

**PERSONAL INFORMATION**

Date of Application: \_\_\_\_\_ Referral Source: \_\_\_\_\_

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

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

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

Primary Phone Number: \_\_\_\_\_ E-mail \_\_\_\_\_

Position(s) for which you are applying: \_\_\_\_\_

**GENERAL INFORMATION**

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

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 legally authorized to work in the United States on a full-time basis?  Yes  No

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

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

**EDUCATION INFORMATION**

**Please list your educational history, including degrees and the name of the institution where the degrees were earned:**

<b>1) High School</b>
Name:
Address (street, city, state, zip):
Diploma/Degree:
Course Description:
<b>2) Undergraduate College/University</b>
Name:
Address (street, city, state, zip):
Diploma/Degree:
Course Description:

<b>3) Graduate/Professional</b>
Name:
Address (street, city, state, zip):
Diploma/Degree:
Course Description:
<b>4) Graduate/Professional</b>
Name:
Address (street, city, state, zip):
Diploma/Degree:
Course Description:

**PROFESSIONAL INFORMATION**

If interested in a faculty position, please prioritize the subject areas that you are most interested in teaching. In addition, please provide a brief statement of your philosophy of Christian higher education and how it affects your approach to teaching.

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## EMPLOYMENT

Please list positions held in chronological order for the past *five years* beginning with the most current.

<b>1) Position Held</b>
Employer Name:
Address (street, city, state, zip):
Job Title:
Dates Employed:
Reason for Leaving:
<b>2) Position Held</b>
Employer Name:
Address (street, city, state, zip):
Job Title:
Dates Employed:
Reason for Leaving:
<b>3) Position Held</b>
Employer Name:
Address (street, city, state, zip):
Job Title:
Dates Employed:
Reason for Leaving:
<b>4) Position Held</b>
Employer Name:
Address (street, city, state, zip):
Job Title:
Dates Employed:
Reason for Leaving:

*\*Please list all other relevant positions on your CV/resume*

## REFERENCES

Please list the names and addresses of references who can speak to your experience.

<b>1) Professional</b>
Name:
Organization:
Position:
Phone:
Email:
<b>2) Professional</b>
Name:
Organization:
Position:
Phone:
Email:
<b>3) Pastor</b>
Name:
Organization:
Position:
Phone:
Email:
<b>4) Friend</b>
Name:
Organization:
Position:
Phone:
Email:

**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 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 are not 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 voluntarily consent to authorize Cedarville University or any of its designated officers, employees, representatives, agents of Cedarville University, and authorized third party agents to check my references by contacting any person or entity who they deem to be an appropriate reference. I understand that Cedarville University may ask my references questions, including but not limited to my educational background, work experience, achievements, performance, attendance, personal and public history, character, disciplinary information, and reason for separation from former employment. It is expressly understood that any information given to Cedarville University, or its representatives is to be used for the purpose of determining my employment with Cedarville University. I also hereby release Cedarville University from all liability for damages or claims, including, but not limited to, defamation, interference with contract, and negligence, which may arise or result from any information gathered pursuant to this authorization. I understand that any information released for this purpose will be shared with other individuals who have a need to know such information, that it will be viewed by designated officers, employees, representatives, agents of Cedarville University, and authorized third party agents, and that neither I nor anyone else not so involved will have the right to see the information.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*Except as provided below*, qualified applicants are considered for all positions, and employees are treated without regard to race, sex, national origin, age, disability, marital or veteran status.

**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 sex (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.



## PERSONAL TESTIMONY AND CHURCH MEMBERSHIP INFORMATION

Cedarville University is a private, Baptist university of arts, sciences, professional, and graduate programs. Since 1887, Cedarville’s 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 organizational position or job function. Employees must have a personal relationship with Jesus Christ as Lord and Savior. Employees are expected to be an active member of a church in substantial agreement with the University Doctrinal Statement. Employees are to personally accept and adhere to the University Community Covenant and General Work Place Standards. Employees should only engage in activities which build up the individual and the group without hindering the faith of other believers.

