



# STAFF EMPLOYMENT APPLICATION

(Please use this form to apply for Staff positions only;  
Faculty positions require a Faculty Application)

15800 Calvary Road  
 Kansas City, MO 64147  
 Phone: (816) 322-0110  
 Fax: (816) 331-4474  
 Email: humres@calvary.edu

Prospective employees will receive consideration without discrimination based on race, color, sex, age, national origin, handicap or veteran status.

PERSONAL	Last Name	First	Middle	Date
	Street Address			Home Telephone
	City, State, ZIP			Cell Phone
	Email			Business Telephone
	Have you ever applied for employment with us? <input type="checkbox"/> Yes <input type="checkbox"/> No    If yes: Month/Year _____ Location _____			
	Position Desired			Pay Expected
	Apart from absence for religious observance, are you available for full-time work? <input type="checkbox"/> Yes <input type="checkbox"/> No    If No: Hours you can work: _____			Will you work overtime if asked? <input type="checkbox"/> Yes <input type="checkbox"/> No
	Are you legally eligible for employment in the United States?			When will you be available to begin work?
	Have you ever been convicted of, or pleaded guilty or no contest to, a felony or misdemeanor conviction (other than minor traffic violation)? <i>Conviction will not necessarily disqualify an applicant from employment. You are not obligated to disclose sealed or expunged records of conviction or arrest.</i> <input type="checkbox"/> Yes <input type="checkbox"/> No    If Yes, please explain:			
	Have you accepted Jesus Christ as your personal Savior? <input type="checkbox"/> Yes <input type="checkbox"/> No On a separate piece of paper, give a brief testimony of your conversion, including date (if known) and circumstances:			
	What local church are you now attending?                    Member? <input type="checkbox"/> Yes <input type="checkbox"/> No			What is its denomination or affiliation?
	Pastor's Name and Address:			
	What are your long-range goals?			

Please give accurate, complete full-time and part-time employment records. Start with your present or most recent employer.

<b>EMPLOYMENT HISTORY</b>	<b>1</b>	
	Company Name	Telephone
	Address	Starting Salary \$ Ending Salary \$
	Name of Supervisor	Employed (month / year) From _____ To _____
	Job Title & Description	Reason for Leaving
	May we contact your previous supervisor for a reference? <input type="checkbox"/> Yes <input type="checkbox"/> No	
	<b>2</b>	
	Company Name	Telephone
	Address	Starting Salary \$ Ending Salary \$
	Name of Supervisor	Employed (month / year) From _____ To _____
	Job Title & Description	Reason for Leaving
	May we contact your previous supervisor for a reference? <input type="checkbox"/> Yes <input type="checkbox"/> No	
	<b>3</b>	
	Company Name	Telephone
	Address	Starting Salary \$ Ending Salary \$
	Name of Supervisor	Employed (month / year) From _____ To _____
	Job Title & Description	Reason for Leaving
	May we contact your previous supervisor for a reference? <input type="checkbox"/> Yes <input type="checkbox"/> No	
	<b>4</b>	
	Company Name	Telephone
Address	Starting Salary \$ Ending Salary \$	
Name of Supervisor	Employed (month / year) From _____ To _____	
Job Title & Description	Reason for Leaving	
May we contact your previous supervisor for a reference? <input type="checkbox"/> Yes <input type="checkbox"/> No		

EDUCATION	SCHOOL	NAME & LOCATION	COURSE OF STUDY	NUMBER OF YEARS COMPLETED	GRADUATED	DEGREE/DIPLOMA
	Graduate				<input type="checkbox"/> No <input type="checkbox"/> Yes	
	College				<input type="checkbox"/> No <input type="checkbox"/> Yes	
	Business / Trade / Technical				<input type="checkbox"/> No <input type="checkbox"/> Yes	
	High School				<input type="checkbox"/> No <input type="checkbox"/> Yes	
Other special training or skills (languages, machine operation, etc.)						

