



ADJUNCT FACULTY EMPLOYMENT APPLICATION

John Brown University is an independent, interdenominational, evangelical Christian institution founded in 1919. Its primary task is to provide Christ-centered education which prepares people to honor God and serve others by developing their intellectual, spiritual, and professional lives. The University, therefore, seeks Christian faculty members who subscribe to its Articles of Faith (included herein), who understand the roles of their disciplines in Christian education and can interpret them in the light of Christian theology and ethics, who continue to grow in their teaching and scholarship, who can offer students personal counsel and example, and who will support and subscribe to the University's Adjunct Faculty Employment Objectives (included herein) and Employee Standards of Conduct (included herein).

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

Instructions

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.

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 made available only to those involved in the selection process.

Please note: It is not necessary to include information that is already in your resume or CV. However, please be sure the following information is included in your resume or CV:

- Education beyond high school (Institution, Major, Degree, Date Degree Completed)
- Experience (List your teaching experience and other significant employment, putting your most recent position first)
- Academic honors (honor societies, awards, fellowships, etc.)
- Publications and publisher
- Professional societies to which you belong

Please do not send transcripts to John Brown University until they are requested.

Submit this completed and signed application along with other required documents (see the position description for details) to Human Resources through the "Upload Your Documents to HR" page of the JBU website (<https://www.jbu.edu/human-resources/upload-documents/>) or send it to jobs@jbu.edu.

Applicant Information

Name

Last: _____ First: _____ Middle: _____

Date: _____

Address

Street: _____

City: _____ State: _____ Zip: _____

Contact Information

Phone: _____ Email: _____

Position

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

How did you find out about this position? (Please specify if website): _____

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.

Have you **previously** been employed at John Brown University? ☐ Yes ☐ No

If yes, please specify the years of employment and position: _____

If you are **currently** employed by JBU, please specify which department: _____

Experience

Please list activities you are engaged in to keep current in your field of expertise. Describe any research, writing, or advanced study you either have in progress or are planning to undertake.

Have you ever been discharged from any employment? ☐ Yes ☐ No

If so, please explain:

Additional Details

Why would you like to serve at John Brown University?

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

References

Please list names and complete contact information of two or more individuals (preferably one personal reference and one professional reference) with whom we may communicate regarding your education, experience and skills.

#1)

Name: _____ Phone: _____

Email Address: _____

Relationship: _____

#2)

Name: _____ Phone: _____

Email Address: _____

Relationship: _____

#3)

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. (Attach additional page 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:

Pastor's Name and Contact Information: _____

Employee 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 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.)

Adjunct Faculty Employment Objectives

- I. The Scriptures establish the basic values that should guide the development of Christian character and govern Christian behavior. These include:
 - A. Making Christ preeminent in our lives.
 - B. Loving God with all our being and our neighbor as ourselves.
 - C. Seeking after righteousness and practicing justice in our dealings with one another.
 - D. Exercising our freedom responsibly within the framework of God's moral law, with loving regard for the sensitivities and weaknesses of others.
 - E. Seeking the forgiveness of God and others for our shortcomings.
 - F. Seeking the help of the Holy Spirit as we help others.
 - G. Seeking God's will through prayer and study of the Scripture.

- II. In keeping with the spirit of the basic Christian values stated above and with employment objectives, faculty members are expected to:
 - A. Emphasize the integration of faith, learning, and living inside and outside the classroom.
 - B. Encourage and support spiritual growth in students.
 - C. Perform satisfactorily the duties of teaching, including meeting classes, keeping appointments, reporting grades promptly, and responding appropriately to directives from administrators.
 - D. Exemplify personal integrative values by participation in some cross-section of extracurricular events.
 - E. Support Biblical ethics and morality by personal life-style.

Please Read and Sign

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 to verify all data given in my application materials and 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 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 Articles of Faith, Employee Standards of Conduct, and Adjunct Faculty Employment Objectives. 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 reaffirming these Articles of Faith, Employee Standards of Conduct, Adjunct Faculty Employment Objectives and active participation in a local church congregation when appointed to teach courses.

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

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