



Except as provided below, qualified applicants are considered for all positions, and employees are treated without regard to race, gender, national origin, age, marital or veteran status, disability – if such disability may be accommodated without undue hardship.

The University, under various sections of Title VII of the Civil Rights Act of 1964 (as amended) and Title IX of the Education Amendments of 1972 (as amended), reserves the right to discriminate on the basis of religion, *marital status or gender (with regard to certain positions)* where approved job description for a position indicates that the determination relates to a bonafide occupational qualification reasonably necessary to the normal operation of that particular position, or where the job description can demonstrate that the University is unable to reasonably accommodate an employee's religious observance or practice without undue hardship in the conduct of that position's responsibilities and activities.

GENERAL AND PERSONAL INFORMATION

Date of Application: _____ Referral Source: _____

Name: _____

Mailing Address: _____

City: _____ State: _____ Zip Code: _____

Home Phone Number: (_____) _____ Best Time to Call: _____

Work Phone Number: (_____) _____ Best Time to Call: _____

E-mail Address: _____ FAX Number: _____

Desired position(s) for which you are applying: _____

Please answer the following (check the correct box and respond and comment as needed):

Are you a citizen of the United States? Yes No

If no, do you possess an Alien Registration Card? Yes No

If you have an Alien Registration Card, please list your registration number: _____

Have you previously filed an application at Cedarville University? Yes No If yes, date: _____

Have you ever been employed at Cedarville University? Yes No If yes, date: _____

Are you on layoff and subject to recall? Yes No If yes, date: _____

Do you have a valid driver's license? Yes No If yes, what state? _____

Can you travel if the job requires it? Yes No If yes, any limitations? _____

General and Personal Information – continued:

Do you speak, read and/or write a foreign language? Yes No If yes, indicate level of proficiency: _____

Are you a veteran of the U.S. Military? Yes No If yes, what was your branch of service? _____

Have you ever been convicted of a felony? Yes No If yes, briefly explain: _____

Are any of your friends or relatives (other than spouse) employed at Cedarville University? Yes No If yes, please list the name(s): _____

Are you available to work full time or part time? Full Time Part Time

If part time only, please provide the preferred days and hours you are available to work. _____

When are you available to begin work? _____

EDUCATIONAL AND WORK BACKGROUND INFORMATION

Educational History	Elementary	High School	College or University	Graduate or Professional
School Name & Address				
Circle Highest Year Completed	6 7 8	9 10 11 12	1 2 3 4	1 2 3 4
Diploma or Degree Granted				
Describe the Course of Study				

Please describe any special training, apprenticeships and/or related extracurricular activities and experiences that you feel are relevant to your seeking employment at Cedarville University. _____

Please list all professional, trade, business, or civic involvements and offices held (if not included in your resume). _____

Please summarize any special skills and qualifications acquired from previous employment or other work experiences that you feel are relevant to your seeking employment at Cedarville University. _____

Educational and Work Background Information – continued:

Not every position requires the same level of computer skill. Please check the boxes of those tasks you have successfully completed on a computer. You may be asked to perform these tasks before a hiring decision is made.