MEMBERSHIPS	MEMBERSHIPS IN PROFESSIONAL OR CIVIC ORGANIZATIONS (exclude those which may disclose race, color, or national origin)					

MILITARY	Did you serve in the United States Armed Forces? <input type="checkbox"/> No <input type="checkbox"/> Yes   If yes: In what branch?
	Describe any training received relevant to the position for which you are applying:

REFERENCES	Name:	Relationship:
	Address:	
	Phone:	Email:
	Name:	Relationship:
	Address:	
	Phone:	Email:
Name:	Relationship:	
Address:		
Phone:	Email:	

- I certify that my answers are true and complete to the best of my knowledge.
- I understand that nothing contained in this application, or conveyed during any interview which may be granted, is intended to create an employment contract.
- I understand that filling out this form does not indicate there is a position open and does not obligate Calvary to hire me.
- If this application leads to employment, I understand that false or misleading information in my application or interview may result in my release.
- I understand that my employment with Calvary University is at-will and can be terminated at any time and for any reason with or without advance notice by myself or Calvary.

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Signature

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Date

*The Annual Security & Fire Safety Report, which contains statistics regarding crime on or near campus as well as campus fire statistics and institutional policies and procedures related to campus safety, may be found online at [www.calvary.edu/clery.pdf](http://www.calvary.edu/clery.pdf). You may also request a paper copy of the Annual Security & Fire Safety Report by contacting the Calvary Security Department at 816-425-6123.*

*A completed application includes:*

- *Completed and signed 4-page application form*
- *Resume*
- *Testimony on a separate page*
- *Signed Doctrinal Affirmation*
- *Signed Drug Free Workplace Page*

## STATEMENT OF FAITH

**Note:** Please read Calvary's Statement of Faith & Convictions and keep this copy for your files. If you are in agreement with the Statement, sign the doctrinal affirmation (page 9) and submit it in with your application.

### **The Scriptures**

We believe the Holy Scriptures of the Old and New Testaments to be the verbally and plenary inspired Word of God (Matt 5:18; 2 Tim 3:16-17).

We hold the Bible to be inerrant in the original writings, infallible, God-breathed, and the complete and final authority for faith and practice (2 Pet 1:20-21).

We believe that the Scriptures, interpreted in their normal, literal sense, reveal divinely distinguishable economies in the outworking of God's purposes. These dispensations are not ways of salvation, but rather divinely ordered stewardships by which God directs people according to His purposes. Three of these – the age of law, the age of the church, and the age of the millennial kingdom – are the subjects of detailed revelation in Scripture (Gen 12:1-3; John 1:17; Rom 4:1-5; 2 Cor 3:7-18; Gal 3:13-25; Eph 1:10; Col 1:24-25; Heb 7:19; Rev 20:2-6).

### **The Godhead**

We believe in one Triune God, Creator of all (Gen 1:2; Deut 6:4; 1 Cor 8:6; Col 1:16), eternally existing in three distinct persons – Father, Son, and Holy Spirit (2 Cor 13:14), yet one in being, essence, power, and glory, having the same attributes and perfections (John 10:30).

### **The Person and Work of Christ**

We believe in the deity of the Lord Jesus Christ. He is very God, the express image of the Father, who, without ceasing to be God, became man in order that He might reveal God and redeem sinful people (Matt 1:21; John 1:18; Col 1:15).

We believe that God the Son became incarnate in the person of Jesus Christ; that He was conceived of the Holy Spirit and was born of the virgin Mary; that He is truly God and truly man; that He lived a perfect, sinless life; that all His teachings and utterances are true (Isa 7:14; Matt 1:23).

We believe that the Lord Jesus Christ died on the cross for all people (1 John 2:2) as a representative, vicarious, substitutionary sacrifice (Isa 53:5-6). We hold that His death is efficacious for all who believe (John 1:12; Acts 16:31); that our justification is grounded in the shedding of His blood (Rom 5:9; Eph 1:7); and, that His work on the cross is attested to by His literal, physical resurrection from the dead (Matt 28:6; 1 Pet 1:3).

We believe that the Lord Jesus Christ ascended to Heaven in His glorified body (Acts 1:9-10) and is now seated at the right hand of God as our High Priest and Advocate (Rom 8:34; Heb 7:25).

### **The Person and Work of the Holy Spirit**

We believe in the deity (Acts 5:3-4) and the personality of the Holy Spirit.

We believe that the Holy Spirit convicts the world of sin, righteousness, and judgment (John 16:8-11). He regenerates sinners (Titus 3:5) and indwells believers (Rom 8:9). He is the agent by whom Christ baptizes all believers into His body (1 Cor 12:12-14). He is the seal by whom the Father seals believers unto the day of redemption (Eph 1:13-14). He is the Divine Teacher who illuminates believers' hearts and minds as they study the Holy Scriptures (1 Cor 2:9-12).

