

APPLICATION FOR EMPLOYMENT

OHIO CHRISTIAN UNIVERSITY

Mission:

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Notice of Nondiscrimination:

Applicants are considered for all positions in compliance with the applicable Federal Regulations regarding nondiscrimination on the basis of ethnicity, gender, national origin, age, veteran status or disability.

As a religious educational institution operating under the auspices of the Churches of Christ in Christian Union, Ohio Christian University is permitted and reserves the right to prefer employees on the basis of religion (42 U.S.C., Sections 2000e-1 and 2000e-2).

POSITION INFORMATION

Position(s) applied for: _____

Date of application: _____

Date available to begin work: _____

How did you hear about the job opening(s)?

- Advertisement (identify publication) _____ Internet (identify website) _____
 Walk-in Employment Agency Conference Job Fair Employee _____
 Other (please explain) _____

PERSONAL INFORMATION

Last Name First Name Middle Name / Initial

Street Address City State Zip

Home Telephone Cellular Phone Work Telephone

E-mail Address: _____ May we contact you via e-mail? Yes No

Have you ever applied for employment with OCU? Yes No If yes, please list month and year: _____

Do you use alcohol? Yes No Do you use any tobacco products? Yes No

Please state specifically why you desire employment at Ohio Christian University

Are you legally eligible for employment in the United States? Yes No

Have you ever been convicted of or pled guilty to a felony or other crime? Yes No If yes, please explain:

Can you perform the essential functions of the job(s) for which you are applying (please review job posting)? Yes No
If no, what reasonable accommodations would be needed for you to perform the essential functions? _____

List any friends or relatives currently working at Ohio Christian University: _____

EDUCATION

You may omit this section if educational background is listed on a resume or vita.

| NAME AND LOCATION OF SCHOOL (Please list education at the high school level and above) | DIPLOMA, DEGREES OR SEMESTER HOURS EARNED | COURSE OF STUDY |
|---|---|-----------------|
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PROFESSIONAL EXPERIENCE

You may omit this section if professional experience is listed on a resume or vita.

| EMPLOYER | LOCATION | POSITION | DATES | ENDING PAY |
|----------|----------|----------|-------|------------|
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PROFESSIONAL REFERENCES

Please list three employers that we may contact regarding your educational background, experience and performance.

| NAME | ADDRESS | PHONE | RELATIONSHIP |
|------|---------|-------|--------------|
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PERSONAL REFERENCES

Please list three individuals that are not related to you that we may contact (i.e. pastor, friends, volunteer organization)

| NAME | ADDRESS | PHONE | RELATIONSHIP |
|------|---------|-------|--------------|
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CHRISTIAN COMMITMENT

1. Briefly describe your personal relationship with Jesus Christ:

2. Please describe your beliefs concerning the doctrine of holiness:

3. Please identify the church you currently attend:

Church Name: _____

Denomination / Association Name: _____

Church Street Address: _____

City: _____ State: _____ Zip Code: _____

Phone Number: _____ Pastor Name: _____

4. Please describe your regular association with a group of Christian believers (describe all that apply):

Church Attendance:

Bible Study or Prayer Group:

Community Outreach / Ministry:

Other:

5. Please carefully review *Our Doctrine*, found at the end of the application. Are there any doctrinal statements for which you, your church or your denomination/association would not agree?

Yes No

If yes, please explain:

6. Please read the University Lifestyle Statement, found at the end of the application. Are there any areas that you find problematic?

Yes No

If yes, please explain:

STATEMENT OF UNDERSTANDING

Please initial the following boxes to verify that you have read, understand, and agree with the terms and conditions set forth in this application for employment:

Initial

The information I have provided in this Ohio Christian University *Application for Employment*, as well as accompanying letter of interest, resume, curriculum vita, transcript, or any other supplemental document, if any, is true, correct and complete;

I understand that false, misleading or omitted information on this employment application, as well as accompanying letter of interest, resume, curriculum vita, transcript, or any other supplemental document, if any, will result in refusal to hire, and if employed, may be cause for dismissal;

I understand that any offer of employment is contingent upon the timely production of documentation required by the Immigration Reform and Control Act of 1986;

I give authorization for Ohio Christian University to contact my current and past employers (except those listed in the "Exceptions" section at the end of the application for employment) and to perform a thorough investigation of my employment history, educational background, prior work performance, criminal background, personal and professional references, and Christian character;

I understand that acceptance of an offer of employment does not create a contractual obligation upon Ohio Christian University to employ me in the future, unless specifically authorized by the University President;

I understand that my employment relationship with Ohio Christian University, unless contractually designated and authorized by the President, is of an "at-will" nature, which means that the Employee may resign at any time and the University may discharge the Employee at any time with or without cause;

I have carefully studied *Our Doctrine* and the *University Lifestyle Statement*, and agree to conduct myself in harmony with these doctrines and practices, except as noted.

