

BETHEL UNIVERSITY

APPLICATION FOR STAFF EMPLOYMENT

Office of Human Resources • 3900 Bethel Drive • St. Paul, Minnesota 55112-6999
651-638-6119 • fax: 651-635-1469 • www.bethel.edu

An Equal Opportunity Employer

All information provided in this application will be treated confidentially.

PLEASE PRINT CLEARLY/COMPLETE FULLY

Date: _____

Full name: _____
Last First Middle

Address: _____
Street City State Zip

Home telephone: (_____) _____ Business telephone: (_____) _____

Bethel ID Number (if applicable): _____ Email address (optional): _____

Position(s) applying for (title & req #): _____

How did you become aware of this position? _____

Do you wish to work: Full time Part time Temporary Date available: _____

Minimum acceptable salary: _____

Have you previously been employed by Bethel? Yes No

If yes, give dates, position, title, and department name: _____

Are you able to perform the essential functions of the job for which you are applying? Yes No

Comments:

EDUCATION: (Give names and addresses of schools attended.)

Circle highest grade completed:

1 2 3 4 5 6 7 8 9 10 11 12 GED

College: 1 2 3 4 Graduate: 5 6 7 8

High school: _____

College: _____
Degree/License Received Major/Minor

Graduate school: _____
Degree Concentration

Trade, business, or correspondence school: _____

OFFICE SKILLS (if appropriate):

List software programs and/or computer languages of which you have working knowledge (Word, Excel, etc.):

EMPLOYMENT HISTORY

BETHEL UNIVERSITY

List your present or most recent employer first.

From (Mo.-Yr.)	To (Mo.-Yr.)	Job Title or Occupation	FT or PT	Salary: Start	End
Employer Name and Address				Phone Number	
			Supervisor's Name		

Description of Duties:

Reason for Leaving:

From (Mo.-Yr.)	To (Mo.-Yr.)	Job Title or Occupation	FT or PT	Salary: Start	End
Employer Name and Address				Phone Number	
			Supervisor's Name		

Description of Duties:

Reason for Leaving:

From (Mo.-Yr.)	To (Mo.-Yr.)	Job Title or Occupation	FT or PT	Salary: Start	End
Employer Name and Address				Phone Number	
			Supervisor's Name		

Description of Duties:

Reason for Leaving:

From (Mo.-Yr.)	To (Mo.-Yr.)	Job Title or Occupation	FT or PT	Salary: Start	End
Employer Name and Address				Phone Number	
			Supervisor's Name		

Description of Duties:

Reason for Leaving:

REFERENCES

List name and telephone number of three business/work references who are not related to you.

Name	Relationship	Telephone	Years Known
1. _____	_____	(____) _____	_____
2. _____	_____	(____) _____	_____
3. _____	_____	(____) _____	_____

A. Have you used another name while employed? (other than name used on the application) Yes No
If yes, please explain here:

B. List all convictions for any offense other than minor traffic violations and all pending criminal charges. (No applicant will be denied a position because of a conviction for an offense or because of a pending criminal charge that is not substantially related to the circumstances of the job(s) sought.)

C. Please note additional information you feel is appropriate:

1. I hereby affirm that the information provided on this application (and accompanying résumé, if any) is true and complete to the best of my knowledge. I also agree that falsified information or significant omissions may disqualify me from further consideration for employment and may be considered justification for dismissal if discovered at a later date.
2. I authorize persons, schools, my current employer (if applicable), and previous employers and organizations named in the application (and accompanying résumé, if any) to provide any information that may be requested by Bethel in connection with my employment application, and release all parties from all liability for any damage that may result from furnishing information to Bethel.
3. This application is not a contract and cannot create a contract. I understand that my employment can be terminated with or without cause, at any time, at the discretion of either Bethel or myself. I understand that no management official other than the president of the institution has any authority to enter into an agreement contrary to the foregoing or make any oral assurance or promise of continued employment.
4. I understand that this application will be kept in the active files for a period of six months from the date indicated below. I further understand that if I am not hired during that period, I must complete and execute a new application form to be considered for future employment.
5. I hereby authorize Bethel University to verify any information provided herein. I understand that a requisite of employment is my agreement to abide by the lifestyle expectations of Bethel University. I have reviewed Bethel's philosophy of education and nurture, including its affirmation of faith, and I desire to be a part of this community that is characterized by these principles.
6. Employment is contingent upon the University's verification of credentials and other information required by state law and University policies, including completion of a criminal history check.