We believe it is the duty and privilege of all the saved to be continually filled with the Holy Spirit (Acts 4:31). This filling is commanded (Eph 5:18). Conditions for being filled are yieldedness to the Spirit's control (Rom 8:14) and a dependent life (Gal 5:16). The results of filling are victory over sin, Christlike character, worship, submissiveness, and service (Gal 5:22-23).

We believe that the Holy Spirit gives gifts to each member of the body of Christ (1 Cor 12:11). The Son of God sovereignly assigns the place of the ministry of the gifts in the body, and the Father provides the energy in the outworking of the gifts (1 Cor 12:4-6). Each believer is to exercise his or her spiritual gift(s) for the common good to the building up of the body of Christ (Eph 4:11-16).

We believe that the gift of speaking in tongues, which was a sign to the nation of Israel, and the other sign gifts gradually ceased as the New Testament was completed and its authority was established (1 Cor 13:8; 14:21-22; 2 Cor 12:12; Heb 2:4).

### **Angels, Good and Evil**

We believe in the reality and personality of angels. We believe that God created an innumerable company of these sinless, spiritual beings who were to be His messengers (Neh 9:6; Ps 148:2; Matt 24:31; Luke 1:19; Heb 1:14).

We believe in the personality of Satan. He is a fallen angel who led a great company of angels into rebellion against God (Isa 14:12-17; Ezek 28:12-15). He is the great enemy of God and humanity, and his angels are his agents in the prosecution of his unholy purposes. He shall be eternally punished in the Lake of Fire (Matt 25:41; Rev 20:10).

### **Humanity**

We believe that humanity came into being by the direct creation of God and that humans are made in the image and likeness of God (Gen 1:26-27; 2:7).

## **Sin**

We believe that the human race sinned in Adam (Rom 5:12), that sin is universal within humanity (Rom 3:23), and that sin is exceedingly heinous to God (Ps 5:5). We believe that each person inherited a sinful nature (Ps 51:5), that we became alienated from God (Col 1:21), are totally depraved, and that we are utterly unable to remedy our lost estate by ourselves (Eph 2:1-5, 12). We believe that all people are guilty and in a lost condition apart from Christ (Rom 2:1; 3:10-18).

## **Salvation**

We believe that salvation is a gift of God's grace through faith in the finished work of Jesus Christ on the cross (Eph 2:8-9). Christ shed His blood to accomplish justification through faith, propitiation to God, redemption from sin, and reconciliation of humanity. "Christ died for us" (Rom 5:8-9) and "bore our sins in His own body on the tree" (1 Pet 2:24).

We believe that all the redeemed, once saved, are kept by God's power and are secure in Christ forever (John 6:37-40; 10:27-30; Rom 8:1, 38-39; 1 Pet 1:5; Jude 24).

We believe that it is the privilege of all who are born again to rejoice in the assurance of their salvation through the testimony of God's Word (Rom 8:16; 1 John 5:13). We also believe that Christian liberty should never serve as an occasion to the flesh (Gal 5:13).

We believe that the Scriptures disclose several aspects of sanctification. In addition to God's work of bringing a sinner to Christ, we are set apart to God. This is positional sanctification and refers to our standing. We then undergo a process whereby the Holy Spirit quickens our affections, desires, and attitudes, enabling us to respond in faith to live a life of victory over sin. This is progressive sanctification and refers to our state (2 Cor 3:18; 7:1; Gal 5:16-25; Eph 4:22-29; 5:25-27; Col 3:10). Someday our standing and our state will be brought into perfect accord. This is prospective, or ultimate sanctification (1 Thess 5:23; 1 John 3:2).

## **Church**

We believe that the church, which is the body and espoused bride of Christ, began at Pentecost and is a spiritual organism made up of all born-again persons of this present age (Acts 2:1-42; 11:15; 1 Cor 12:12-14; 2 Cor 11:2; Eph 1:22-23; 5:25-27).

We believe that the establishment and continuance of local churches is clearly taught and defined in the New Testament Scriptures (Acts 14:27; 20:17; 1 Tim 3:1-13; Titus 1:5-11).

We believe in the autonomy of the local church, free of any external authority or control (Acts 13:1-4; 15:19-31; 28:28; Rom 16:1, 4; 1 Cor 3:9, 16; 5:4-7, 13; 1 Pet 5:1-4).

