



CALVARY BIBLE COLLEGE & THEOLOGICAL SEMINARY

15800 Calvary Road, Kansas City, MO 64147
 Phone: (816) 322-0110 Fax: (816) 3331-4474

STAFF EMPLOYMENT APPLICATION

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

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 _____ | | | Social Security # |
| | 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.

| | | |
|---|---|---|
| EMPLOYMENT HISTORY | 1 | |
| | 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 | |
| | 2 | |
| | 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 | |
| | 3 | |
| | 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 | |
| | 4 | |
| | 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 | 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: | |

SIGNATURE

- 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 Bible College & Theological Seminary is at-will and can be terminated at any time and for any reason with or without advance notice by myself or Calvary.
- I understand and agree that Calvary Bible College and Theological Seminary may make a full and complete investigation of my personal or employment history, and authorize any former employer, person, firm, corporation, school, government agency, or other entity to provide Calvary with any information (including fact or opinion) they may have regarding me. In consideration of Calvary's review of this application, I release Calvary Bible College and Theological Seminary and all providers of any information from any liability which may arise as a result of furnishing and receiving this information. I understand and agree any employment offer or continued employment shall be conditional on the receipt of satisfactory references as determined by Calvary. If employed by Calvary, I further authorize Calvary to provide truthful information (including fact or opinion) regarding my employment to any potential or future employer and release and waive any claims against Calvary for truthfully communicating any such information to a potential or future employer.
- I agree that Calvary may inquire into and consider any criminal conviction record that I may have after it makes a conditional offer of employment. Calvary may withdraw a conditional employment offer if I have a criminal conviction record which bears a rational relationship to the duties and responsibilities of the position for which I am applying.

Signature

Date

A completed application includes:

- *Completed and signed 4-page application form*
- *Testimony on a separate piece of paper*
- *Signed Doctrinal Affirmation page*
- *Signed Drug-Free Workplace page*



CALVARY BIBLE COLLEGE & THEOLOGICAL SEMINARY

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

STATEMENT OF FAITH

The Scriptures

We believe the Holy Scriptures of the Old and New Testaments to be the verbally and plerarily 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 Peter 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 man 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; 2 Cor. 3:9-18; 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 (Deut. 6:4; 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 man (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 mankind (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. 1:17); and that it is attested by His literal, physical resurrection from the dead (Matt. 28:6; 1 Peter 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 illumines believers' hearts and minds as they study the Holy Scriptures (Rom. 12:2; 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, Christ-like 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; Eph. 4:7). The Son of God sovereignty 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 spiritual gift(s) for the common good to the building up of the body of Christ (Eph. 4:7-12).

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; Psa. 148:2; 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 man, 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).

Man

We believe that man came into being by direct creation of God and that man is made in the image and likeness of God (Gen. 1:26-27).

Sin

We believe that the human race sinned in Adam (Rom. 5:12), that sin is universal in man (Rom. 3:23), and that it is exceedingly heinous to God.

We believe that man inherited a sinful nature, that he became alienated from God, that he became totally depraved, and that of himself, he is utterly unable to remedy his lost estate (Eph. 2:1-5, 12). We believe that all men are guilty and in a lost condition apart from Christ (Rom. 2:1).

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 man. "Christ died for us" (Rom. 5:8-9) and "bore our sins in His own body on the tree" (1 Peter 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 Cor. 4:8; 1 Peter 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 Tim. 1:12; 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, he is set apart to God. This is positional sanctification and refers to his standing. He then undergoes a process whereby the Holy Spirit quickens his affections, desires, and attitudes, enabling him to respond in faith to live a life of victory over sin. This is progressive sanctification and refers to his state (2 Cor. 3:18; 7:1; Gal. 5:16-25; Eph. 4:22-29; 5:25-27; Col. 3:10). Some day his standing and his state will be brought into perfect accord. This is prospective, or ultimate, sanctification (1 Thess. 5:23; 1 John 3:2).

The 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 (1 Cor. 12:12-14; 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; 28:32; 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 Peter 5:1-4).

We believe in the ordinances of believer's 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 and 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; 1 Cor. 11:23-29).

Things to Come

We believe in that "blessed hope" (Titus 2:13), the personal, imminent, pre-tribulational, and pre-millennial 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 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 men—the saints to everlasting joy and bliss and 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).

CONVICTIONS

Solidly Biblical

The Bible is the heart and core of every educational program at Calvary. Theologically, Calvary can be described as biblical, fundamental, pre-millennial, and dispensational. Each year, every

faculty member and trustee must affirm his wholehearted acceptance of the Bible as the inerrant, verbally inspired Word of God.

