



Revision: December 16, 2011

FACULTY APPLICATION FOR EMPLOYMENT

Date of Application: \_\_\_\_\_

Desired Faculty Position: \_\_\_\_\_

Referral Source: \_\_\_\_\_

Advertisement: \_\_\_\_\_

**PART ONE**

**GENERAL AND PERSONAL INFORMATION**

Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Phone: (Home) \_\_\_\_\_ best time to call: \_\_\_\_\_

(Mobile) \_\_\_\_\_ best time to call: \_\_\_\_\_

(Work) \_\_\_\_\_ best time to call: \_\_\_\_\_

E-mail Address: \_\_\_\_\_ FAX Number: \_\_\_\_\_

Are you legally authorized to work in the United States on a full-time basis? *Yes or No (please circle)*

Have you been convicted of a felony or sexual offense within the last seven (7) years? \_\_\_\_\_

Have you previously filed an application at Cedarville University? \_\_\_\_\_ If yes, date: \_\_\_\_\_



**REFERENCES:**

Please provide four (4) references: two professional, one pastoral, and one friend (preferably Christian):

**Professional:**

1. Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Phone: \_\_\_\_\_  
Email Address: \_\_\_\_\_

2. Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Phone: \_\_\_\_\_  
Email Address: \_\_\_\_\_

**Pastoral:**

1. Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Phone: \_\_\_\_\_  
Email Address: \_\_\_\_\_

**Friend:**

1. Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Phone: \_\_\_\_\_  
Email Address: \_\_\_\_\_

**AGREEMENT:**

I certify that answers herein are true and complete to the best of my knowledge. In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in termination of employment.

I understand that as a condition of employment I will be required to grant Cedarville University permission to obtain information relating to my criminal history and any other applicable records which may include but not be limited to arrest, conviction, social security verification, and/or driving records, as well as plea bargains, deferred adjudications, and delinquent conduct committed as a juvenile. I understand that I will have an opportunity to review the records received by Cedarville University and that a procedure for clarification is available if I dispute the records that have been received.

I also understand that any offer of employment is conditional pending the results of the background investigation.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

*Qualified applicants will be considered without regard to race, gender, age, national origin, color, veteran status or disability, except where a bona fide occupational qualification exists with respect to a particular position.*

**NOTE: Please proceed to PART TWO on the next page.**



**Because of the importance we place on modeling Godly marriages to others, especially our students, please provide the following information:**

Current Marriage Status (please circle one): Single Married Widowed Separated

Have you ever been divorced (please circle one): Yes No

Has your spouse ever been divorced (please circle one): Yes No

To help us better understand this difficult experience; please provide a statement of relevant information or circumstances related to any divorce, annulment, dissolution, or separation in our own or your spouse's experience.

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**CHURCH INFORMATION**

In light of our commitment to (1) A PERSONAL SAVING RELATIONSHIP WITH JESUS CHRIST AS LORD AND SAVIOR, (2) A CONSISTENT CHRISTIAN LIFESTYLE, AND (3) LOCAL CHURCH INVOLVEMENT, we ask that you submit a **Pastor's Letter of Reference** addressing these issues as part of the application process. This can be from the same pastor named in the Reference section or another pastor of your choice.

**We require that faculty not be members of local churches that openly and actively preach and teach positions that are in opposition to the University Doctrinal Statement.**

Please identify the church of which you are a member:

Name of Church: \_\_\_\_\_

Address: \_\_\_\_\_

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Name of the Pastor: \_\_\_\_\_

**CHURCH INFORMATION – continued:**

Church Phone: \_\_\_\_\_

Church Web Address: \_\_\_\_\_

Name of Denomination/Association: \_\_\_\_\_

Describe your attendance at the local church named above (*please circle one*): Regular Occasional

If occasional, please comment on the reason(s) which prevent you from attending on a regular basis :-

\_\_\_\_\_  
\_\_\_\_\_

Please carefully review the **University Church Membership Policy** attached. Based on this policy would you say that your current local church is in substantial agreement with our University Doctrinal Statement (*please circle one*)? Yes No

If **NO**, briefly explain:

