



Employment Application - Staff

Full Name: _____ Date: _____

Address: _____
Street City State Zip

Phone: _____ Email: _____

Position applying for: _____ Available start date: _____

How did you hear about this position? _____

What is your motivation for wanting to work for Jessup? _____

Do you have any friends or relatives working for Jessup? Yes No

If yes, state name(s) and relationship(s): _____

Are you authorized to work in the United States for Jessup? Yes No

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

If no, describe the functions that cannot be performed: _____

Note: We comply with the ADA and consider reasonable accommodation measures that may be necessary for eligible applicants/employees to perform essential functions.

Jessup does not unlawfully discriminate on the basis of sex and is required by Title IX to prohibit sex discrimination in any education program or activity that it operates, including admission and employment. Jessup's full Title IX Policy may be viewed at:

https://docs.google.com/document/d/1o8qXB83bM-kgsdw-FyC1VtrS6fmQr6Q1w3f_vwkyhG4/edit?usp=sharing

In accordance with the Jeanne Clery Act, the Jessup Department of Campus Safety issues an Annual Security Report that includes, but is not limited to, documentation of campus policies, significant annual crime and fire statistics, protection devices and/or programs, as well as any Emergency Action Plans and Procedures that have been created.

The Jessup University Annual Security Report can be found online at: <https://jessup.edu/about/safety/annual-security-report/>

Please Read Carefully, Initial Each Paragraph, and Sign Below

_____* I hereby certify that I have not knowingly withheld any information that might adversely affect my chances for employment and that the answers given by me are true and correct to the best of my knowledge. I further certify that I, the undersigned applicant, have personally completed this application. I understand that any omission or misstatement of material fact on this application or on any document used to secure employment shall be grounds for rejection of this application or for immediate discharge if I am employed, regardless of the time elapsed before discovery.

_____ * I hereby authorize Jessup University to thoroughly investigate my references, work record, education and other matters related to my suitability for employment (excluding criminal background information). I further authorize my references to disclose to the university any and all letters, reports and other information related to my work records, without giving me prior notice of such disclosure. In addition, I hereby release Jessup, my former employers and all other persons, corporations, partnerships and associations from any and all claims, demands or liabilities arising out of or in any way related to such investigation or disclosure.

_____ * I understand that nothing contained in the application, or conveyed during any interview which may be granted or during my employment, if hired, is intended to create an employment contract between me and Jessup. In addition, I understand and agree that if I am employed, my employment is for no definite or determinable period and may be terminated at any time, with or without prior notice, at the option of either myself or Jessup, and that no promises or representations contrary to the foregoing are binding on the company unless made in writing and signed by me and Jessup's designated representative.

_____ * In compliance with federal law, all persons hired will be required to verify identity and eligibility to work in the United States and to complete the required employment eligibility verification document form upon hire.

*Applicant Signature: _____ Date: _____

Foundational Documents

Jessup University does not unlawfully discriminate in the employment of individuals on the basis of race, color, national or ethnic origin, sex, age, disability or status as a veteran. However, consistent with its Christian Church heritage, Jessup is an extension of the ministry of the church, and as a result, Jessup requires anyone who accepts a position to understand and adhere to both the Statement of Faith and Community Covenant.

Please follow this link to review our Statement of Faith and Community Covenant, then sign below:
<https://jessup.edu/about/mission/>

By signing below, I acknowledge my understanding that upon hire I will be required to affirm and support that my Biblical worldview and conduct are in alignment with the Community Covenant and Statement of Faith of Jessup University.

*Applicant Signature: _____ Date: _____

***A typed name/initial above serves as a digital representation of a signature/initial and is considered binding as per the context of this document. By typing the name/initial, the individual acknowledges and agrees that it holds the same legal standing and commitment as a handwritten signature/initial.**

Personal Testimony

Please use the space provided on page 3 of this document to type your Personal Testimony. The personal testimony is a document written by you about your personal relationship (past and present) with our Lord and Savior Jesus Christ.

Use this page to type your Personal Testimony based on the instructions provided on page 2.