

**The faculty and staff of Point University affirm a Statement of Faith and adhere to lifestyle expectations. Point University complies with applicable federal and state guidelines for nondiscrimination in employment.**

**Name** \_\_\_\_\_  
Last First Middle Social Security Number

**Present Address** \_\_\_\_\_  
Street Address  
\_\_\_\_\_  
City State Zip Code Telephone Number

**Permanent Address** \_\_\_\_\_  
Street Address  
\_\_\_\_\_  
City State Zip Code Telephone Number

**Email Address** \_\_\_\_\_

### Employment

Position for which you are applying: \_\_\_\_\_

How did you become aware of the position? Referred by: \_\_\_\_\_

Ad in: \_\_\_\_\_ Other: \_\_\_\_\_

Are you lawfully authorized to work in the U.S.? \_\_\_\_\_yes \_\_\_\_\_no

Work schedule preferred: \_\_\_\_\_full-time \_\_\_\_\_part-time \_\_\_\_\_temporary/on-call

If part-time, what days and hours would you prefer? \_\_\_\_\_

How many hours per week? \_\_\_\_\_

Have you applied here before? \_\_\_\_\_yes \_\_\_\_\_no

Have you worked here before? \_\_\_\_\_yes \_\_\_\_\_no

If you have worked or applied, when and in what department? \_\_\_\_\_

List friends and/or relatives working here: \_\_\_\_\_

When are you available? \_\_\_\_\_

To assist us in finding the proper position for you in our University, use the space below to summarize any additional information necessary to describe your full qualifications. (You may attach a separate resumé if you wish.) \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Educational Background**

School	Address	No. of Years Attended	Graduated	Major
			yes no	
			yes no	
			yes no	

(Beginning with high school)

Are you known to school or references by another name? \_\_\_\_\_  
(Maiden name or nickname)

**Prior Work History**  
(Past 10 years)

Dates From To	Name and Address of Employer	Rate of Pay Start/Finish	Supervisor's Name Title, Phone No.	Reasons for Leaving

Describe the work you did.

Dates From To	Name and Address of Employer	Rate of Pay Start/Finish	Supervisor's Name Title, Phone No.	Reasons for Leaving

Describe the work you did.

Dates From To	Name and Address of Employer	Rate of Pay Start/Finish	Supervisor's Name Title, Phone No.	Reasons for Leaving

Describe the work you did.

May we contact the employers listed above? \_\_\_ yes \_\_\_ no

If not, indicate which one(s) you do not wish us to contact and why: \_\_\_\_\_

**Professional References**

Name	Complete Address	Telephone

State briefly your reasons for seeking employment at Point University. \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Have you accepted the Lord Jesus Christ as your Savior? \_\_\_\_\_ When? \_\_\_\_\_

\_\_\_\_\_

Are you currently attending a church? \_\_\_\_\_ Name of the church \_\_\_\_\_

Denomination \_\_\_\_\_ Location \_\_\_\_\_

Pastor's name and address \_\_\_\_\_

Please share the details regarding your conversion. \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

*Please carefully read the following sections titled “What We Believe” and “What We Expect.” Point University seeks employees who fully subscribe to evangelical theology as expressed in the University’s statement of faith and who fully affirm the moral vision and accept the lifestyle obligations in our expectations.*

## **WHAT WE BELIEVE**

- We believe in the one God, Creator of heaven and earth, who eternally exists in three persons: Father, Son and Holy Spirit.
- We believe that God the Son assumed human nature, was born of a virgin, ministered in word and miracle, died for our sin, was raised bodily from the dead, ascended to God’s right hand where he presently reigns.
- We believe that the Holy Spirit indwells every Christian and is presently at work in the Christian community, empowering lives of godliness and service.
- We believe that the Holy Bible is inspired by God, trustworthy in its teaching, and the final authority for all matters of faith and practice.
- We believe that all of humanity, due to sin, is destined for death, corruption, and separation from God apart from the redemptive work of Jesus Christ.
- We believe that Jesus Christ established his church to be one holy people, to glorify God, and to carry out his saving mission among all nations.
- We believe in God’s saving grace that calls for faith, repentance, confession, baptism, and new life and service through the Spirit.
- We believe in the blessed hope of the second coming of Jesus Christ, who will raise the dead and judge all with justice and mercy, and in the consummation of the Kingdom of God.

