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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **PERSONAL INFORMATION** | | | | | | | | | | | | | | | | | | | | | | | | | |  | |
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| **NAME (FIRST, LAST, MI):** | | | | | | | |  | | | | | | | | | | | | **DATE:** | | |  | | |  | |
|  | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **HOME ADDRESS:** | | | | | | | |  | | | | | | | | | | | | | | | | | |  | |
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| **CITY, STATE, ZIP:** | | | | | | | |  | | | | | | | | | | | | | | | | | |  | |
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| **EMAIL ADDRESS:** | | | | | | | |  | | | | | | | | | | | | | | | | | |  | |
|  | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **PHONE:** | | | Home | |  | | | | | | | | |  | | Cell/Mobile | | |  | | | | | | |  | |
|  | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **ARE YOU CURRENTLY A STUDENT AT VANGUARD UNIVERSITY?** | | | | | | | | | | | | | | | | | | Yes No | | | | | | | | | |
| **IF YES, TYPE OF STUDENT:** Undergraduate Graduate SPS | | | | | | | | | | | | | | | | | | 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 | * **Will you now or in the future require Visa sponsorship for employment at** * **Vanguard University?** | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 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 | | | |  |  | | --- | --- | | No | 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 Vanguard? | | | | | | | | | | | | | | | | | Yes | | | | No | | | | |  | |
|  | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|  | If “yes,” please list the positions (s): | | | | | | | | | | |  | | | | | | | | | | | | | |  | |

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| --- | --- |
| **EDUCATION:** |  |
| |  |  |  |  | | --- | --- | --- | --- | | **School Name and Location**  *Start with High School* | **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** | **Your**  **Hours Per Week** | **Reason for Leaving** | **Supervisor’s Name, Title, Phone** | |  |  |  |  |  |  | | **Dates Employed** | **Name & Location of Employer** | **Your Position Title** | **Your**  **Hours Per Week** | **Reason for Leaving** | **Supervisor’s Name, Title, Phone** | |  |  |  |  |  |  | | **Dates Employed** | **Name & Location of Employer** | **Your Position Title** | **Your**  **Hours Per Week** | **Reason for Leaving** | **Supervisor’s Name, Title, Phone** | |  |  |  |  |  |  | | **Dates Employed** | **Name & Location of Employer** | **Your Position Title** | **Your**  **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** | |  |  |  |  | |  |  |  |  | |  |  |  |  | | |

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| **VANGUARD UNIVERSITY OF SOUTHERN CALIFORNIA’S (VUSC) FAITH CONFESSION:** |  |
| As a Christian comprehensive university of liberal arts and professional studies, informed by its evangelical persuasion  and Pentecostal heritage, VUSC affirms the following confession of faith.  We believe:  The Bible to be the inspired and only infallible and authoritative Word of God.  That there is one God, eternally existent in three persons: God the Father, God the Son and God the Holy Spirit.  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, in His bodily resurrection, in His ascension to the right hand of the Father, and in His personal future return to this earth in power and glory to rule over the nations.  That the only means of being cleansed from sin is through repentance and faith in the precious blood of Christ.  That regeneration by the Holy Spirit is absolutely essential for personal salvation.  That the redemptive work of Christ on the cross provides healing of the human body in answer to believing prayer.  That the baptism in the Holy Spirit, according to Acts 2:4, is given to believers who ask for it.  In the sanctifying power of the Holy Spirit, by whose indwelling the Christian is enabled to live a holy life.  In the resurrection of both the saved and the lost – the one to everlasting life and the other to everlasting damnation. | |
| **THE ABOVE CONFESSION OF FAITH REPRESENTS MY OWN BELIEFS.** |  |
| YES  NO | |
| If you answered “No”, please describe the differences:   |  | | --- | |  | |  | |  | |  | | |
| **PLEASE DESCRIBE THE TIME AND CIRCUMSTANCES SURROUNDING YOUR BECOMING A CHRISTIAN, AND DESCRIBE YOUR CURRENT RELATIONSHIP WITH CHRIST (ATTACH ADDITIONAL SHEETS AS NEEDED).** |  |
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| **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 Vanguard University of Southern California (VUSC).**  **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, criminal conviction check, applicable licensure/certification verifications and I-9 verification.**  **I authorize VUSC and its agents to investigate all statements and references contained herein and on the submitted curriculum vitae. I further authorize references and employers listed on my application materials to, without prior notice to me, give VUSC 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 VUSC from all liability for any damage that may result from utilization of such information.**  **If the investigation involves a third party reporting agency you will be asked to sign a separate authorization form.**  **I understand that should a search of public records (including records documenting an indictment, conviction, civil judicial action, tax lien or outstanding judgment) be conducted by internal personnel employed by VUSC, I am entitled to copies of any such public records obtained by VUSC unless I mark the check box below. If I am not hired as a result of such information, I am entitled to a copy of any such records even though I have checked the box below.**  **I waive receipt of a copy of any public record described in the paragraph above.**  **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 VUSC can terminate the relationship at will, with or without cause, at any time with or without prior notice. Nevertheless, should I sign a Faculty agreement to teach at Vanguard, that agreement will supersede this provision and would govern selected terms of my employment. In addition, I understand that VUSC will conduct a background check on the final candidate. I also understand and agree that no representative of VUSC 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 VUSC.**  **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** [**RESUME@Vanguard.edu**](mailto:RESUME@Vanguard.edu)  **Vanguard University of Southern California (VUSC) does not discriminate on any basis prohibited by any law applicable to VUSC.**  Vanguard University of Southern California in compliance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crimes Statistics Act (formerly the Campus Security Act), provides prospective employees, students and their parents access to its Annual Security Report. The report describes the university’s safety and security services and procedures and provides crime and disciplinary referral statistics for the three previous years.  You may obtain a copy of this report by contacting: The Campus Safety Department, Vanguard University of Southern California, 55 Fair Drive, Costa Mesa, CA 92626, phone: (714) 556-3610 x4990, email: [CampusSafetyDirector@Vanguard.edu](mailto:CampusSafetyDirector@Vanguard.edu) | | | | | | | |