\_\_\_\_\_  
\_\_\_\_\_

Does your local church openly and actively preach and teach positions that are in opposition to the University Doctrinal Statement (*please circle one*)? Yes No

If **YES**, briefly explain:

\_\_\_\_\_  
\_\_\_\_\_

## DOCTRINAL STATEMENT, COMMUNITY COVENANT, AND GENERAL WORKPLACE STANDARDS

Please carefully review the **University Doctrinal Statement** attached. Is there anything within those statements with which you disagree (*please circle one*)? Yes No

If **YES**, briefly explain:

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Please carefully review the **Community Covenant and General Work Place Standards** attached. Is there anything within these statements that you find problematic (*please circle one*)? Yes No

If **YES**, briefly explain:

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## STANDARDS OF CONDUCT

We believe that the Scriptures clearly delineate principles which govern Christian Conduct. Our behavior should not hinder the faith of other believers; we should do only those things which will glorify God and which will edify both the individual and the group. We recognize that we have a responsibility to maintain an appropriate testimony before unbelievers.

We, as a university family, stand opposed to those cultural influences that have an unwholesome effect upon the church, the family, and the cause of Christ. For example, it is understood that entertainment, much of which is in opposition to a biblical worldview, plays a huge role in our culture today. The University believes that our choices in entertainment both reflect and shape our character. The University encourages careful consideration about choices made in this area in terms of content and in terms of stewardship of time and money (1 Cor. 10:31; Col. 1:18; Col. 3:17). The University prohibits the viewing and use of any unwholesome media material.

Because we value virtues like sobriety, self-control, and stewardship of our bodies (1 Cor. 6:20), and because we recognize the harmful effects of substances like alcohol, tobacco, and inappropriately used drugs or medication, Cedarville University prohibits the consumption of alcoholic beverages, tobacco, and narcotic drugs not used for medical purposes. Possession of these items is also prohibited, except for certain alcoholic beverages normally used in cooking.

We believe that Christians have an obligation to dress modestly and appropriately, and to have sincere respect for the Lord's Day. We prayerfully seek to serve Christ in an atmosphere free from personal attitudes of distrust, dishonesty, selfishness, damaging criticism, disrespect, unethical conduct and irreverence.

**We further expect that all faculty be in full agreement with and agree to abide by our University Doctrinal Statement, Community Covenant and General Work Place Standards of Conduct.**

**If you have any disagreements with the Doctrinal Statement, Community Covenant, and/or Work Place Standards of Conduct, please explain below.**

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**AGREEMENT**

I have read the above Standards of Conduct and if hired agree to abide by them.

I'm in agreement with the Doctrinal Statement and Community Covenant of the University. If hired, I agree to abide by them and the University General Workplace Standards.

I certify that answers herein are true and complete to the best of my knowledge. In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in termination of employment.

**Faculty Applicant Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

## CEDARVILLE UNIVERSITY DOCTRINAL STATEMENT

The University emphasizes a fundamental and biblical theological position in regard to doctrine. Each regular full-time and part-time employee is required to sign initially, and annually thereafter, the following Doctrinal Statement as a condition of employment.

1. We believe in the Scriptures of the Old and New Testaments as verbally inspired by God and inerrant in the original writings, embracing all matters which the Biblical authors address, and believe that they are of supreme and final authority in faith and life. II Timothy 3:16,17; II Peter 1:19-21.
2. We believe in one God-eternal, omnipotent, omniscient, and omnipresent, existing as three Persons-Father, Son, and Holy Spirit, one in nature, attributes, power, and glory. Genesis 1:1,26; Proverbs 30:4; Mark 12:29; Matthew 28:19; II Corinthians 13:14; John 1:1-4, 14,18; Acts 5:3,4.
3. We believe that the Lord Jesus Christ was begotten by the Holy Spirit, born of the virgin Mary, and that He is both true God and true man. Matthew 1:18-25; Luke 1:26-35; Philippians 2:6-11; Isaiah 7:14; John 1:14.
4. We believe in the literal 6-day account of creation, that the creation of man lies in the special, immediate, and formative acts of God and not from previously existing forms of life. Genesis 1:26,27; 2:7-9,16,17; 3:1-19.

