



# Student Services Employment Application

RDL/RDD Applications are due to the Student Services Department by Monday February 12<sup>th</sup> and **are to be submitted in person to Alissa Payne, Madison Hall Office 209**. Interviews for positions will be held Friday February 16<sup>th</sup> and will be scheduled when you submit your application.

<b>Personal Information</b>		Date
Last Name	First Name	Middle Initial
Home Address	City, State, ZIP	
Home Phone		
Cell Phone		
Calvary Email		

## Work History

Employer	Dates	Type(s) of work performed

## Military Service

Did you serve in the United States Armed Forces? <input type="checkbox"/> No <input type="checkbox"/> Yes    If yes: In what branch?
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## Work Interest

I am interested in Serving as a: <input type="checkbox"/> Resident Discipleship Director <input type="checkbox"/> Resident Discipleship Leader
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**Please briefly answer the following:**

**When it has been necessary, how have you handled confrontation?**

**What is your philosophy of discipleship?**

**What is your philosophy of enforcing rules? Please support with scripture.**

Prospective employees will receive consideration without discrimination based on race, color, sex, age, national origin, handicap, or veteran status. Pell Grants, Stafford loans, Veterans' benefits, scholarships, and other forms of financial assistance may be available. Contact the Financial Aid Office for information. *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.*



**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. This can be found at <http://www.calvary.edu/mission-and-values/>.

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