

Application for Employment

Northwest University - Human Resources

PO Box 579

Kirkland, WA 98083-0695

Email: hr@northwestu.edu Phone: 425.889.5749

A complete application package includes (1) a cover letter, (2) a fully completed application, (3) a signed Certification and Agreement, and (4) a resume.

Incomplete applications packages may not be considered.

Interested parties may request accommodations to participate in the application process.

Name _____ Date _____

Address _____
Street City State/Province Postal Code/ZIP

Home Phone _____ Work/Other Phone _____ Email _____

Position Applied For _____ Job Posting # _____

Position is: ☐ Full Time ☐ Part Time What is your minimum salary/wage requirement? _____

How did you learn about this position? _____

1. Education/Training

Please list all colleges, universities, business, trade, or other schools (or high schools, if no higher education) attended – most recent first.

School Name	Location (City/ST)	Area of Study	Degree Received

Please indicate the last full year of school completed:

High School	☐ 9	☐ 10	☐ 11	☐ 12
College/Trade School	☐ 1	☐ 2	☐ 3	☐ 4
Graduate/Professional	☐ 1	☐ 2	☐ 3	☐ 4

Skills/Experience: ☐ Keyboarding ☐ Internet ☐ Word ☐ Excel ☐ Access ☐ PowerPoint ☐ 10-Key
☐ Supervision ☐ Data Entry ☐ Other (list) _____

Please provide additional information about other relevant skills, qualifications, experience, licenses/certifications, professional memberships, hobbies, civic or trade activities, etc. that enhance your ability to do this job.

2. Work History

Most recent first; include military and volunteer experience; attach additional pages as necessary.

Employer _____
 Address _____
 Position _____ From _____ To _____ Hours per week _____
Mo/Yr Mo/Yr
 Supervisor _____ Phone Number _____
 Reason for Leaving _____ May we contact this employer now? ☐ Yes ☐ No
 Summary of Job Duties _____

Employer _____
 Address _____
 Position _____ From _____ To _____ Hours per week _____
Mo/Yr Mo/Yr
 Supervisor _____ Phone Number _____
 Reason for Leaving _____ May we contact this employer now? ☐ Yes ☐ No
 Summary of Job Duties _____

Employer _____
 Address _____
 Position _____ From _____ To _____ Hours per week _____
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 Supervisor _____ Phone Number _____
 Reason for Leaving _____ May we contact this employer now? ☐ Yes ☐ No
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Employer _____
 Address _____
 Position _____ From _____ To _____ Hours per week _____
Mo/Yr Mo/Yr
 Supervisor _____ Phone Number _____
 Reason for Leaving _____ May we contact this employer now? ☐ Yes ☐ No
 Summary of Job Duties _____

Additional Work References - At least three (3) whom we may contact, excluding relatives (may include peers, subordinates)

Name	Relationship to applicant	Phone	Email

3. Other Information

- Have you used any other name(s) while working with the employers or attending the schools listed above?
☐ Yes ☐ No If yes, what name(s) did you use and where? (this information will be used for reference checking purposes only)

- Have you worked for Northwest University before? ☐ Yes ☐ No
- Are you a student or alumni of Northwest University? ☐ Yes ☐ No
- Are you delinquent in paying any debt owed to Northwest University? ☐ Yes ☐ No
- Are you authorized to work in the United States? ☐ Yes ☐ No
- Have you ever been dismissed or discharged from a job, or have you left employment in order to avoid discipline or discharge? ☐ Yes ☐ No If yes, please explain:

- Have you ever perpetrated violence in the workplace? ☐ Yes ☐ No If yes, please explain in detail:

- Specify any hours, shifts, or days you cannot or will not work?

- Based on your review of the job description, are you able to perform the essential functions of this job with or without reasonable accommodations? ☐ Yes ☐ No
- Please declare anything that will interfere with your ability to perform, on a regular basis, the duties of the job for which you are applying?

- What church do you attend and how are you involved?

- Please read the Statement of Faith, Statement of Principles, and Community Affirmation statement (accompanying this application). Do you agree with them? ☐ Yes ☐ No ☐ Yes, but with the following reservations:

- Please provide a statement of your personal faith and testimony.