## **WHAT WE EXPECT**

Point University believes that God sees a clear correlation between what we believe and how we behave. To say that more directly, we believe that what we believe must have expression in our behavior, both in on-campus and off-campus settings.

As a Christian university, we are a community of believers who take seriously the Christian gospel and its implications for personal conduct. While there is no one model of Christian behavior that Point University insists upon for its employees, we do insist that Point University employees affirm our Statement of Faith and that each employee makes every effort to live in a way that is consistent with the affirmation that the Bible is inspired by God and trustworthy in its teachings.

The guiding document that describes this ideal for students is *A Covenant for a Christian Community*. Some of that document is directed specifically toward student behavior, but major portions of it are applicable to faculty and staff as well. A crucial aspect of serving in the role of faculty or staff at a Christian university is the importance of being a role model for the students who come to Point for their education and for spiritual formation. To that end, it is crucial that all faculty and staff understand that an important aspect of their employment at Point University is modeling the same Christian behavior we expect from our students.

Among specific issues for which we believe it is important for employees to address are: engagement in the life of a local church; respect for the historic position of Point University on sexual conduct and marriage; respect for issues like the use of alcohol, tobacco, and illegal drugs; respect for individuals, either colleagues or students; a personal commitment to spiritual growth; and a willingness to be positive representatives of Point University, both on-campus and off-campus. With the exploding importance of social media sites, Point University employees should exercise discernment in posting information about themselves and the University on these sites. Specific descriptions of these issues, and others like them, can be found in *A Covenant for a Christian Community*.

Point University recognizes that within the boundaries of the Christian faith, not all believers will see every issue that arises in life in the same terms. However, Point University has a heritage of Christian belief and Christian behavior that is important to the life of this University. Employment at Point University should be understood as a privilege, not a right. With the privilege comes the responsibility of being willing to live up to the heritage of this institution.

This heritage includes understanding that every human is created in the image of God, and as such, should be treated with righteousness and justice. This heritage includes the understanding that in the trustworthy words of Scripture, God has disclosed how He thinks and behaves as a model for how we are to think and behave. While no employee will perfectly match the behavior and thinking of God, our expectations are that every employee is seeking to model his or her life after that which Scripture reveals.

Behavior that reflects pride, hypocrisy, dishonesty, self-righteousness, the absence of compassion, and legalism are not appropriate behaviors for employees of Point University. Sexual immorality, from the use of pornography to homosexual behavior, unfaithfulness in marriage to making inappropriate sexually related comments to others, and any other form of sexual misconduct, are not appropriate behaviors for employees of this University. Uncontrolled emotions like jealousy, anger, and discord are not appropriate behaviors at Point University. An unwillingness to recognize that different people can bring important gifts to the life and ministry of this University is unacceptable behavior.

Point University is home to many young adults in the formative stage of life where decisions are being made that have implications that will last a life time. In this kind of community, Point University expects every employee to take seriously the importance of being an appropriate role model for all students. Crucial to effective role modeling is the support of the University and its understanding of Christian faith and Christian behavior. The support of the University's position on important issues likely means that every employee will, at times, need to set aside personal preferences on some issues in support of the University's position. Every employee's willingness to do that reflects his or her acceptance of the responsibilities that accompany the privilege of working at Point University.

At the heart of the mission of Point University is the preparation of students for leadership and service in every aspect of life, all over the world. Point University seeks to be a kingdom outpost focused on preparing kingdom people to do kingdom things. Employees of the University must understand and accept the responsibilities that ideal suggests as a crucial aspect of their employment.

