report. By my signature below, I hereby consent to the preparation by Sterling Infosystems, Inc. (“STERLING TALENT SOLUTIONS”), a consumer reporting agency located at 1 State Street, New York NY 10004, (877) 424-2457, www.sterlingtalentsolutions.com, of background reports regarding me and the release of such reports to SWAU and its designated representatives, to assist SWAU in making an employment decision involving me at any time after receipt of this authorization and throughout my employment, to the extent permitted by law. To this end, I hereby authorize, without reservation, any state or federal law enforcement agency or court, educational institution, motor vehicle record agency, credit bureau or other information service bureau or data repository, or employer to furnish any and all information regarding me to STERLING and/or SWAU itself, and authorize STERLING to provide such information to SWAU. I agree that a facsimile (“fax”), electronic or photographic copy of this Authorization shall be as valid as the original.

I acknowledge receipt of a copy of the Consumer Financial Protection Bureau’s “A SUMMARY OF YOUR RIGHTS UNDER THE FAIR CREDIT REPORTING ACT.” (Provided on the last pages of this application)

Applicant’s Signature

APPLICATION PROCEDURE

SWAU accepts applications for open and posted job positions. Applications will be considered active for 90 days following their submission. SWAU may not interview all applicants. If an applicant desires to be further considered for employment after 90 days, or considered for a position not listed on this application, he/she must submit a new application form to SWAU.

APPLICANT VERIFICATION

I verify that all of the information on this application was completed by me and is true, correct and complete. I have not omitted any information requested by SWAU. I understand that any false, misleading incomplete or omitted information on this application, and/or interviews with SWAU will result in rejection of my application and possibly termination from employment, whenever discovered.

If my application is considered for employment, I authorize verification of the information provided under this application and an investigation of my suitability for employment. I authorize all current and prior employer(s) to verify the information provided on this application and in résumés and exhibits, and to provide information regarding my performance, conduct, and suitability for employment. I also authorize my current and prior employers to disclose to SWAU documents in their possession or subject to their control, including information contained in my personnel file(s). I expressly release SWAU and any and all persons, organizations or companies from any liability or damages or whatever kind or nature which, at any time, may result from releasing or obtaining information about me or making any employment decisions based upon the information. I understand that SWAU has provided me notice and authorization if it desires to conduct a background investigation which comes under the provisions of the federal Fair Credit Reporting Act.

I understand that this application is not a job offer or a contract of employment for any specific time period. I acknowledge that in the absences of a written contract to the contrary, my status, if hired, will that of an employee at- will without contractual rights, express or implied, for continued employment with SWAU. I further acknowledge that nothing said to me during the application and/or interview process, during employment, or in employee handbooks constitutes an express or implied employment agreement. I acknowledge that I may resign any employment with SWAU or be terminated, with or without of cause, at any time. I understand that no unauthorized representative of SWAU may enter into any agreement for employment or make any representation or agreement contrary to the foregoing.

Applicants hired by SWAU must complete a federal I-9 form and provide verifying documentation of their legal right to reside and work in the United States within 72 hours after hiring. Individuals unable to complete an I-9 form were supplied verifying documentation will be ineligible for further employment.

Employment with SWAU is subject to completion of certain pre-employment procedures, including but not limited to verifying employment and personal references.

If employed, I will comply with all policies, rules and procedures SWAU.

Applicant's Signature

Date

Para información en español, visite www.consumerfinance.gov/learnmore o escribe a la Consumer Financial Protection Bureau, 1700 G Street N.W., Washington, DC 20552.

A Summary of Your Rights Under the Fair Credit Reporting Act

The federal Fair Credit Reporting Act (FCRA) promotes the accuracy, fairness, and privacy of information in the files of consumer reporting agencies. There are many types of consumer reporting agencies, including credit bureaus and specialty agencies (such as agencies that sell information about check writing histories, medical records, and rental history records). Here is a summary of your major rights under the FCRA. **For more information, including information about additional rights, go to www.consumerfinance.gov/learnmore or write to: Consumer Financial Protection Bureau, 1700 G Street N.W., Washington, DC 20552.**

- **You must be told if information in your file has been used against you.** Anyone who uses a credit report or another type of consumer report to deny your application for credit, insurance, or employment – or to take another adverse action against you – must tell you, and must give you the name, address, and phone number of the agency that provided the information.
- **You have the right to know what is in your file.** You may request and obtain all the information about you in the files of a consumer reporting agency (your “file disclosure”). You will be required to provide proper identification, which may include your Social Security number. In many cases, the disclosure will be free. You are entitled to a free file disclosure if:
 - a person has taken adverse action against you because of information in your credit report;
 - you are the victim of identity theft and place a fraud alert in your file;
 - your file contains inaccurate information as a result of fraud;
 - you are on public assistance;
 - you are unemployed but expect to apply for employment within 60 days.