Statement of Faith

- We believe the Bible is the inspired and only infallible and authoritative written Word of God.
- We believe there is one God, eternally existent in three persons: God the Father, God the Son, and God the Holy Spirit.
- We believe in the deity of our Lord Jesus Christ, His virgin birth, His sinless life, in His miracles, in His vicarious and atoning death, in His bodily resurrection, in His ascension to the right hand of the Father, in His personal future return to this earth in power and glory to rule a thousand years.
- We believe in the blessed hope-the rapture of the Church at Christ's coming.
- We believe the only means of being cleansed from sin is through repentance and faith in the precious blood of Christ.
- We believe regeneration by the Holy Spirit is absolutely essential for personal salvation.
- We believe in water baptism by immersion.
- We believe the redemptive work of Christ on the cross provides healing in the human body in answer to believing prayer.
- We believe the baptism in the Holy Spirit, according to Acts 2:4, is given to believers who ask for it.
- We believe in the sanctifying power of the Holy Spirit by whose indwelling the Christian is enabled to live a holy life.
- We believe in the resurrection of both, the saved and the lost, the one to everlasting life and the other to everlasting damnation.

Statement of Principles

God's Good Design for Human Sexuality

In an age in which secular society is increasingly confused about sexual identity and sexual purity, Northwest University (NU) strives to be clear and consistent with employees and volunteers about expectations regarding the highest standards of Biblical purity in interpersonal relationships. With a clear understanding of sexual identity and consistent practice of sexual purity by our employees and volunteers, NU can be an effective agent of the healing power of Jesus Christ to the victims of sexual sin in our world.

In keeping with Northwest University's mission and its commitment to evangelical Christianity, the University expects all members of our community to follow the teachings of scripture. We believe God's design for the gift of sexuality is that it is to be exercised and enjoyed (Song of Songs; Hebrews 13:4) only within the covenant relationship of marriage between one man and one woman (Genesis 2:24). This view of sexuality and marriage is rooted in the Genesis account of creation (Genesis 1-2), is affirmed by Jesus (Matthew 19:3-6; Mark 10:2-9) and is maintained consistently throughout scripture (Ephesians 5:21-33).

Sexual relations of any kind outside these confines of marriage are inconsistent with the teaching of scripture, as understood by Christian churches throughout history. This prohibition applies to marital infidelity, sexual relationships between unmarried men and women, and homosexual practice. Therefore, as a matter of moral and faith witness, Northwest University expects all members of our community to avoid such conduct themselves and refrain from encouraging it in others (Ephesians 5:3-7). We believe God calls the unmarried to live pure and celibate lives, refraining from sexual intimacy. Sexual celibacy is a worthy state for Christian men and women (1 Corinthians 7:1-7), as pleasing to God as fidelity in marriage.

Marriage

We believe God's intention is that those who enter marriage shall seek, in mutual love and respect, to live in Christian fidelity as long as both shall live. In upholding the biblical teaching and God's ideal for life-long, monogamous marriage between one man and one woman (Genesis 1:27; Genesis 2:24; Song of Songs; Ephesians 5:21-33; 1 Timothy 3:2; Titus 1:5-6; Hebrews 13:4), Northwest University seeks to employ people with a strong commitment to the sanctity of marriage. However, we recognize that the Bible makes provision for divorce and remarriage for victims of adultery and abandonment (which can take many forms including abuse).

Homosexuality

Northwest University's policy on homosexual behavior is grounded in scriptural declarations about the same (Leviticus 18:22, Romans 1:24-27, 1 Corinthians 6:9-11, 1 Timothy 1:10, Jude :7, among others). The consistency of these passages in their rejection of homosexual practice, along with the complete absence of any text or example referring to God's blessing upon homosexual activity or relationships, has been unwaveringly interpreted and applied by the historical church from its earliest teachers as a proscription of homosexual practice. As a Christian university, NU adheres to this same standard. At the same time, NU believes that the very passages referenced above also describe all human beings as broken and offer the hope of redemption, including redemption from sexual sin.