**By my signature below I affirm:**

- That all of the information contained in this application is factually correct and honestly presented. *Inaccurate information may lead to your dismissal.*
- I authorize Point University to perform a background check and I submit to a pre-employment drug screening.
- That I have carefully read What We Believe at Point University and that I understand its affirmations, and that these affirmations express my own convictions. *Please explain any questions, reservations or disagreements in an attached statement.*
- That I have carefully read What We Expect at Point University, and that it expresses my own Christian convictions, aspirations and commitments, and that if I am employed by Point University, I will gladly join in fulfilling its responsibilities. *Please explain any questions, reservations or disagreements in an attached statement.*

Print full name \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

*Employment is subject to applicant submitting to drug screening and background check.*

# DISCLOSURE AND AUTHORIZATION FOR EMPLOYER TO ACCESS CONSUMER REPORTS

www.point.edu

## **AUTHORIZATION**

I hereby authorize, without reservation, the obtaining of “consumer reports” or “investigative consumer” reports by Point University at any time after receipt of this authorization and throughout my employment or volunteer service, if applicable. I further authorize and request, without reservation, any present or former employer, school, police department, state or federal agency, financial institution, division of motor vehicles, consumer reporting agencies, or other persons or agencies having knowledge about me to furnish SecureSearch or Point University with any and all background information in their possession regarding me, so that my employment qualifications may be evaluated and/or reassessed. I also agree that a fax or photocopy of this authorization with my signature should have the same authority as the original.

**By signing below, I certify: (1) that I have read and fully understand this disclosure and authorization; (2) that all of the information I am providing is true, complete, correct and accurate; and (3) that I have received the attached Summary of Your Rights under the Fair Credit Reporting Act (15 U.S.C. §1681 et seq.).**

*The following is information required in order for **Point University** to obtain a complete consumer report:*

FULL LEGAL NAME (First, Full Middle Name, Last Name)	
SOCIAL SECURITY NUMBER	DATE OF BIRTH*
STREET ADDRESS	
CITY, STATE, ZIP CODE	
DRIVER'S LICENSE NUMBER	ISSUING STATE
OTHER OR FORMER NAMES (AKA, Maiden Names, Married Names, Surnames, Etc.)	
_____	_____
<b>CONSUMER'S SIGNATURE</b>	<b>DATE</b>

\* This information will be used for background screening purposes only.

Please list all Counties and States you have lived in since the age of 18.

County	State	Name Used in County	Date From	Date To
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

## **DISCLOSURE**

In connection with your application for employment or volunteer service with: Point University (including any independent contract for services) or when deciding whether to modify or continue your ongoing employment or (if hired) or service, Point University may obtain a “consumer report” and/or an “investigative consumer report” on you from **SecureSearch**, a consumer reporting agency, or from any third party, in strict compliance with both state and federal law. A consumer report is a communication of information by a consumer reporting agency bearing on your credit worthiness, credit standing, credit capacity, character, general reputation, personal characteristics, or mode of living which is used or expected to be used for purposes of serving as a factor in establishing your current and/or continuing eligibility for employment purposes. An investigative consumer report is a report obtained through personal interviews with individuals who may have knowledge of your character, general reputation, personal characteristics, or mode of living. The consumer reports or investigative consumer reports may contain information regarding your credit history(if applicable to position), criminal records, driving history records, education records, previous employment history, social security traces, military records, professional licensure records, drug testing, government records, and other types of background information. You further understand that these reports may contain information concerning the reasons for termination of past employment. You are hereby notified that you have the right to make a timely request for the nature and scope of any investigative consumer report. You are further notified that, prior to being denied employment based in whole or in part on information obtained in the consumer report, you will be provided a copy of the report, the name, address and telephone number of the consumer reporting agency and a description in writing of your rights under the Fair Credit Reporting Act. Inquiries to **SecureSearch** should be directed to **SecureSearch; Consumer Disputes; 558 Castle Pines Pkwy. #B4-137, Castle Rock, CO 80108. 1 (866) 891 – 1954.**

**MAINE AND NEW YORK APPLICANTS OR EMPLOYEES ONLY:** *You have the right to inspect and receive a copy of your investigate consumer report requested by [EMPLOYER NAME] by contacting the consumer reporting agency identified directly above.*

**NEW YORK APPLICANTS OR EMPLOYEES ONLY:** *By signing below, you acknowledge receipt of Article 23-A of the New York Correction Law.*

**MINNESOTA AND OKLAHOMA APPLICANTS OR EMPLOYEES ONLY:** *Please check this box if you would like to receive a copy of a consumer if one is obtained by the Company.*