Please provide 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 church

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Have you been baptized as a believer by immersion in water as the public profession of your inward decision to follow Jesus Christ?  Yes  No If no, please explain: \_\_\_\_\_

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Because of the importance the University places on modeling a biblical marriage, please provide the following information:

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

To help us better understand this experience, please provide a brief statement of relevant information or circumstances related to any divorce, annulment, dissolution, or separation. \_\_\_\_\_

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**CHURCH INFORMATION**

Because of the expectation that all employees attend a church in substantial agreement with the University Doctrinal Statement, please provide the following information:

Name of Church:
Address:
Phone:
Pastor's Name:
Denomination/Association Name:
Describe your church attendance: <input type="checkbox"/> regularly <input type="checkbox"/> occasionally <input type="checkbox"/> rarely <input type="checkbox"/> other (please explain)

**Please review the University Doctrinal Statement, Community Covenant and General Work Place Standards.**

Is your church in substantial agreement with the University Doctrinal Statement? Yes No    If no, please explain:

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Does your church openly and actively preach and teach positions that are in opposition to the University Doctrinal Statement?    Yes No    If yes, please explain: \_\_\_\_\_

## STANDARDS OF CONDUCT

All acts of violence, abuse, harassment, and sexual immorality committed by me, both past and present, are unacceptable behavior according to Cedarville University policies, including but not limited to the Work Place Standards Policy. Conduct which the University, in its discretion, determines is contrary to its values and mission, and which may reflect adversely on the institution, its employees, and/or any of its students is subject to review and further employment action, including possible disciplinary action or discharge from employment. Such conduct may also result in a decision to not extend an offer of employment.

I have read and understand this statement.     \_\_\_ Yes     \_\_\_ No

*If applicable, please submit information about relevant past and present conduct referenced in the paragraph above directly to the Human Resources Director assigned to the position for which you applied.*

We expect that all faculty and staff be in full agreement with and agree to abide by the University Doctrinal Statement, Community Covenant and General Work Place Standards. If you have any disagreements with the Doctrinal Statement, Community Covenant and/or General Work Place Standards, please explain:

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## AGREEMENT

I personally agree with the Doctrinal Statement and Community Covenant of Cedarville University. If hired, I agree to abide by the University's General Work Place Standards.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**\*In addition to completing this application, please provide the following:**

- A current resume or CV**
- A completed response to the Doctrinal Questionnaire**
- Unofficial copies of all Higher Education Transcripts (if applying for a faculty position)**



## DOCTRINAL QUESTIONNAIRE

The University emphasizes faithfulness to a biblical-theological position in regard to doctrine. Each faculty member and employee (full-time and part-time) is required to sign initially and annually thereafter, the following Doctrinal Statement as a **condition of employment**. The members of the Board of Trustees confirm their commitment to the University's theological foundation by signing the statement annually also.

Please take time to interact with each of the points below. Include specific comments about your understanding of each point, your level of agreement, and your life experience related to each of the points.

1. We believe that God has revealed Himself truthfully to humans through the inspired texts of the Scriptures. These canonical texts, Old and New Testaments, are inerrant, infallible, and reliable in detail and in theological content. The Bible, as the sufficient Word of God, has authority over the church and the Christian's life and thought. As divinely inspired texts, the meaning of the biblical authors is to be discerned through careful, textual interpretation guided by the Spirit. 1 Corinthians 2:10-14; 2 Timothy 3:16-17; 2 Peter 1:19-21
2. We believe in one God-eternal, all-powerful, all-knowing, and always present, existing as three Persons-Father, Son, and Spirit, one in nature, attributes, power, and glory. God will be glorified by all creation and is worthy of worship from all humans. Genesis 1:1,26; Psalm 104,148; Proverbs 30:4; Matthew 28:19; Mark 12:29; John 1:1-4, 1:14, 1:18; Acts 5:3-4; 2 Corinthians 13:4; 1 Timothy 2:3-4
3. We believe that the Son, eternally begotten by the Father, through the Spirit was also born of the virgin, Mary. Therefore, Jesus, the Son, is both fully God and fully human. As the Word made flesh, the Son is the perfect mediator between God and humanity. Proverbs 8:22-31; Isaiah 7:14; Matthew 1:18-25; Luke 1:26-35; John 1:14-18, 5:16-29; Philippians 2:6-11; 1 Timothy 2:5-6; Hebrews 1:1-14