Note: Checking the box at the left is your electronic signature signifying that you agree with the above statement as well as the following Covenant for Life Together.

Signature of Applicant _____

Date _____

Bethel University hires only United States citizens and aliens lawfully authorized to work in the United States. All new employees will be required to provide verification of employability and identity. Bethel University employs qualified individuals regardless of race, color, national origin, gender, disability, or age.

Bethel's annual security report includes statistics concerning reported crimes that occurred on campus or in certain off-campus buildings. The report also includes institutional policies concerning campus security. Obtain a copy of this report by contacting the Office of Security and Safety or by accessing the following Web site: www.bethel.edu/campus-security.

PLEASE ANSWER THE FOLLOWING QUESTIONS AS COMPLETELY AS POSSIBLE FOR THE POSITION(S) FOR WHICH YOU HAVE APPLIED.

Be specific in your answers.

1. A position that fits me best is (please explain why):

2. Areas I would need/want to further develop to perform this position:

3. Most important attributes I bring to this job are:

Please respond to the following questions.

1. Please describe your personal faith and Christian experience.

2. How does your Christian faith influence your daily life?

Introduction

Bethel University is an educational community committed to integrating evangelical Christian faith with learning and life. As people created in the image of the covenant-making God, we covenant together to discover the mind of Christ and to become like Christ. We pursue this mission as people called by Jesus to live holy lives according to the values, expectations, and goals of the kingdom of God. A crucial part of our mission is to develop whole and holy persons who will go into the world to serve others.

To be whole and holy means to be dedicated to God with purity of thought and action. It means that we are to serve God using the gifts and abilities we have been given. Our community has a special calling to discover, teach, learn, and live what is true. We strive to understand the world in light of the life, death, and resurrection of Christ. This gives us a distinctive worldview, educational mission, and calling.

Our calling includes a commitment to nurture one another. We strive to elevate kingdom values over personal agendas. We attempt to measure every decision and priority in terms of our loving submission to the lordship of Christ and our commitment to one another. Christ's power within us and a clear sense of our calling give us a joyful freedom to do God's will.

Jesus taught us that right motives and loving relationships are at the core of whole and holy living. His two greatest commands are to love God with all of our heart, soul, and mind and to love our neighbors as ourselves. These commands connect serving God with serving others. In grace, Scripture also gives us specific rules to guide us in living. Jesus taught that keeping these rules is an expression of love for God. The Bible condemns legalistic rule keeping. It emphasizes loving relationships and pure motives in living out these rules.

Living a Biblical Lifestyle

The Bible frequently speaks about a holy lifestyle. Such passages are found throughout the Old and New Testaments. The Bible describes character qualities and actions that should be present in the lives of believers. These include prayer, kindness, humility, compassion, forgiveness, hospitality, personal integrity, generosity to the poor, care for the oppressed, study of God's Word, accountability to one another, sharing our faith with others, recognition of the rights of others, commitment to justice, regular gathering for worship, and living in harmony.

The Bible also identifies character qualities and actions that should not be present in the lives of believers. For example: destructive anger, malice, rage, sexual immorality, impurity, adultery, evil desires, greed, idolatry, slander, profanity, lying, homosexual behavior, drunkenness, thievery, and dishonesty.

Special Expectations for the Bethel Community

Because of Bethel's commitment to Christ, our unique calling as an educational community, and our understanding of what it means to live in today's world, we want to state clearly some of Bethel's rules and expectations. These are based on:

- our understanding of the Bible and its authority for our faith and life;
- our desire to promote wellness and health in all areas: social, emotional, mental, physical, and spiritual;
- our theological and cultural heritage;
- our understanding of our mission and calling.

We recognize that not all devout Christians share these rules and expectations. However, certain issues are important for our educational mission and our life together at Bethel. They are designed to facilitate our growth, development, and learning as a community.

We view learning and the pursuit of truth as a special calling.

- We commit ourselves to integrity, excellence, consideration of different points of view, and collegiality in all of our academic work.
- We will not tolerate plagiarism and other forms of academic dishonesty.