We believe that man was created perfect in the image of God, that he sinned and thereby incurred not only physical death but also that spiritual and eternal death which is separation from God, and that all human beings are born with a sinful nature, and we are sinners in thought, word, and deed. Genesis 3:1-6; Romans 1:18,32; 3:10-19; 5:12,19.
5. We believe that the Lord Jesus Christ died for our sins according to the Scriptures as a representative and substitutionary sacrifice and rose again for our justification; and that all who believe in Him are justified on the grounds of His shed blood and are saved by grace through faith wholly apart from human merit and works. Acts 13:39; 16:31; Romans 3:21-28; Ephesians 2:8-10; Titus 3:3-8.
6. We believe that all who receive by faith the Lord Jesus are born again by the Holy Spirit through the Word of God and thereby become the children of God forever and are eternally secure. John 1:12,13; 3:3-16; 5:24; 10:28,29; I Peter 1:23; II Peter 1:4-11.
7. We believe that the Holy Spirit is a divine Person equal with God the Father and God the Son; that He was active in creation; that He convicts of sin, righteousness, and judgment; that He is the Agent in the new birth; that He baptizes all believers into the body of Christ at conversion; that He indwells, seals, endues, guides, teaches, witnesses, sanctifies, and helps the believer. Psalms 139:7-12; John 14:16,17; 16:13,14; Romans 8:9; I Corinthians 6:19.

We believe that the sign gifts of the Holy Spirit are completed and are not applicable to the work of the Holy Spirit today. I Corinthians 12:8-10, 28-30; 14:1-40.
8. We believe in the imminent "Blessed Hope," the Rapture of the church before the tribulation, when the "Lord shall descend from heaven" to catch up His bride to meet Him in the air and "so shall we ever be with the Lord." John 14:1-3; I Thessalonians 4:13-18; I Corinthians 15:15-58.
9. We believe in the literal, bodily resurrection of the crucified Lord, His ascension into Heaven, His present life there as our High Priest and Advocate, and His personal, bodily, visible return to the earth at the end of the tribulation to establish His millennial Kingdom on earth, and to reign as the only Potentate, the King of Kings, and Lord of Lords. Luke 24:36-43; John 20:24-29; Acts 1:9-11; I Corinthians 15:25; Revelation 1:5-7; 19:11-16; 20:6.
10. We believe in the bodily resurrection of all the dead: the saved to a life of eternal glory and bliss in Heaven with God; the unsaved to eternal judgment of conscious suffering and woe in the lake of fire. John 5:28,29; Revelation 20:6,11-15; 21:1-8; Matthew 10:28; 18:8,9; 25:41,46; Mark 9:43-49; II Thessalonians 1:6-9.
11. We believe in personal separation from all practices and influences of the world which hinder a spirit-filled life. We believe in Biblical separation from all forms of ecclesiastical apostasy. Romans 12:1; James 4:4; I John 2:15-17; II Corinthians 6:14; 7:1; Colossians 3:1-17; Romans 6:1-14; Galatians 5:16-25.
12. We believe that it is the privilege and responsibility of every believer to be a personal soul winner and to do his utmost to give the gospel of Christ to the whole world. Mark 16:15; Acts 1:8; John 17:18; 20:21; II Corinthians 5:20.
13. We believe that the local Church is an organized congregation of immersed believers, associated by covenant, observing the ordinances of Christ, having the offices of pastor and deacon, exercising the gifts, rights, privileges, and responsibilities given them by His Word, and that it has the absolute right of self-government. We believe that the Church which is His Body includes all New Testament believers. Matthew 18:15-17; I Corinthians 1:2; 7:17; 11:16; I Timothy 3:1-15; I Corinthians 12:28; Ephesians 1:22,23; 2:14,15; 5:23-32.
14. We believe that the Scriptural ordinances of the local church are Baptism and the Lord's Supper; that Baptism, by immersion, should be administered to believers only, as an identifying symbol of their belief in the death, burial, and resurrection of our Lord and Savior Jesus Christ, and our death to sin and resurrection to a new walk in life, and that it is a prerequisite to local church membership; that the Lord's Supper is a commemoration of His death and should be preceded by believer's baptism and solemn self-examination. Matthew 28:19,20; Acts 8:36-39; 18:8; Romans 6:3-5; Colossians 2:12; I Corinthians 11:23-32.