**CALIFORNIA APPLICANTS OR EMPLOYEES ONLY:** *By signing below, you also acknowledge receipt of the NOTICE REGARDING BACKGROUND INVESTIGATION PURSUANT TO CALIFORNIA LAW. Please check this box if you would like to receive a copy of an investigative consumer report or consumer credit report at no charge if one is obtained by the Company whenever you have a right to receive such a copy under California law.*

### **NOTICE REGARDING BACKGROUND INVESTIGATION PURSUANT TO CALIFORNIA LAW**

Point University (the “Company”) intends to obtain information about you for employment purposes from an investigative consumer reporting agency or consumer credit reporting agency. Thus, you can expect to be the subject of “investigative consumer reports” and “consumer credit reports” obtained for employment purposes. Such reports may include information about your character, general reputation, personal characteristics and mode of living. With respect to any investigative consumer report from an investigative consumer reporting agency (“ICRA”), the Company may investigate the information contained in your employment application and other background information about you, including but not limited to obtaining a criminal record report, verifying references, work history, your social security number, your educational achievements, licensure, and certifications, your driving record, and other information about you, and interviewing people who are knowledgeable about you. The results of this report may be used as a factor in making employment decisions. The source of any investigative consumer report (as that term is defined under California law) will be **SecureSearch; Consumer Disputes; 558 Castle Pines Pkwy. #B4-137, Castle Rock, CO 80108. (866) 891 – 1954.** The source of any credit report will be **SecureSearch or ClearStar Logistics; Consumer Disputes; 558 Castle Pines Pkwy. #B4-137, Castle Rock, CO 80108. (866) 891 – 1954.**

The Company agrees to provide you with a copy of an investigative consumer report when required to do so under California law. Under California Civil Code section 1786.22, you are entitled to find out from an ICRA what is in the ICRA’s file on you with proper identification, as follows: In person, by visual inspection of your file during normal business hours and on reasonable notice. You also may request a copy of the information in person. The ICRA may not charge you more than the actual copying costs for providing you with a copy of your file. A summary of all information contained in the ICRA’s file on you that is required to be provided by the California Civil Code will be provided to you via telephone, if you have made a written request, with proper identification, for telephone disclosure, and the toll charge, if any, for the telephone call is prepaid by or charged directly to you.

*By requesting a copy be sent to a specified addressee by certified mail. ICRAs complying with requests for certified mailings shall not be liable for disclosures to third parties caused by mishandling of mail after such mailings leave the ICRAs.*

*“Proper Identification” includes documents such as a valid driver’s license, social security account number, military identification card, and credit cards. Only if you cannot identify yourself with such information may the ICRA require additional information concerning your employment and personal or family history in order to verify your identity.*

*The ICRA will provide trained personnel to explain any information furnished to you and will provide a written explanation of any coded information contained in files maintained on you. This written explanation will be provided whenever a file is provided to you for visual inspection.*

*You may be accompanied by one other person of your choosing, who must furnish reasonable identification. An ICRA may require you to furnish a written statement granting permission to the ICRA to discuss your file in such person’s presence.*

**The following are my responses to questions about my criminal record history (if any) with descriptions to any question with a YES answer:**

Name: \_\_\_\_\_

1. Have you ever been convicted or plead guilty before a court of any federal, state, or municipal criminal offense? (Excluding minor traffic violations) Yes  No

If Yes, please explain:

2. Have you ever received deferred adjudication or similar disposition for any federal, state or municipal criminal offense?

Yes  No  If Yes, please explain:

3. Have you ever received probation or community supervision for any federal, state or municipal criminal offense?

Yes  No  If Yes, please explain:

4. Have you ever been convicted of any criminal offense in a country outside the jurisdiction of the United States?

Yes  No  If Yes, please explain:

5. As of the date of this authorization, do you have any pending criminal charges against you?

Yes  No  If Yes, please explain:

6. Have you ever served in the US Military? Yes  No

7. If you answered YES to the above question, did you receive a DD214?

Yes  No  If Yes, can you present the document?: Yes  No

8. If you answered YES to the above question 6, did you receive an honorable discharge?

Yes  No  If No, please explain:

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**Consumer signature**

**Date**