SOFTWARE	1	2	3	4
E-mail (i.e., GroupWise or Outlook)	<input type="checkbox"/> Send and read an e-mail message	<input type="checkbox"/> Send e-mail message with a file attached <u>or</u> a hyperlink	<input type="checkbox"/> Delay delivery of message <u>or</u> check delivery of message	<input type="checkbox"/> Proxy another person's e-mail account <u>or</u> use e-mail calendar
Internet	<input type="checkbox"/> Use a Web browser to visit a Web site	<input type="checkbox"/> Use a Search Engine (i.e., Google) to search for a topic	<input type="checkbox"/> Perform a Boolean Search (i.e., state + population–Florida)	
Word Processing (i.e., MS Word or Corel WordPerfect)	<input type="checkbox"/> Edit a document, including spell check	<input type="checkbox"/> Create a table <u>or</u> numbered list	<input type="checkbox"/> Perform mail merge for labels <u>or</u> letters	<input type="checkbox"/> Use style sheets <u>or</u> format by document sections/pages
Adobe Acrobat	<input type="checkbox"/> Open a PDF file	<input type="checkbox"/> Create a PDF file	<input type="checkbox"/> Add bookmarks to a PDF file	<input type="checkbox"/> Create a PDF interactive form
Spreadsheet (i.e., MS Excel or Corel Quattro Pro)	<input type="checkbox"/> Edit data	<input type="checkbox"/> Create formulas	<input type="checkbox"/> Create charts <u>or</u> link worksheet cells	<input type="checkbox"/> Use analysis and forecasting tools
Presentation (i.e., MS PowerPoint or Corel Presentations)	<input type="checkbox"/> Run an existing slide show	<input type="checkbox"/> Edit an existing <u>or</u> create a new slide show	<input type="checkbox"/> Animate text/object within slide show	<input type="checkbox"/> Add sound <u>or</u> video clips to slide show
Database (i.e., MS Access or Other)	<input type="checkbox"/> Data entry	<input type="checkbox"/> Edit data	<input type="checkbox"/> Run reports	<input type="checkbox"/> Create data queries
HTML or Web Editor (i.e., Dreamweaver or Front Page)	<input type="checkbox"/> Edit <u>or</u> update a Web site	<input type="checkbox"/> Create a personal Web page	<input type="checkbox"/> Use existing style sheets	<input type="checkbox"/> Manipulate tables <u>or</u> graphics <u>or</u> photos

Comments or Other Software Used: _____

EMPLOYMENT EXPERIENCE HISTORY

Please list past positions held. Start with your present job or the last job held. Please include military service assignments as part of your employment experience history.

POSITION HELD	PAY RATE & EMPLOYMENT DATE	TYPE OF WORK PERFORMED
Employer Name:	Final Hourly Rate or Salary:	
Address:		
Job Title:	Employment Dates:	
Supervisor:		
Reason for Leaving:	To:	
POSITION HELD	PAY RATE & EMPLOYMENT DATE	
Employer Name:	Final Hourly Rate or Salary:	
Address:		
Job Title:	Employment Dates:	
Supervisor:		
Reason for Leaving:	To:	
POSITION HELD	PAY RATE & EMPLOYMENT DATE	
Employer Name:	Final Rate or Salary:	
Address:		
Job Title:	Employment Dates:	
Supervisor:		
Reason for Leaving:	To:	

If you need additional space, please continue on a separate sheet of paper.

PERSONAL TESTIMONY AND CHURCH MEMBERSHIP INFORMATION

Cedarville University is a private, Baptist university of arts, sciences and professional programs. Since its establishment in 1887, its mission has remained the same: to offer an education consistent with biblical truth. The University believes each individual contributes in achieving this mission, regardless of their organizational position or job description. Therefore, we require all who work here to have a personal relationship with Jesus Christ as Lord and Savior. Those employed are expected to serve as examples to the students and each other by being an active member of a local church which is in substantial agreement with the University Doctrinal Statement, personally accepting and adhering to the University Community Covenant and General Work Place Standards, and living a consistent lifestyle to the glory of God. We believe that we should only do those things which will build up the individual and the group and not hinder the faith of other believers. We also recognize that we have a responsibility to maintain an appropriate testimony before unbelievers.

The following information is requested in order to assist you and the University in evaluating your desire to be part of this mission.

Please attach **A BRIEF PERSONAL TESTIMONY**, sharing information about your Christian experience in the following areas:

- (1) A statement that shares your salvation experience
- (2) A statement about what is important in maintaining your own and your family's spiritual walk with the Lord
- (3) A statement about your Christian service involvement in your local church

Please check one of the following: Single Married Widowed Separated

Have you ever been divorced? Yes No

Has your spouse ever been divorced? Yes No

Because of the importance we place on modeling godly marriages to others, especially our students, please attach a statement of relevant information (i.e., dates and circumstances) related to all divorces, annulments, dissolutions of marriage or separations in your own or your spouse's experience.