## COMMUNITY COVENANT

The Community Covenant is something that the faculty and staff at Cedarville do together with an important part being the mutual support and accountability that we extend to one another as brothers and sisters of Christ.

We do not view these core values as matters of mere convenience or personal preference. We believe they are essential marks of lives transformed by God's grace. As a community of born-again believers, we commit ourselves to the pursuit of these marks of spiritual growth and maturity so that God may be glorified on campus.

- We covenant together to express our love for God through our obedience to the authority of His Word, our practice of spiritual disciplines, and regular expressions of worship and Christian service.
- We covenant together to express our love for others through acts of kindness, wholesome and uplifting speech, redemptive expression of confrontation and forgiveness, merciful acts to those in need, and loving proclamation of the Gospel.
- We covenant together to be people of integrity and self-control, truthful in our speech, honest in our conduct, and morally pure in both thought and action.
- We covenant together to pursue excellence in all that we do as an expression of our gratitude to God and our desire to be good stewards of all God's gifts, including our talents, time, and resources.

As a Christ-centered learning community, we understand that we are role models; and students, as well as others, observe our values, our conduct, and our work ethic. This not only takes place as we perform our University function, but in non-work and home environments as well. Therefore, all full-time and part-time faculty and staff, initially at hire, and annually thereafter, are required to indicate their agreement with and willingness to abide by the values stated in the Community Covenant above.

**Agreement with and willingness to abide by the Community Covenant is understood to include the implications of these core values as outlined specifically in the General Work Place Standards and in the other sections of the Faculty Handbook and the Staff Handbook.**

## GENERAL WORK PLACE STANDARDS

The University emphasizes a fundamental biblical theological position in regard to its doctrine. Because of the central importance the University places on its doctrinal positions, all full-time and part-time faculty and staff are required to sign, initially at hire and annually thereafter, their agreement with and their willingness to abide by the Doctrinal Statement as a condition of employment.

Because the University places importance on active local church involvement, it requires all full-time and part-time faculty and staff, as a condition of initial employment and as an expectation for continued employment, to belong to a local church whose doctrinal statement is in substantial agreement with the Doctrinal Statement of Cedarville University.

We believe that Scripture clearly delineates guiding principles that govern life and living (2 Tim. 3:16-17); but it is also understood that many of the general employment standards of the University reflect institutional preferences for the establishment and maintenance of a safe, efficient, and harmonious work for the honor of God.

**Please be aware that the following partial listing of General Work Place Standards does not alter the employment-at-will relationship between the employee and the University.**

**Any conduct which the University, in its sole and absolute discretion, feels is contrary to its purposes, goals, and/or mission, and which may reflect adversely on the institution, and of its employees, and/or any of its students is subject for review and possible disciplinary measure up to and including discharge from employment.**

Violations of these General Work Place Standards may lead to discipline or in some cases immediate discharge:

- As a community of born-again believers, we believe that pleasing and glorifying God in all that we do and say is an expression of our gratitude to God's grace and love in our lives. (1 Cor. 10:31; 2 Cor. 5:9) We believe it is important to be people of integrity who are truthful in speech and honest in conduct. Therefore, all should seek to serve Christ in an atmosphere free from personal attitudes of distrust, dishonesty, selfishness, damaging criticism, disrespect, favoritism, unethical conduct, and irreverence. (Psalm 15; Matt. 5:33-37; Prov. 15:4; Rom. 13:9-10; Col. 3:8-9; James 2:1-13; Gal. 3:26-29; Rom. 13:1-2; 1 Tim. 2:8)
- The University affirms its belief that our interpersonal relationships are to reflect the biblical principle that all people are made in God's image and are equal in value. We believe it is important to express our love for others through acts of kindness as well as wholesome and uplifting speech. (1 Peter 5:5; Eph. 5:21; Phil. 2:3-11; Rom. 14:1-23; 1 Thess. 4:9; Col. 3:12-13).  
  