We believe that life is sacred and people have worth because they are created in God's image.

- We will value human life in all its diversity and fullness, recognizing that women and men of all races, ages, and ability levels reflect the creative genius of our Maker.
- We view racism and sexism as sinful and reflective of some of the most harmful aspects of our culture. We will abstain from discrimination based on race, ethnicity, gender, age, and disability. We will also abstain from gossip, deliberate divisiveness, and malicious humor.

We believe that our relationships should reflect our connection in the body of Christ.

- We affirm mutual respect and promise keeping in relationships between students, colleagues, teachers and learners, spouses, and friends.
- We grieve the hurt and destructiveness of broken relationships, especially those involving divorce and abuse. We will strive to be a community where healing occurs.

We believe our minds and bodies should be used in God-honoring ways.

- We will promote the health of our bodies, minds, and emotions.
- We will abstain from illicit or nonmedical use of drugs, narcotics, and other substances. We will also abstain from use or possession of tobacco in any form.

We view sexuality as one of God's good gifts.

- We believe that sexual intercourse and other forms of intensely interpersonal sexual activity are reserved for monogamous, heterosexual marriage. We recognize that sexual purity involves right motives as well as right behaviors.
- We prohibit the possession and use of pornographic material. In addition we condemn sexually explicit or abusive behavior and sexual harassment in any form.

We value the wise stewardship of resources.

- We believe all human and natural resources are a trust from God. We value work, creative expression, and wise use of time, ability, and money. We believe in wise use of natural resources. We will use them to do God's work and to benefit God's creation.
- We prohibit gambling and vandalism. In addition we reject materialism and harmful exploitation of natural resources.

We believe that maturity calls for us to exercise discretion in our behaviors.

- We believe that God is honored by careful thinking and joyful use of our creativity and imagination. While the media and the arts can be valuable forms of recreation, our commitment to learning calls us to think critically about them and to see them as empowering and liberating ways to understand truth and beauty.
- We believe that certain forms of leisure, entertainment, and recreation are not congruent with holy living. We will make choices that are consistent with our pursuit of holiness in activities such as theater, dance, and music, or in the use of media and technology such as film, television, radio, and computers.

At times we will need to follow the biblical mandate to sacrifice our individual liberty for the good of the community. When differences arise, we will choose the course that demands greater personal restraint and self-discipline. We will strive to resolve those differences in a gracious and just manner.

Conclusions About Community Life

Community life at Bethel should be marked by mutual encouragement, sensitivity, and consideration for others. This is particularly important when dealing with our differences. One of the special values of this community is the opportunity to learn from one another including those within other Christian faith traditions. We celebrate our diversity as well as what we hold in common.

Within committed Christian communities there are diverse views regarding the use of alcohol. Some choose a testimony of abstinence for a variety of legitimate and honorable reasons while others believe they can use alcohol

occasionally and moderately without harm to body, spirit, or relationships with others. As a community that honors Holy Spirit-led diversity among Christians, Bethel University employees are not prohibited from using alcohol in moderation when away from campus and not engaged in official Bethel University activities. Further, employees are expected not to drink alcohol in the presence of Bethel students.

Living out the call to whole and holy living is challenging. No one does it perfectly. Community members who struggle to follow Bethel's lifestyle expectations and who would like help in living within them are encouraged to talk with appropriate Bethel personnel to seek help in changing.

As a community we recognize that worship, fellowship, spiritual nurture, and Christian service are all essential to our growth in holiness. As members of the Bethel community we are expected to participate in these types of activities regularly. Chapel stands out among these opportunities because it is a unifying spiritual experience for our Christian community. All students, faculty members, and administrative leaders are expected to attend chapel regularly. Chapel is a learning experience that is enriched by the diversity of background and worship styles within the community.

As we join the Bethel community we accept these responsibilities and conditions of membership. We agree to live according to this document and other stated expectations as they are applied to us in the student and

employee handbooks. If we find ourselves unable to honor these commitments, withdrawal may be in order. We recognize that we have an obligation to hold each other accountable to biblical standards and to the commitments we have made. Appropriate action will be taken to teach, influence, discipline, or even dismiss those who disregard these community expectations. We will strive to have all disciplinary procedures characterized by Christian love and a redemptive spirit.