We believe in the ordinances of believers' water baptism by immersion as a testimony and the Lord's Supper as a remembrance in this age of Christ's death for the church (Matt 28:19-20; Acts 2:41-42; 18:8; 1 Cor 11:23-26).

We believe that the saved should live in such a manner as not to bring reproach upon their Savior and Lord, and that separation from religious apostasy, sinful pleasures,

practices, and associations is commanded by God (Rom 12:1-2; 2 Cor 6:14-7:1; 2 Tim 3:1-5; 1 John 2:15-17; 2 John 9-11).

We believe in the Great Commission as the primary mission of the church. It is the obligation of the saved to witness, by word and life, to the truths of Holy Scripture. The gospel of the grace of God is to be preached to all the world (Matt 28:19-20; Acts 1:8; 2 Cor 5:19-20). Converts are to be taught to obey the Lord, to testify concerning their faith in Christ as Savior in water baptism, and to honor Christ by holy living and observance of the Lord's Supper (Matt 28:19-20; 1 Cor 11:23-29).

## **Corporate Position on the "Sign Gifts"**

As Calvary University understands the teaching of Scripture and church history, the "sign gifts" of the Holy Spirit (speaking in tongues, prophecy, healings, miracles, and the like) ceased after the first century and are no longer essential for the church today. Those who may believe otherwise and desire to enter Calvary as students are welcome, if they are willing to study with an open mind, to understand the Corporation's position, and not to practice or propagate their beliefs while studying at Calvary.

## **Things to Come**

We believe in that "blessed hope" (Titus 2:13), the personal, imminent (Matt 24:42, 44; 1 Cor 15:51-52; Phil 3:20; 4:5), pretribulational, and premillennial (Rev 19:11-20:10) coming of our Lord Jesus Christ to rapture His saints and receive His Church unto Himself (1 Thess 4:13-18).

We believe in the subsequent, visible return of Christ to the earth (Matt 24:29-31), with His saints, to establish His promised millennial kingdom (Zech 14:4-11; 1 Thess 1:10; Rev 3:10; 19:11-16; 20:1-6).

We believe in the physical resurrection of all people, the saints to everlasting joy and bliss, the wicked to conscious and eternal torment (Matt 25:46; John 5:28-29; 11:25-26; Rev 20:5-6, 12-13).

We believe that the souls of the redeemed are, at death, absent from the body and present with the Lord, where in conscious bliss they await the first resurrection when spirit, soul, and body are reunited to be glorified forever with the Lord (Luke 23:43; 2 Cor 5:8; Phil 1:23; 3:21; 1 Thess 4:16-17; Rev 20:4-6).

We believe that the souls of unbelievers remain, after death, in conscious misery until the second resurrection when, with soul and body reunited, they shall appear at the Great White Throne judgment and shall be cast into the Lake of Fire, not to be annihilated, but to suffer everlasting, conscious punishment (Matt 25:41-46; Mark 9:43-48; Luke 16:19-26; 2 Thess 1:7-9; Jude 6-7; Rev 20:11-15).

## **Religious Freedom and Human Sexuality**

God created human beings distinctly as male and female (Gen 1:27). The distinctness, complementarity, and relational nature of the human race as "male and female" is based on the created order given by God when He created humanity "in His image" (Gen 1:26-27; 5:1-3; 9:6; 1 Cor 11:7; Jam 3:9; 2

Cor 3:18; Eph 4:23-24; Col 3:10), and these establish a normative connection between biological sex and gender. The created distinctness, complementarity, and relational nature also establish the basis for the marital relationship as being between one man and one woman (Gen 2:23-24; Eph 5:21-33).

The Bible affirms two options or giftings for sexual expression: monogamous marital relations between one man and one woman (Gen 1:27-28; 2:18, 21-24; Mt 19:4-6; Mk 10:5-8; 1 Cor 7:7; Heb 13:4; Eph 5:22), or sexual celibacy, if one is not in a monogamous marital relationship between one man and one woman (1 Cor 7:7; Mt 19:12). Within these two Biblical designs there can be found sexual fulfillment, whereas outside of these two designs sexual expression is improper.

