



BIOLA
UNIVERSITY
HUMAN RESOURCES

Application Guidelines and Procedures (for Staff Applicants Only)

- A. Applications are accepted only for currently posted vacancies. Vacancies are posted on the website as they are received.
- B. Before submitting an application, please review the minimum qualifications on the job description, if available, to ensure the position is an appropriate match.
- C. **Please note:** If you are applying for multiple positions, only one application is needed. Simply list all the positions on a single application.
- D. Please complete all sections of the application form, even if you elect to attach a resume.
- E. Completed applications can be mailed to:

Attn. Human Resources
Biola University
13800 Biola Avenue
La Mirada, CA 90639

- F. All candidates will be notified of the disposition of their application. However, information concerning the status of positions is not released until a final decision has been made. Internet or telephone inquiries about the status of a position cannot be honored. To expedite this process, report any change of address or telephone number to the University Employment Department at (562) 903-4755 or via e-mail at staff.employment@biola.edu

**Department of Campus Safety
Annual Security Report**

Biola University's Annual Security Report includes statistics for the previous three years concerning reported crimes that occurred on campus; in certain off-campus buildings or property owned or controlled by Biola University and on public property within, or immediately adjacent to and accessible from, the campus. The report also includes institutional policies concerning campus security, such as policies concerning crime prevention, the reporting of crimes, alcohol & drug use, and sexual assault.

In addition, the Annual Security Report gives information about services provided by Campus Safety, emergency preparedness & procedures, safety rules, and rules for parking & driving on campus.

You can obtain a copy of the Annual Security Report and crime statistics by contacting the Campus Safety Department at (562) 903-4877 or by accessing the following websites:

Annual Security Report - http://www.biola.edu/offices/campus_safety/handbook/handbook.pdf
Crime Statistics - http://www.biola.edu/offices/campus_safety/report/stats/biola/

Information on registered sex offenders can be found at www.meganslaw.ca.gov or by calling the Los Angeles County Sheriff at (562) 863-8711.

– Please retain this form for your reference. –