4. We believe that the Scriptures provide a literal and historical account of God's creation of all things. The climax of the six days of creation was the special, immediate and personal creation of human life. The first humans, Adam and Eve, were directly created, not evolved from previous life forms. God created humans, male and female, in His image. Human life, sexual identity and roles are aspects of God's creative design. From creation, marriage is a covenant between a man and a woman that should be marked by sexual purity, by sacrificial male leadership, and by recognizing the divine blessing of children, including preborn children. Adam and Eve, though created in perfection, sinned, warranting physical death, spiritual death, and eternal separation from God. Consequently, all human beings are born with a sinful nature, and are sinners in thought, word, and deed. Genesis 1:1-27, 2:7-25, 3:1-24; Psalm 127:3-5; Romans 1:18-32, 3:10-19, 5:12-19; Ephesians 5:22-33; Colossians 3:18-19
  
5. We believe that the Lord Jesus Christ died for our sins according to the Scriptures as the representative and substitutionary sacrifice and rose again for our justification. Only those who repent and 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. Genuine believers, the elect, are the adopted children of God and are eternally secure through the work of God. John 1:12-13, 3:3-16, 5:24, 10:28-29; Acts 13:39, 16:31; Romans 3:21-28; Ephesians 1:3-14, 2:8-10; Philippians 1:6; Titus 3:3-8; 1 Peter 1:23; 2 Peter 1:4-11
  
6. We believe that the Holy Spirit is a divine Person, equal in nature with God the Father and God the Son. The Spirit had an active role in creation and in the inspiration of the Scriptures. He convicts sinners, guides humans into truth and regenerates believers to new life, baptizes them in Christ and serves as their assurance to eternal life. Believers mature in their faith through the work of the Spirit, who produces His fruit in them. The gifts of the Spirit are for ministry to the body of Christ and the “sign gifts” are not intended to be a pattern for today. Psalm 139:7-12; John 14:16-17, 16:13-14; Romans 8:9; 1 Corinthians 6:19, 12:8-10, 12:28-30, 14:1-40; Galatians 5:22-23; Hebrews 2:3-4

7. We believe that the local church is a gathered congregation of believers, associated by covenant, practicing self-governance, and observing the ordinances of believer's baptism by immersion and the Lord's Supper. The church is to be committed to the authority of the Word of God in matters of doctrine and practice. God calls certain men to be pastors, providing spiritual leadership for the church. Deacons, likewise, minister to the church body through specific acts of service. We believe that the universal church consists of all who have saving faith in Christ. As the body of Christ, the church is to fulfill His mission of making disciples throughout the world. Matthew 18:15-17, 28:18-20; 1 Corinthians 1:2, 7:17, 11:16, 12:12-28; Ephesians 1:22-23, 2:14-15, 4:11-16, 5:23-32; 1 Timothy 2:12, 3:1-15
  
8. We believe that every believer should walk by the Spirit and engage in practices that stimulate spiritual maturity. Christians grow as they worship and serve the Lord, study the Scriptures, pray, and live in fellowship with other believers. Christians are also to flee evil influences and practices, which hinder a Spirit-filled life. Due to the commission of Christ and the urgency of the gospel, all believers are to engage in gospel conversations, to live God-honoring lives, and to work continuously to spread the gospel to their neighbors and the nations. Matthew 5:16, 28:19-20; Mark 16:15; John 17:18, 20:21; Acts 1:8; Romans 6:1-14, 12:1; 2 Corinthians 5:20, 6:14-7:1; Galatians 5:16-25; Colossians 3:1-17; James 4:4; 1 John 2:15-17
  
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 rapture of the church before the tribulation. He will return bodily and visibly to the earth at the end of the tribulation to establish His millennial kingdom, and to reign as the supreme Lord over all nations. Luke 24:36-43; John 14:1-6, 20:24-29; Acts 1:9-11; 1 Corinthians 15:12-58; 1 Thessalonians 4:13-18, 5:1-11; Revelation 1:4-7, 19:11-16, 20:6
  
10. We believe in the bodily resurrection and judgment of all the dead. Those people who are in Christ will be saved to a life of eternal glory with God. Unbelievers will suffer judgment and eternal punishment in the lake of fire. Matthew 10:28, 18:8-9, 25:41, 25:46; Mark 9:43-49; John 5:28-29; 2 Thessalonians 1:6-9; Revelation 20:6, 20:11-15, 21:1-8