Therefore, it is the expectation that all forms of harassment (which includes racial/ethnic, sexual- and gender-based harassment) are prohibited. In addition, we believe threatening, intimidating, coercing, using abusive or vulgar language, violence or violent threats, or interfering with the performance of other employees are neither God-honoring nor acceptable behaviors within or outside the work place.
- Because of our commitment to moral purity in thought and action (2 Cor. 7:1; 1 John 3:3), all acts of sexual immorality are viewed as unacceptable behavior (1 Cor. 6: 18-20; 1 Thess. 4:3-8).
- Because of our commitment to moral purity in thought and action (2 Cor. 7:1; 1 John 3:3; Matt. 5:27-28), the accessing, possession, and distribution of or downloading of pornography is prohibited.
- We believe that God has given the gift of intimacy to marriage. (Hebrews 13:4) Therefore, we believe that God has commanded that no intimate sexual activity be engaged in outside of marriage. We believe that the only legitimate marriage is the joining of one man and one woman. (Gen. 2:24; Rom. 7:2; 1 Cor. 7:10; Eph. 5:22-23) Based on our commitment to moral purity and the gift of intimacy in marriage we believe that all acts of sexual immorality are sinful perversions of God's gift of sex; i.e., homosexuality, lesbianism, incest, fornication, adultery. (Rom. 1:21-27; 1 Cor. 6:9; Gen. 2:24; Eph. 5:31) Therefore, engaging in, living a lifestyle characterized by, or promoting a lifestyle that is in contradiction to this biblical position is prohibited.
- It is understood that entertainment, much of which is in opposition to a biblical worldview, plays a huge role in our culture today. The University believes that our choices in entertainment both reflect and shape our character. The University encourages careful consideration about choices made in this area in terms of content and in terms of stewardship of time and money. (1 Cor. 10:31; Col. 1:18; Col. 3:17) The University prohibits the viewing and use of any unwholesome media material.
- Because we value virtues like sobriety, self-control, and stewardship of our bodies (1 Cor. 6:20), and because we recognize the harmful effects of substances like alcohol, tobacco, and inappropriately used drugs or medication, Cedarville University prohibits the consumption of alcoholic beverages, tobacco, and narcotic drugs not used for medical purposes. Possession of these items is also prohibited, except for certain alcoholic beverages normally used in cooking.

- We recognize that appropriate styles of dance can be a valuable part of art, worship, celebration, and exercise. Expressions of dance when performed in an appropriate manner that honors God and promotes holiness are permitted. For example, the University permits this type of dancing as an appropriate expression of celebration, worship, exercise, choreography, and art. Unfortunately, many contemporary forms of dancing are closely associated with things that undermine godliness. Contemporary dance is often sexually provocative, occurs in unhealthy environments, or accompanies lyrics that do not reflect our commitment to a pure and godly lifestyle. The University prohibits participation in this type of contemporary dance.
- We desire to be good stewards of all God's gifts, including our talents, time, and resources; therefore the University prohibits any participation in gambling.

The following represent only a partial list of additional unacceptable behaviors and conduct for University personnel. Infractions may lead to discipline or immediate discharge:

- Falsifying employment applications, hours worked, personnel records, or other University documents or records.
- The carrying of weapons, even concealed weapons with a permit, on University property unless authorized by Campus Safety.
- The possession or use of explosives in violation of the Ohio Revised Code.
- The violation of criminal laws on or off University property.
- Unauthorized removal or possession of property belonging to the University, another employee, a student, or any other person or entity.
- Engaging in acts of dishonesty, or fraud.
- Fighting, horseplay, practical jokes, or other disorderly conduct which may endanger the well-being of any employee, student, University operation, or University reputation.
- Threatening, intimidating, coercing, using abusive or vulgar language, or interfering with the performance of other employees.
- Insubordination or argumentative reluctance in compliance with instructions or failure to perform reasonable duties assigned.
- All employees of Cedarville University are expected to comply with all federal, state, and local laws as well as the policies and procedures of the University. Any violation may result in disciplinary action, up to and including termination of employment.