As we celebrate this covenant calling to whole and holy living, we encourage and challenge each other with these three verses.

Let the peace of Christ rule in your hearts, to which indeed you were called in the one body. And be thankful. Let the word of Christ dwell in you richly; teach and admonish one another in all wisdom; and with gratitude in your hearts sing psalms, hymns, and spiritual songs to God. And whatever you do, in word or deed, do everything in the name of the Lord Jesus, giving thanks to God the Father through him.

—Colossians 3:15-17

Because of its crucial role in influencing the ethos of the school, this statement of expectations is subject to change only by action of the Board of Trustees. The board holds these standards to be binding for all who voluntarily choose to become a part of the Bethel community.

AFFIRMATION OF FAITH

The following excerpts are taken from the Baptist General Conference (BGC) Affirmation of Faith and are representative of its basic theological viewpoints. Since Bethel University is a ministry of the churches of the BGC, the affirmation serves also as the doctrinal framework within which the work of the school is conducted.

1. The Word of God

We believe that the Bible is the Word of God, fully inspired and without error in the original manuscripts, written under the inspiration of the Holy Spirit; and that it has supreme authority in all matters of faith and conduct.

2. The Trinity

We believe that there is one living and true God, eternally existing in three persons; that these are equal in every divine perfection; and that they execute distinct but harmonious offices in the work of creation, providence, and redemption.

3. God the Father

We believe in God the Father, an infinite, personal spirit, perfect in holiness, wisdom, power, and love. We believe that He concerns Himself mercifully in the affairs of each person, that He hears and answers prayer, and that He saves from sin and death all who come to Him through Jesus Christ.

4. Jesus Christ

We believe in Jesus Christ, God's only begotten Son, conceived by the Holy Spirit. We believe in His virgin birth, sinless life, miracles, and teachings. We believe in His substitutionary atoning death, bodily resurrection, ascension into heaven, perpetual intercession for His people, and personal visible return to earth.

5. The Holy Spirit

We believe in the Holy Spirit, who came forth from the Father and Son to convict the world of sin, righteousness, and judgment, and to regenerate, sanctify, and empower all who believe in Jesus Christ. We believe that the Holy Spirit indwells every believer in Christ, and that He is an abiding helper, teacher, and guide.

6. Regeneration

We believe that all are sinners by nature and by choice and are, therefore, under condemnation. We believe that those who repent of their sins and trust in Jesus Christ as Savior are regenerated by the Holy Spirit.

7. The Church

We believe in the universal Church, a living spiritual body of which Christ is the head and all regenerated people are members. We believe in the local church, consisting of a company of believers in Jesus Christ who are baptized on a credible profession of faith and associated for worship, work, and fellowship.

We believe that God has laid upon the members of the local church the primary task of giving the gospel of Jesus Christ to a lost world.

8. Christian Conduct

We believe that Christians should live for the glory of God and the well-being of others; that our conduct should be blameless before the world; that we should be faithful stewards of our possessions; and that we each should seek to realize for ourselves and others the full stature of maturity in Christ.

9. The Ordinances

We believe that the Lord Jesus Christ has committed two ordinances to the local church: baptism and the Lord's Supper. We believe that Christian baptism is the immersion of a believer in water into the name of the triune God. We believe that the Lord's Supper was instituted by Christ for commemoration of His death. We believe that these two ordinances should be observed and administered until the return of the Lord Jesus Christ.

10. Religious Liberty

We believe that every human being has direct relations with God, and is responsible to God alone in all matters of faith; that each church is independent and must be free from interference by any ecclesiastical or political authority; that, therefore, Church and State must be kept separate as having different functions, each fulfilling its duties free from dictation or patronage of the other.

11. Church Cooperation

We believe that local churches can best promote the cause of Jesus Christ by cooperating with one another in a denominational organization. Such an organization, whether a regional or district conference, exists and functions by the will of the churches. Cooperation in a conference is voluntary and may be terminated at any time. Churches may likewise cooperate with interdenominational fellowships on a voluntary, independent basis.

12. The Last Things

We believe in the personal and visible return of the Lord Jesus Christ to earth and the establishment of His kingdom. We believe in the resurrection of the body, the final judgment, the eternal felicity of the righteous, and the endless suffering of the wicked.