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

Please identify the church of which you are currently a member.

Name of Church: _____

Address: _____

Phone: _____

Name of Pastor: _____

Name of Denomination/Association: _____

Please carefully review the **Doctrinal Statement** attached to this application form. Is there anything within those statements with which you disagree? Yes No

If yes, briefly explain. _____

Does your local church openly and actively preach and teach positions which are in opposition to the University Doctrinal Statement?

If yes, briefly explain. _____

Please characterize your attendance at the local church named above. Occasional Regular If occasional, please comment on the reason(s) that prevent you from attending on a regular basis. _____

We ask that you also review the **Community Covenant** and **General Work Place Standards** attached to this application form. Is there anything within those statements that you find problematic? Yes No

If yes, briefly explain. _____

IN LIGHT OF OUR COMMITMENT TO A PERSONAL RELATIONSHIP WITH JESUS CHRIST, A CONSISTENT CHRISTIAN LIFESTYLE AND LOCAL CHURCH INVOLVEMENT, YOU MUST SUBMIT A PASTOR'S LETTER OF REFERENCE, ADDRESSING THESE ISSUES BEFORE YOUR APPLICATION WILL BE PROCESSED.

GENERAL REFERENCES

In addition to **the required letter of reference from your pastor**, please include the names and addresses of at least two other references that can speak to your professional and/or Christian experience.

Name: _____

Occupation: _____

Address: _____

Phone: _____

E-mail Address: _____

Name: _____

Occupation: _____

Address: _____

Phone: _____

E-mail Address: _____

AGREEMENT:

I CERTIFY THAT THE ANSWERS PROVIDED IN THIS APPLICATION ARE TRUE AND COMPLETE TO THE BEST OF MY KNOWLEDGE. IN THE EVENT OF EMPLOYMENT, I UNDERSTAND THAT FALSE OR MISLEADING INFORMATION GIVEN ON MY APPLICATION OR DURING MY INTERVIEW(S) MAY RESULT IN TERMINATION OF EMPLOYMENT.

I UNDERSTAND AND AGREE THAT SHOULD I BE EMPLOYED BY CEDARVILLE UNIVERSITY, SUCH EMPLOYMENT IS ENTERED INTO VOLUNTARILY AND I MAY RESIGN AT ANY TIME. SIMILARLY, MY EMPLOYMENT MAY BE TERMINATED FOR ANY REASON AND AT ANY TIME WITHOUT PREVIOUS NOTICE.

I PERSONALLY AGREE WITH THE DOCTRINAL STATEMENT AND COMMUNITY COVENANT ATTACHED TO THIS APPLICATION. IF HIRED, I AGREE TO ABIDE BY THE GENERAL WORK PLACE STANDARDS WHICH ARE ATTACHED TO THIS APPLICATION.

Signed: _____ Dated: _____

Please Return:

- ① This Completed Application
- ② A Current Résumé
- ③ A Brief Biographical Sketch
- ④ A Pastor's Letter of Reference
- ⑤ A Doctrinal Statement from the Church
You Are Currently Attending

to:

Kelly Wilson, Human Resources Department
Cedarville University
251 North Main Street
Cedarville, Ohio 45314
Office: (937) 766-7418

E-mail: kbwilson@cedarville.edu

DOCTRINAL STATEMENT OF CEDARVILLE UNIVERSITY

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.

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 4:3, 4.

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.

We believe in the literal six-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 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.

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.

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.

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. Psalm 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.

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.

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.

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.

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.

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.

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.

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

This Community Covenant is something that the faculty and staff of Cedarville University do together with an important part being the mutual support and accountability that we extend to one another as brothers and sisters in 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 our 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 expressions 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 our 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, 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 Timothy 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; Matthew 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; I 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; Romans 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 both 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. (Genesis 2:24; Romans 7:2; 1 Corinthians 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. (Romans 1:21-27; 1 Corinthians. 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 which 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, is not allowed 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.