

800 Martinsburg Road  
Mount Vernon, OH 43050  
Phone: 740-392-6868

**APPLICATION FOR EMPLOYMENT**

Last Name		First Name		Middle or Maiden		Position Applying For	
Address				City		State	
				Zip		Home Telephone ( )	
						Business/Messag e Telephone ( )	
E-Mail Address:						Types of employment you will accept:	
Salary Expected \$		Upon hire, will you be able to provide proof of eligibility to work in the U.S. as specified in the Immigration Reform and Control Act of 1986: <input type="checkbox"/> Yes <input type="checkbox"/> No <i>Proof of citizenship or immigration status will be required upon employment.</i>				<input type="checkbox"/> Full-time <input type="checkbox"/> Part-time <input type="checkbox"/> Temporary <input type="checkbox"/> 12-Month <input type="checkbox"/> 9-Month	
Do you have any relatives or friends employed by MVNU: <input type="checkbox"/> No <input type="checkbox"/> Yes (If yes, list names)			Have you ever been employed at MVNU? <input type="checkbox"/> No <input type="checkbox"/> Yes (If yes, give dates)			Referral Source: <input type="checkbox"/> Advertisement <input type="checkbox"/> Friend <input type="checkbox"/> Relative <input type="checkbox"/> Walk-in <input type="checkbox"/> Other:	
Denominational Affiliation/Church Fellowship:							
<b>EDUCATION</b>							
Type of School	Name and Location of School/College			Major/Minor	Circle Last Year Completed	Diploma/Degree	Scholastic Average
High School					10 11 12		
College					1 2 3 4		
Business / Trade School					1 2 3 4		
Graduate School					1 2 3 4		
<b>EXPERIENCE</b>							
Professional licenses and certificates: (Give state, number, and expiration date)							
Specialized skills/experience: <input type="checkbox"/> Electrician <input type="checkbox"/> Plumber <input type="checkbox"/> Painter <input type="checkbox"/> Custodian <input type="checkbox"/> Carpenter <input type="checkbox"/> Groundskeeper <input type="checkbox"/> Accounting <input type="checkbox"/> Data Entry <input type="checkbox"/> Typing (___ WPM) <input type="checkbox"/> MS Word <input type="checkbox"/> MS Excel <input type="checkbox"/> MS Access <input type="checkbox"/> MS PowerPoint <input type="checkbox"/> HVAC <input type="checkbox"/> Other:							
Do you require any special accommodations: (1) For the interview? <input type="checkbox"/> No <input type="checkbox"/> Yes (2) To perform the duties of the job as you presently understand them? <input type="checkbox"/> No <input type="checkbox"/> Yes (If yes, please explain:)				Have you ever been convicted of an offense other than a minor traffic violation? <input type="checkbox"/> No <input type="checkbox"/> Yes <i>A conviction will not necessarily disqualify you for the job for which you have applied. List circumstances, places, and dates of all convictions.</i>			
Remarks or information that will help us determine your areas of interest (Please feel free to use additional page if more space is needed):							
<p>The University is an Equal Opportunity Employer and does not discriminate on the basis of race, color, age, sex, national origin, marital status, military service, and disability. We encourage members of under-represented groups to apply.</p>							

<b>EMPLOYMENT HISTORY</b> List present or most recent experience first, including U.S. Armed Forces experience and periods of unemployment. Use an additional sheet if necessary. <b>A resume may be attached, BUT THE APPLICATION MUST BE COMPLETED IN FULL</b>				
Dates (Month/Year)		Total number yrs/months	Company Name & Address:	Position Title & Description of Duties:
From	To			
Salary		No. Hrs./Week	Telephone No. ( )	May we contact? ___ No ___ Yes
Start	End			
			Supervisor:	Reason for leaving?
Dates (Month/Year)		Total number yrs/months	Company Name & Address:	Position Title & Description of Duties:
From	To			
Salary		No. Hrs./Week	Telephone No. ( )	May we contact? ___ No ___ Yes
Start	End			
			Supervisor:	Reason for leaving?
Dates (Month/Year)		Total number yrs/months	Company Name & Address:	Position Title & Description of Duties:
From	To			
Salary		No. Hrs./Week	Telephone No. ( )	May we contact? ___ No ___ Yes
Start	End			
			Supervisor:	Reason for leaving?
<b>REFERENCES</b>				
Name and Title		Address		Phone Number
				( )
				( )
				( )
				( )

I certify that all information made in this application, including any attachments, is accurate and complete to the best of my knowledge. I give consent for all contacted persons to provide information concerning my application, and I release each such person from liability for providing information to Mount Vernon Nazarene University and its agents. Should any of the statements be subsequently proved inaccurate, I understand that Mount Vernon Nazarene University may cancel my employment. I understand that employment with Mount Vernon Nazarene University is contingent upon completion of a successful background investigation which includes, but is not limited to, social security verifications, criminal convictions, driving records, educational credentials, employment verification and credit checks for appropriate positions. I have read and understand the Beliefs and Lifestyle Guidelines of Mount Vernon Nazarene University printed on the back of this application. I understand that if I am hired by Mount Vernon Nazarene University I may terminate my employment at any time, with or without cause or notice, and the University may do the same.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

### **CAMPUS SAFETY REPORT**

Mount Vernon Nazarene University's annual security report includes statistics for the previous three years concerning reported crimes that occurred on campus; in certain off-campus buildings owned or controlled by Mount Vernon Nazarene University; and on public property within, or immediately adjacent to and accessible from the campus. The report also includes institutional policies concerning campus security, such as policies concerning alcohol and drug use, crime prevention, the reporting of crimes, sexual assault, and other matters. You can obtain a copy of this report by contacting the Office of Campus Safety or by accessing the following web site: <http://mvnu.edu/services/safety/annualcrimerept.asp>

## **PERSONAL BELIEF STATEMENT**

Please read the Church of the Nazarene Affiliation statement, the Mount Vernon Nazarene University Mission and Lifestyle Guidelines printed on the back of this application, and answer the following questions:

1. State how your Christian beliefs are compatible with those of Mount Vernon Nazarene University.
2. Do you agree with the mission and lifestyle guidelines of Mount Vernon Nazarene University?  
If not, please share with us what you feel would be difficult for you to adhere to on a daily basis.
3. Describe your volunteer activities (i.e. church involvement, volunteer activities, service organizations, community involvement) during the last 5 years.
4. Tell us about your personal relationship with Jesus Christ.
5. Please add any other comments.

