



JOHN BROWN UNIVERSITY

EMPLOYMENT APPLICATION

John Brown University is an independent, interdenominational, evangelical institution founded in 1919. Its basic task is to provide Christ-centered higher education which contributes dynamically to the intellectual, spiritual, and occupational effectiveness of men and women in God-honoring; living and service.

Due to the Christ centered mission of the university and the degree to which this mission permeates all of the activities of campus life, and due to the function which employees at every level fulfill in role modeling and educating students in how to live the Christian life, it is necessary that all employees subscribe to all points in the University's Articles of Faith, evidence an active Christian faith in their personal example and work related responsibilities, and regularly pray for JBU, its faculty, students, and the fulfillment of its God given mission.

Applicants are considered for available positions without regard to color, sex, race, national origin, veteran status or disability.

This completed form should be returned to the Human Resources Office, John Brown University, 2000 West University Street, Siloam Springs, AR 72761.

Incomplete forms will be rejected.

Instructions

Please complete all items to the best of your ability. When an item does not apply to you, put NA in the appropriate space. Additional sheets may be used if necessary. The information you provide will be made available only to those involved in the selection process.

Be sure to open this PDF in Adobe Acrobat Reader DC (or newer version). It is available as a free download from Adobe.com. Information filled out on an internet browser will not be saved.

About You

Name

Last: _____ First: _____ Middle: _____

Date: _____

Address

Street: _____

City: _____ State: _____ Zip: _____

Contact Information

Home/Cell: _____ Business: _____

Email: _____

Position

Specific Position Desired: _____

Are you interested in full-time? Yes No If No, what hours can you work? _____

When will you be available to begin work? _____

Are you legally qualified to work in the United States? Yes No

Education

List your most recent educational experience first.

| Institution | Hours Completed | Course of Study | Degree Received |
|-------------|-----------------|-----------------|-----------------|
| _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ |

High School

Name: _____

Academic Honors (Honor Societies, Awards, Fellowships, etc.):

Experience

List your most recent employment first - Leave no gaps in your work history.

#1)

Employer: _____ Phone: _____

Address: _____

Dates of Employment: _____ Job Title: _____

Name of Supervisor: _____

Reason for Leaving: _____

#2)

Employer: _____ Phone: _____

Address: _____

Dates of Employment: _____ Job Title: _____

Name of Supervisor: _____

Reason for Leaving: _____

#3)

Employer: _____ Phone: _____

Address: _____

Dates of Employment: _____ Job Title: _____

Name of Supervisor: _____

Reason for Leaving: _____

#4)

Employer: _____ Phone: _____

Address: _____

Dates of Employment: _____ Job Title: _____

Name of Supervisor: _____

Reason for Leaving: _____

We may contact the employers listed above unless you indicate those you do not want us to.

Do not contact employer number(s): _____

Reason(s): _____

Why are you considering leaving your present position?

Have you ever been discharged from any employment? Yes No

If so, please explain why:

Additional Details

Why would you like to serve at John Brown University?

Of what church are you a member? _____

Pastor's Name and Telephone: _____

Do you attend regularly? _____

Please compose a statement regarding your conversion to Jesus Christ. Attach additional sheet if necessary):

Please comment on the relationship between your work and your Christian beliefs.

In what church, civic, or community activities are you currently engaged?

Do you use tobacco? Yes No

Alcohol? Yes No

If so, please explain:

Most universities regard their reputation for truth as their most important stock in the trade. As a Christ honoring university, JBU regards its reputation as paramount. With that in mind, is there any incident in your public or private life which if made public could create embarrassment or in any way reflect adversely on the University? Yes No

If so, please explain:

(Disclosure of a criminal record will not necessarily disqualify you for employment. Each conviction will be evaluated on its own merits with respect to time, circumstances and seriousness, in relation to the job for which you are applying.)

References

Please list names, complete addresses, and telephone numbers of four persons whom we may write or telephone regarding your educational background, experience, and personality.

#1)

Name: _____ Phone: _____

Email Address: _____

Relationship: _____

#2)

Name: _____ Phone: _____

Email Address: _____

Relationship: _____

#3)

Name: _____ Phone: _____

Email Address: _____

Relationship: _____

#4)

Name: _____ Phone: _____

Email Address: _____

Relationship: _____

Standards of Conduct

JBU is an intentional Christian educational community, and we affirm that Scripture is our authority for our collective faith and life together. JBU clearly communicates its Christian mission, statement of faith, and expectations to all potential employees, and all employees voluntarily and regularly affirm that statement and expectations as part of being employed at JBU. Scripture teaches that all work is given by God as a Christian calling, so we consider all of JBU's employees to be role models for students. JBU also affirms that all people are created in the image of God, loved by God, and should be treated with love, respect, grace, and dignity, and we seek to honor this fundamental scriptural principle in implementing any of our employment policies. JBU recognizes the freedom of conscience concerning Christian conduct in those things not expressly addressed in Scripture, but JBU does expect its employees to follow JBU's standards for conduct in the following areas:

- To refrain, for example, from anger, drunkenness, jealousy, occult practices, profanity, pornography, sexual immorality, theft, gossip, bullying, violence, greed, gambling, and dishonesty and to act with love, joy, peace, patience, kindness, gentleness, generosity, stewardship, forgiveness, reconciliation, justice, and self-control.
- To adhere to the laws of the nation, state, and local community, except in the rare occasion when obedience to civil authorities would require disobedience to the moral law of God, then respectful, peaceful civil disobedience is permitted. However, individuals must be prepared to submit to the penalty for such behavior.
- To support the University policy of discouraging traditional undergraduate students from using tobacco products and alcoholic beverages.
- To abstain from the use of illegal drugs. (Due to the University's legal requirement under the Drug Free Workplace Act, employees convicted of a violation of a criminal drug statute occurring in the workplace must notify the Human Resources Department within five days of the conviction, and the University, independent of the Act, requires immediate notification of any criminal charge or arrest both within and outside the workplace.)
- To exercise wise judgment based upon Scriptural standards in making choices about viewing and participating in all forms of media, including film, television, and social media.
- To participate actively in a local church.
- To live with integrity and congruence between one's birth sex and one's gender identity in keeping with God's wisdom and benevolent design in creating human beings as male and female. JBU recognizes that an employee could find it difficult to live out this ideal, and such an employee should contact Human Resources to discuss whether and how JBU might be able to accommodate, if possible, their concerns.
- To steward God's gift of human sexuality through fidelity in marriage and chastity in singleness in accordance with Scripture's teaching that sexual intimacy is reserved for marriage and that a Christian marriage is a lifelong commitment between one man and one woman. Scripture recognizes divorce as a falling short of God's intended ideal for a Christian marriage; however, it also recognizes human fallibility and allows for divorce and remarriage under certain circumstances. Any employee contemplating divorce should contact Human Resources to discuss how JBU might be able to support him or her with counseling and guidance.

JBU considers seriously any act taken by an employee that contradicts or undermines these ideals. JBU reserves the right to reassign, suspend, dismiss, or take other appropriate action with respect to a faculty or staff member involved in taking action that contradicts or undermines these ideals. JBU also recognizes that everyone falls short of God's ideals, so, in any employee decision, JBU seeks to reflect both God's redemptive grace through confession, repentance, and restoration and God's truth about how we should live. Every employee decision will be made on a case by case basis considering all of the facts and circumstances of the situation and seeking to treat all people involved with truth, love, respect and dignity because all people are created in God's image.

Employees, by virtue of their employment, agree to live within the framework of the University's expectations and to serve as role models for students of scriptural ideals for the Christian life. While some may not have personal convictions in exact accord with all of these standards, JBU expects an employee to honorably adhere to them. Behavior or advocacy that indicates that an employee has disregard for the spirit of the standards may result in disciplinary action, including termination. Employees are encouraged to ask their supervisor or Human Resources if they have any questions about any aspect of these provisions.

Articles of Faith

As a Christian institution, John Brown University holds to the interdenominational doctrinal position identified by the following statements:

1. We believe the Bible to be the inspired, the only infallible, authoritative Word of God.
2. We believe that there is only one God, eternally existent in three persons: Father, Son, and Holy Spirit.
3. We believe in the deity of our Lord Jesus Christ, in His virgin birth, in His sinless life, in His miracles, in His vicarious and atoning death through his shed blood, in His bodily resurrection, in His ascension to the right hand of the Father, and in His personal return in power and glory.
4. We believe that for the salvation of lost and sinful man, regeneration by the Holy Spirit is absolutely necessary.
5. We believe in the resurrection of both the saved and the lost:: they that are saved unto the resurrection of life and they that are lost unto the resurrection of damnation.
6. We believe in the spiritual unity of believers in our Lord Jesus Christ.
7. We believe in the present ministry of the Holy Spirit by whose indwelling the Christian is enabled to live a godly life.

Please Read and Sign

The facts set forth of my application for employment are true and complete. I understand that if employed, false statements on this application shall be considered sufficient cause for dismissal. I authorize John Brown University to inquire about my work and personal history and to verify all data given in this application for employment, related papers, and my oral interviews. I authorize and consent to the release and giving of any information requested by John Brown University, such as employment records, performance reviews, disciplinary records, educational records, records of criminal convictions, if any, and personal references. I release and hold harmless any person, organization, government jurisdiction, or company from liability or damage that may result from furnishing the information requested. I further waive my right to personal access to any references given to John Brown University

I have read, understood, and fully subscribe to and support the above stated Employment Objectives and Articles of Faith. Furthermore, I understand that because of the centrality of the University's religious purposes and Christ-centered mission that my continuing employment with the University is subject to, and contingent upon my annually reaffirming and resubscribing at these Employment Objectives and the Articles of Faith.

If the University employs me, I acknowledge that such employment is at will, entered into voluntarily, and I am free to resign at any time, for any or no reason, with or without notice. Similarly, I acknowledge that the university is free to conclude the employment relationship at any time, for any or no reason, with or without notice.

Signature of Applicant: _____ Date: _____

Signature Instructions:

1. Confirm this PDF is open with Adobe Acrobat Reader DC (or newer version). It is available as a free download from Adobe.com.
2. Select "Tools" and then "Fill & Sign".
3. Click the "Sign" icon (looks like a fountain pen) and select "Add Signature" (if you haven't created one previously).
4. Either click "Draw" and draw your signature in the provided box, or click "Image" and select a previously created image of your handwritten signature. **IMPORTANT NOTE: You cannot use the "Type" option.**
5. Click apply and position your signature in the above "Signature of Applicant" field (resize as needed).

Alternatively, you can print your application, sign it by hand, and then fax it (number below) or scan and email it to us.

John Brown University

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Siloam Springs, AR 72761
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