In addition, all consumers are entitled to one free disclosure every 12 months upon request from each nationwide credit bureau and from nationwide specialty consumer reporting agencies. See www.consumerfinance.gov/learnmore for additional information.

- **You have the right to ask for a credit score.** Credit scores are numerical summaries of your credit-worthiness based on information from credit bureaus. You may request a credit score from consumer reporting agencies that create scores or distribute scores used in residential real property loans, but you will have to pay for it. In some mortgage transactions, you will receive credit score information for free from the mortgage lender.
- **You have the right to dispute incomplete or inaccurate information.** If you identify information in your file that is incomplete or inaccurate, and report it to the consumer reporting agency, the agency must investigate unless your dispute is frivolous. See www.consumerfinance.gov/learnmore for an explanation of dispute procedures.

- **Consumer reporting agencies must correct or delete inaccurate, incomplete, or unverifiable information.** Inaccurate, incomplete, or unverifiable information must be removed or corrected, usually within 30 days. However, a consumer reporting agency may continue to report information it has verified as accurate.
- **Consumer reporting agencies may not report outdated negative information.** In most cases, a consumer reporting agency may not report negative information that is more than seven years old, or bankruptcies that are more than 10 years old.
- **Access to your file is limited.** A consumer reporting agency may provide information about you only to people with a valid need -- usually to consider an application with a creditor, insurer, employer, landlord, or other business. The FCRA specifies those with a valid need for access.
- **You must give your consent for reports to be provided to employers.** A consumer reporting agency may not give out information about you to your employer, or a potential employer, without your written consent given to the employer. Written consent generally is not required in the trucking industry. For more information, go to www.consumerfinance.gov/learnmore.
- **You may limit “prescreened” offers of credit and insurance you get based on information in your credit report.** Unsolicited “prescreened” offers for credit and insurance must include a toll-free phone number you can call if you choose to remove your name and address from the lists these offers are based on. You may opt out with the nationwide credit bureaus at 1-888-5-OPTOUT (1-888-567-8688).
- **You may seek damages from violators.** If a consumer reporting agency, or, in some cases, a user of consumer reports or a furnisher of information to a consumer reporting agency violates the FCRA, you may be able to sue in state or federal court.
- **Identity theft victims and active duty military personnel have additional rights.** For more information, visit www.consumerfinance.gov/learnmore.

States may enforce the FCRA, and many states have their own consumer reporting laws. In some cases, you may have more rights under state law. For more information, contact your state or local consumer protection agency or your state Attorney General. For information about your federal rights, contact:

TYPE OF BUSINESS:	CONTACT:
1.a. Banks, savings associations, and credit unions with total assets of over \$10 billion and their affiliates	a. Consumer Financial Protection Bureau 1700 G Street, N.W. Washington, DC 20552
b. Such affiliates that are not banks, savings associations, or credit unions also should list,	b. Federal Trade Commission: Consumer Response Center – FCRA

in addition to the CFPB:	Washington, DC 20580 (877) 382-4357
<p>2. To the extent not included in item 1 above:</p> <p>a. National banks, federal savings associations, and federal branches and federal agencies of foreign banks</p> <p>b. State member banks, branches and agencies of foreign banks (other than federal branches, federal agencies, and Insured State Branches of Foreign Banks), commercial lending companies owned or controlled by foreign banks, and organizations operating under section 25 or 25A of the Federal Reserve Act</p> <p>c. Nonmember Insured Banks, Insured State Branches of Foreign Banks, and insured state savings associations</p> <p>d. Federal Credit Unions</p>	<p>a. Office of the Comptroller of the Currency Customer Assistance Group 1301 McKinney Street, Suite 3450 Houston, TX 77010-9050</p> <p>b. Federal Reserve Consumer Help Center P.O. Box. 1200 Minneapolis, MN 55480</p> <p>c. FDIC Consumer Response Center 1100 Walnut Street, Box #11 Kansas City, MO 64106</p> <p>d. National Credit Union Administration Office of Consumer Protection (OCP) Division of Consumer Compliance and Outreach (DCCO) 1775 Duke Street Alexandria, VA 22314</p>
3. Air carriers	Asst. General Counsel for Aviation Enforcement & Proceedings Aviation Consumer Protection Division Department of Transportation 1200 New Jersey Avenue, S.E. Washington, DC 20590
4. Creditors Subject to the Surface Transportation Board	Office of Proceedings, Surface Transportation Board Department of Transportation 395 E Street, S.W. Washington, DC 20423
5. Creditors Subject to the Packers and Stockyards Act, 1921	Nearest Packers and Stockyards Administration area supervisor
6. Small Business Investment Companies	Associate Deputy Administrator for Capital Access United States Small Business Administration 409 Third Street, S.W., 8 th Floor Washington, DC 20416
7. Brokers and Dealers	Securities and Exchange Commission 100 F Street, N.E.