The Bible affirms that human sexuality is a gift to be treasured and enjoyed (Gen 2:24; Prov 5:19, 31:10; 1 Cor 7:4), as is sexual celibacy (1 Cor 7:7). The fall of humanity (Gen 3) corrupted human sexuality in both spiritual and physical ways (Rom 1:18-32, Eph 2:1-10), and one result is confusion and pain in the lives of those who struggle with brokenness regarding gender, and who struggle with the guilt of desiring sinful expressions of sexuality (Gen 3:1-7; Rom 3:9-18; 5:12-17). The Bible prescribes faith in Jesus Christ (1 Cor 15:2-3) as the remedy for guilt and as the provision for life (Rom 3:23, 6:23; Jn 3:16), and the Bible prescribes an ongoing relationship with Him as the means for a whole and fulfilling life (Jn 15:1-11, 17:3; Col 3:16; Gal 5:16-25; Rom 8:28-38).



**CALVARY UNIVERSITY**

15800 Calvary Road  
Kansas City, MO 64147  
(816) 322-0110

**DOCTRINAL AFFIRMATION**

I affirm that I am in full agreement with the doctrinal position of Calvary University which is set forth in the Bylaws and University catalog. I will support Calvary's doctrinal position at all times before students and friends of Calvary.

Signature \_\_\_\_\_

Date \_\_\_\_\_

# Drug-Free Workplace Policy



## **Purpose and Goal**

Calvary University is committed to protecting the safety, health, and well being of all employees and other individuals in our workplace. We recognize that alcohol and drug use pose a significant threat to our goals. We have established a Drug-Free Workplace program that balances our respect for individuals with the need to maintain an alcohol and drug-free environment, and we encourage employees to voluntarily seek help with drug and alcohol problems.

## **Covered Persons**

Any individual who conducts business for Calvary University, is applying for a position, or is conducting business on Calvary's property is covered by our Drug-Free Workplace policy. Our policy includes, but is not limited to, executive management, supervisors, full-time employees, part-time employees, off-site employees, contractors, volunteers, and applicants.

## **Applicability**

Our Drug-Free Workplace policy is intended to apply whenever anyone is representing or conducting business for Calvary.

## **Prohibited Behavior**

It is a violation of our Drug-Free Workplace policy to use, possess, sell, trade, and/or offer for sale alcohol, illegal drugs, or intoxicants.

Prescription and over-the-counter drugs are not prohibited when taken in standard dosage and/or according to a physician's prescription. Any employee taking prescribed or over-the-counter medications will be responsible for consulting the prescribing physician and/or pharmacist to ascertain whether the medication may interfere with safe performance of his/her job. If the use of a medication could compromise the safety of the employee, fellow employees, or the public, it is the employee's responsibility to use appropriate personnel procedures (e.g., call in sick, use leave time, request change of duty, notify supervisor) to avoid unsafe workplace practices.

The illegal or unauthorized use of prescription drugs is prohibited. It is a violation of our Drug-Free Workplace policy to intentionally misuse and/or abuse prescription medications. Appropriate disciplinary action will be taken if job performance deteriorates and/or accidents occur.

## **Notification of Convictions**

Any employee who is convicted of a criminal drug violation must notify Calvary in writing within five (5) calendar days of the conviction. Calvary will take appropriate action within 30 days of receiving such notice from an employee or otherwise receiving notice of such a conviction. Federal contracting agencies will be notified when appropriate.

## **Consequences**

If an individual violates our Drug-Free policy, the consequences are serious. Any employee violating the Calvary Drug-Free Workplace policy is subject to discipline, up to and including termination, for the first offense. In the case of applicants, violation of the Drug-Free Workplace policy may result in the offer of employment being withdrawn. Non-employees in violation of the policy will be asked to leave the premises.

## **Confidentiality**

All information received by Calvary through the Drug-Free Workplace program is confidential communication. Access to this information is limited to those who have a legitimate need to know in compliance with relevant laws and management policies.

## **Communication**

Communicating our Drug-Free Workplace policy to both supervisors and employees is critical to our success. To ensure all employees are aware of their role in supporting our Drug-Free Workplace program, all employees will receive a written copy of the policy.

***ALL EMPLOYEES ARE ASKED TO ACKNOWLEDGE THAT THEY HAVE READ THE ABOVE POLICY AND AGREE TO ABIDE BY IT IN ALL RESPECTS. BY LAW, THIS ACKNOWLEDGMENT AND AGREEMENT ARE REQUIRED OF YOU AS A CONDITION OF CONTINUED EMPLOYMENT.***

Please refer any questions on the Calvary Drug-Free Workplace policy to your supervisor or the Human Resources Office.

I have read the Calvary Drug-Free Workplace policy and agree to abide by it in all respects.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name