Employment Application

All persons desiring employment (full-time, part-time, and temporary) at SCU must complete an application form available from the Human Resources Director or departmental head prior to interview or consideration for any position.  A resume of past experience, education/training and current references will be expected, along with a statement of faith including the applicant’s salvation experience and relationship with Christ.

* Applications must be filed with the HR Director or departmental head.
* A preliminary interview and personal evaluation by the appropriate departmental supervisor may be administered before the application will be placed on file.
* Applications will remain active for six (6) months from the date they are filed.
* To keep applications active, applicants should contact the Business Office at the end of the six (6) month period and request their file remain active.

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| *Source:* Staff Handbook 2013, p2 |
| *Policy Revised:* |