## MVNU MISSION

**Mount Vernon Nazarene University exists to shape lives through educating the whole person and cultivating Christ-likeness for lifelong learning and service.**

### MISSION CONTEXT

Mount Vernon Nazarene University, established by the Church of the Nazarene, opened its doors in 1968 and serves the denomination's East Central Region. The University offers liberal arts, professional, and graduate education at its main campus in Mount Vernon, Ohio as well as at multiple regional campuses.

MVNU's educational philosophy and purpose are shaped by its Wesleyan-Arminian holiness theological roots, informed by the Bible, focused on Christ-likeness in every aspect of life, and defined by an emphasis on loving God with all of one's heart, mind, soul, and strength, as well as one's neighbor's as one's self. Students are nurtured and empowered through caring relationships with faculty, staff, and administrators; challenged to be a devoted disciple of Christ; drawn toward discovery of wisdom and truth in every discipline of study; prepared for leadership in various professions; equipped to be lifelong learners; and sent into the world to live out their faith by offering their hearts and lives in service to God and others.

The University is characterized by an engaging environment where diversity is celebrated and differences in ethnicity, denomination, gender, economic level, and stage of spiritual development are embraced. A spirit of worship unifies the academic, social, and spiritual life of the student body, and the community is shaped through shared commitments, values, and experiences that provide the context for transformation in Christ, individually and collectively. Excellence in vocational pursuits and in character development are viewed as an expression of faithful stewardship, and a lifestyle of compassion is demonstrated as the most effective witness to others of God's love. As students become graduates, the marks of Mount Vernon Nazarene University continue to identify them as devoted disciples, servant leaders, learning professionals, and loyal alumni.

### CHURCH AFFILIATION

Mount Vernon Nazarene University is a coeducational university of arts and sciences and is the official university of the East Central Educational region of the Church of the Nazarene. The Nazarene churches of Ohio, West Virginia, and Eastern Kentucky sponsor and contribute financial support to the university. As an educational institution, the University stands in the Wesleyan evangelical tradition, as summarized in the "**Articles of Faith**" and "**Agreed Statement of Belief**" in the Manual of the Church of the Nazarene. **The Articles of Faith** contains nineteen points of faith in The Triune God, Jesus Christ, The Holy Spirit, The Holy Scriptures, Original and Personal Sins, Atonement, Free Agency, Repentance, Justification, Regeneration and Adoption, Entire Sanctification, The Church, Baptism, The Lord's Supper, Divine Healing, Second Coming of Christ, and Resurrection, Judgment, and Destiny.

The **Agreed Statement of Belief** reads:

- Recognizing that the right and privilege of persons to church membership rest upon the fact of their being regenerate, we would require only such avowals of belief as are essential to Christian experience. We therefore, deem belief in the following brief statements to be sufficient. We believe:

- In one God – The Father, Son, and Holy Spirit.
- That the Old and New Testament Scriptures, given by plenary inspiration, contain all truth necessary to faith and Christian living.
- That man is born with a fallen nature, and is, therefore, inclined to evil, and that continually.
- That the finally impenitent are hopelessly and eternally lost.
- That the atonement through Jesus Christ is for the whole human race, and that whosoever repents and believes on the Lord Jesus Christ is justified and regenerated and saved from the dominion of sin.
- That believers are to be sanctified wholly, subsequent to regeneration, through faith in the Lord Jesus Christ.
- That the Holy Spirit bears witness to the new birth, and also to the entire sanctification of believers.
- *That our Lord will return, the dead will be raised, and the final judgment will take place.*

### OUR LIFESTYLE GUIDELINES

Our lifestyle guidelines reflect the "Articles of Faith" and "Agreed Statement of Belief" of the Church of the Nazarene and the Mission Statement of Mount Vernon Nazarene University. The premise of our lifestyle guidelines is to exemplify such personal, moral, and religious conduct as shall be above reproach. This lifestyle premise is for everyone working and living on campus: students, faculty, staff, and administration. This lifestyle premise is a rationale for desirable behavior and attitudes. To be in accord with the purposes and spirit of the University and with the doctrines and standards of the Church of the Nazarene, our lifestyle practices exclude: drinking alcoholic beverages, engaging in sexual acts with anyone other than your spouse, viewing pornographic and violent videos/movies, using illegal drugs, participating in gambling, or using tobacco in any form. The University also asks employees to follow dress code guidelines.

The University expects all employees to live by this lifestyle premise. We ask for an understanding of the need for lifestyle standards, a good spirit in keeping them, and cooperative efforts in improving them. As MVNU employees, we ask that you consider the larger picture that what we do and how we do it reflects on MVNU and affect other people as well as ourselves. Our desire is to glorify God in all our efforts.

If you cannot support these guidelines, we ask that you be honest with yourself and with the University and seek employment with another organization/company. If you do not pursue employment with the University, please accept our best wishes in your search for other employment.