Separated

It is Calvary's desire to be separated unto God from worldliness, whether in personal actions, attitudes and thought, or in ecclesiastical programs and associations. Calvary's position is one of being loyal to the biblical doctrine of ecclesiastical separation so that it has no embarrassing ties which might keep it from exposing apostasy, heresy, or sin. This is evidenced in its historical stand against the ecumenical teachings and practices of our day.

Evangelism and Missions

We believe that the "Great Commission" defines the primary mission of the Church. Calvary seeks to incorporate the spirit of evangelism and discipleship into the whole school family, whether in the classroom, in chapel, or in extracurricular activities and projects

A Friend of Bible-Believing Churches

Calvary stands with all who love Christ and preach His Word. The attitude throughout the school is nonsectarian. We are unreservedly loyal to all Bible-believing churches faithful to Christ and the Bible. Calvary maintains a good relationship with denominational churches and individuals which uncompromisingly hold the fundamentals of the faith.

Non charismatic

Calvary does not foster, teach, or provide a hospitable atmosphere for the "tongues" movement. If one of tongues persuasion desires to enter Calvary as a student and is willing to study with an open mind, he is welcome. However, he is definitely prohibited from practicing or propagating his belief concerning the tongues doctrine and is carefully helped to understand Calvary's position on this important issue. Calvary's position is clear.

The tongues' movement is not a part of our ministry, nor is it beneficial or necessary to our Christian life. It is neither sought nor encouraged. We are non-charismatic. Furthermore, each entering student should realize that Calvary will graduate only those who are in true agreement with its doctrinal position.

Nurturing Character and Truth

We are persuaded that the Scriptures teach that what we are is as important as what we know. Ephesians 4:15 clearly state that we are to speak the truth (doctrine) in love (Christ-like character). This is the reason we put much effort in developing Christ like character and a servant's heart while communicating God's Word. In all matters we endeavor to display the "excellent spirit" of the prophet Daniel (Dan. 6:3). This man of God refused to compromise and yet constantly displayed an attitude, which endeared him to his superiors. He was neither

vindictive nor self-righteous and by his dedicated life made a profound impact upon the kings of Babylon and Persia.

EXPANDED STATEMENT REGARDING RELIGIOUS FREEDOM AND HUMAN SEXUALITY

The biblical and philosophical goal of Calvary Bible College and Calvary Theological Seminary is to develop students into mature, Christlike individuals. Of necessity, this involves Calvary's understanding and belief of what qualities or characteristics exemplify a Christlike life (Rom. 8:29; 2 Cor. 3:18).

1. We believe the Bible to be the inspired, authoritative Word of God. Therefore, everything we say and do must be under the guidance and authority of the Scriptures. Our integrity depends on consistent application of our commonly understood biblical truths (2 Timothy 3:16-17; Ps. 19:7-11; 2 Pet. 1:20-21).

2. We uphold the sanctity of marriage as a God-ordained, special union between a man and a woman, where sexual relations are both honored and affirmed by God (Gen. 1:27-28, 2:24-25). The Bible teaches that all sexual unions outside of marriage, as thus defined, are sinful (Heb. 13:4). When dealing with sexual sins, we have no alternative but to follow the teachings of Scripture, as we understand them, and consistently apply those teachings to both heterosexual and homosexual situations (Prov. 6:29; Eph. 4:17-24).

3. We understand the Bible to teach that we must oppose sexual sin while demonstrating compassion for those who fall victim to it, distinguishing between the value and identity of each person as an individual, and the behavioral choices which some individuals may make (Gal. 5:19-25; 1 Cor. 7:1-3). We understand the Bible to differentiate between recognition of personhood and rejection of those actions which it defines as immoral, while simultaneously extending forgiveness and healing to all who respond in believing faith to its universal offer of God's grace (John 8:3-11; Luke 15:10).

All students are expected to exhibit the Christlike qualities taught by Scripture and to refrain from activities or behavior that is contrary to those teachings. Therefore, Calvary retains the right to refuse enrollment to or to expel any student who engages in sexual immorality, including any student who professes to be homosexual/bisexual or who is a practicing homosexual/bisexual, as well as any student who condones, supports, or otherwise promotes such practices (Lev. 18:22; Rom. 1:24-32; 1 Cor. 6:9-20; 1 Tim. 1:9-11).

Note: Please read Calvary's Statement of Faith & Convictions and keep this copy for your files. Sign the Doctrinal Affirmation if you agree with the above statements. Turn this in with your application for employment.



CALVARY BIBLE COLLEGE & THEOLOGICAL SEMINARY

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 Bible College and Theological Seminary which is set forth in the Bylaws and College 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 Bible College & Theological Seminary 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 Bible College or Calvary Theological Seminary, 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