EXCEPTIONS

SIGNATURE

Name

Date

Ohio Christian University is an Equal Opportunity Employer

OUR DOCTRINE

We believe in one God; self-existent in three Persons, co-equal and co-eternal; Father, Son and Holy Spirit.

We believe in the Bible, God's infallible Word, fully inspired by the Holy Spirit, the supreme authority for faith and practice.

We believe in the deity of Jesus Christ, who became man, being conceived of the Holy Spirit and born of a virgin. He lived a sinless life and died a substitutionary death as a complete sacrifice for the sins of all mankind. He arose bodily from the dead and ascended to the right hand of the Father where He is now our interceding High Priest.

We believe that the Holy Spirit is a Divine Person who reveals Christ, both in a ministry to the world by restraining evil and by convicting of sin, and in a ministry to the Church by indwelling, empowering, guiding, and teaching all Christians.

We believe that man was made in the image and likeness of God and by transgression incurred guilt before God, depravity of soul, and spiritual death.

We believe in the universal atonement Christ provided for all mankind and that they who do repent and believe on Him are justified and regenerated from the guilt and practice of sin.

We believe in entire sanctification as a definite crisis experience subsequent to regeneration. It is wrought on the basis of faith and consecration through the infilling of the Holy Spirit by which the believer is cleansed from all sin and to which the Spirit testifies.

We believe in the progressive growth in grace toward Christian maturity through a consistent Christian life of good works which springs from faith in God and obedience to His Word. This growth we believe to be a necessary complement to the above mentioned crisis experience.

We believe in the true universal Church as the Body of Christ and Temple of the Holy Spirit. It is composed of all true believers in Christ. It was created by Him for worship and fellowship and is commissioned by Him to publish the Gospel to all the world.

We believe in the personal return of Christ who shall come with power and great glory to gather the Church to Himself, to establish His millennial kingdom, and to judge the quick and the dead.

We believe in the resurrection of the just, who shall enter into an actual eternal heaven, and the resurrection of the unjust, who shall go away into an actual and eternal hell.

UNIVERSITY LIFESTYLE STATEMENT

Ohio Christian University believes that our total life is to bring praise and honor to our Lord Jesus Christ. This statement is the general guide for lifestyle concerns for the entire University Community.

1. We believe that the Word of God is the inerrant revelation for Christian faith and personal behavior. In response to Divine truth, certain practices are forbidden by Scripture and others require restraint and control to avoid offense and harm to the Body. The Lordship of Christ in the life of the believer is the guiding principle for the University Community.
2. Membership in a community carries the responsibility of setting aside certain personal rights for the good of the community. This is both a demanding and privileged responsibility to "love the Lord with all your heart and your neighbor as yourself", allowing this concept to govern actions toward others. This unselfish, Christ-like love can be the motivation for lifestyle and certainly is the evidence of holiness.
3. The ideals of holy living require that members of the community practice discretion and restraint in the choice of entertainment, use of leisure time, and associations with others, socially and in organizations. (I Cor. 10:31)
4. Attitudes such as greed, jealousy, pride, lust, bitterness, covetousness, hostility, an unforgiving spirit, and prejudice based on race, sex, or socioeconomic status are condemned by scripture. Therefore the University Community seeks to eliminate these attitudes as evidenced in speech and action and to see them replaced by Godly attitudes appropriate to the mature Christian. (Philippians 2: 5-7)
5. OCU has chosen to adopt certain practices that contribute to an environment appropriate to its mission and goals. We are advised to occupy ourselves with virtuous pursuits. Right thinking about the noble things in life lead to godliness in thought, speech, and action. (Philippians 4:8)
6. OCU defines marriage as the union of one man and one woman and is not in harmony with the homosexual lifestyle. (Romans 1:24-26)