



# JOHN BROWN UNIVERSITY

## STAFF EMPLOYMENT APPLICATION

John Brown University is an independent, interdenominational, evangelical institution founded in 1919. Its primary 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 that employees at every level fulfill in role modeling and educating students on 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.

## Instructions

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Please complete all items to the best of your ability. When an item does not apply to you, put N/A in the appropriate space. Additional pages may be used if necessary. The information you provide will be 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. <https://get.adobe.com/reader/>**

**Information filled out on an internet browser will not be saved.**

Submit this completed and signed application to Human Resources through the "Upload Your Documents to HR" page of the JBU website <https://www.jbu.edu/human-resources/upload-documents/>). Alternatively, you may send your application to [jobs@jbu.edu](mailto:jobs@jbu.edu) or return it to John Brown University, 2000 West University Street, Siloam Springs, AR 72761.

Incomplete forms will not be accepted.

# Applicant Information

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## Name

Last: \_\_\_\_\_ First: \_\_\_\_\_ Middle: \_\_\_\_\_

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

## Address

Street: \_\_\_\_\_

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

## Contact Information

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

## Position

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Position for which you are applying (please be specific):  
\_\_\_\_\_  
\_\_\_\_\_

When will you be available to begin work? \_\_\_\_\_

### ***Are you authorized to work lawfully in the United States for John Brown University?***

Yes  No

*In compliance with federal law, all persons hired will be required to verify identity and eligibility to work in the United States and to complete the required employment eligibility verification form upon hire.*

## Education

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*If a resume is not required for this position or does not include this information, please provide your educational experience. List your most recent experience first.*

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

## High School

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

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

## Experience

*If a resume is not required for this position or does not include this information, please provide your work experience beginning with your most recent employment. Please include all of your work history, explaining any gaps, and use an additional page, if necessary, to accommodate listing all employment 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 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

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Why would you like to serve at John Brown University?

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

# References

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*Please list the names and complete contact information of four individuals we may contact regarding your education, experience, and skills. Although you may list personal references, please include a minimum of two professional references.*

**#1)**

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

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

Relationship: \_\_\_\_\_

**#2)**

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

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

Relationship: \_\_\_\_\_

**#3)**

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

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

Relationship: \_\_\_\_\_

**#4)**

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

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

Relationship: \_\_\_\_\_

# 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 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 describe your relationship with Jesus Christ and your Christian commitment. (Send an additional page with your application material if necessary):

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

Name and location of the local church where you participate and regularly attend:

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Pastor's Name and Contact Information: \_\_\_\_\_

# Employee Standards of Conduct

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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 the 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 also recognizes the freedom of conscience concerning Christian conduct in those things not expressly addressed in Scripture. Still, JBU does ask its employees to follow JBU's standards for conduct in the following areas:

- To, for example, refrain from anger, drunkenness, jealousy, occult practices, profanity, pornography, 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, marijuana, and alcoholic beverages.
- To abstain from the use of illegal drugs and to notify the Human Resources department under the Drug-Free Workplace Act if an employee is convicted of a violation of a criminal drug statute occurring in the workplace within five days of the conviction, and to notify Human Resources immediately of any criminal charge or arrest.
- 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 gender and one's birth sex in keeping with God's wisdom and benevolent design in creating human beings as male and female. This includes not seeking alterations to one's birth sex by medical intervention or adopting persistent or exaggerated expressions of gender identity inconsistent with their birth sex. 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 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 encourage, support and advise them.

JBU considers seriously any act an employee takes 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 adhere to them honorably. Behavior or advocacy indicating that an employee disregards 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.

Is there any aspect of your life that would conflict with the standards listed above?  Yes  No

If so, please explain:

Is there any incident in your public or private life which, if made public, could 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.)

# Please Read and Sign

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The facts provided in my application materials for employment are true and complete. I understand that if employed, false statements in my application materials shall be considered sufficient cause for dismissal. I authorize John Brown University to inquire about my work and personal history and verify all data in my application materials and interviews. I authorize and consent to releasing and giving any information requested by John Brown University, such as employment records, performance reviews, disciplinary records, educational records, records of criminal convictions, if any, and references. I release and hold harmless any person, organization, government jurisdiction, or company from liability or damage resulting from furnishing the requested information. 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 Employee Standards of Conduct and Articles of Faith. Furthermore, I understand that because of the centrality of the university's religious purposes and Christ-centered mission, my continuing employment with the university is subject to, and contingent upon, my annually reaffirming these Employee Standards of Conduct, the Articles of Faith, and active participation in a local church congregation.

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). To download Adobe Reader, click here: <https://get.adobe.com/reader/>
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.
5. Click Apply and position your signature in the above "Signature of Applicant" field (resize as needed).

Alternatively, you can print the signature page of your application, sign it by hand, and then scan or take a photo of the page to upload it along with the other pages of the application.

**John Brown University**

2000 W. University Street  
Siloam Springs, AR 72761

[jobs@jbu.edu](mailto:jobs@jbu.edu)