Due to the complexity of issues related to same-sex behavior, same-sex attraction, and sexual orientation, we are committed to engaging this conversation with courage, humility, prayerfulness and care. NU considers all Christians to be engaged in a pilgrimage toward personal holiness, a pilgrimage that will involve struggles and will require the help and understanding of other Christians to achieve. Consequently, our aim in dealing with this issue is to offer safety that promotes openness. We pledge to extend compassion and care, communicating personal acceptance while providing accountability and assistance supporting NU faculty, staff, and volunteers in their desire to live consistently with Christian teaching (Galatians 6:1-3). Consistent with this standard, all members of the NU Community are expected to treat one another with respect and Christ-like compassion. Insults, slurs and other forms of derogatory speech have no place in a Christian community. Overall, NU's approach to same-sex attraction and behavior strives for a holiness that reflects the compassion of Christ even as it provides redemptive accountability.

Gender Identity

We believe that all humans, male and female, are created in the image of God (Genesis 1:27) and that God loves each one of us. We recognize that gender identity is formed through complicated biological and social processes. We strive to be a caring and supportive community for those struggling with gender identity issues. At the same time, because NU's employees and volunteers serve as role models to students (James 3:1), we expect them to exhibit a stable and mature gender identity for the duration of their employment (1 Corinthians 14:33); we do not approve of changing or attempting to change one's sex while a person is employed at NU.

The Redemptive Hope of the Gospel

Northwest University strongly affirms the liberating power of the Christian gospel. All sinful people may be freed from former wrong patterns of life, including sexual sin (1 Corinthians 6:11). Like all other sins, sexual sin can be fully forgiven through repentance and faith in Christ's atoning work.

As agents of Christ, we aim to offer compassion and care to anyone in our community who is struggling with sexual sin while also providing accountability and assistance in living consistently with Christian teaching. We recognize the difference between a person's attractions or internal struggles and a person's behaviors. As NU strives to be a learning community of grace, love, and truth, we hold our employees and volunteers to the highest standards of Christ-like conduct. For that reason and because of the serious consequences sexual sin can have on the ministry of NU, we reserve the right to dismiss any persons who do not conform their conduct to these community standards.

Community Affirmation

Northwest seeks to relate biblical Christianity to every area of life, both on and off campus: to academic disciplines, to co- and extra-curricular activities, in the residence halls, in the local community, and in one's personal life. It assumes that all members of the **Northwest** community desire meaningful involvement in the process of Christian higher education as they seek to express their faith in the context of an Assemblies of God University. Faculty and staff members commit themselves to be facilitators and learners in this educational endeavor. Students, by enrolling, join with them in accepting the responsibilities of membership in this community.

Since **Northwest** holds that the Scripture is the infallible rule for faith and conduct, the Bible will always be the authority in all matters pertaining to personal and corporate behavior. The University believes that its statements of faith and principles regarding behavior, as stated in the catalog, find their basis in the Bible. This affirmation attempts to provide a means to understanding the nature of this community of believing learners and to encourage a sincere commitment to it.

We affirm the Lordship of Christ over all of life and thought; our responsibility to love God with all our being and neighbor as ourselves; our obligation to seek righteousness, to practice justice in all situations, and to express mercy to all; our need to exercise Christian freedom responsibly and lovingly and our dependence on the empowering of the Holy Spirit if we are to faithfully fulfill what God requires.

We affirm the biblical description of attitudes and behavior unfitting for a Christian: "The acts of the sinful nature are obvious: sexual immorality, impurity and debauchery, idolatry and witchcraft, hatred, discord, jealousy, fits of rage, selfish ambition, dissensions, factions and envy, drunkenness, orgies, and the like" (Gal. 5:19-21a, NIV). Through the help of the Holy Spirit we strive to allow none of these to be part of our behavior. We affirm also the biblical description of attitudes and behavior fitting for a Christian: "But the fruit of the Spirit is love, joy, peace, patience, kindness, goodness, faithfulness, gentleness, and self-control" (Gal. 5:22-23a, NIV). We seek to maintain a vital relationship with the Spirit so that such attitudes and behavior will be evident among us. We seek to follow Christ's example of unselfish love in our actions, attitudes, and relationships.

We strive to maintain stewardship of body, mind, time, abilities, and resources. We strive to integrate corporate worship, personal faith, and intellectual growth. Attendance of the University chapel services and faithful attendance and support of a local church are integral parts of that process.

Northwest recognizes that not all believers share the same standards in matters of behavior the Bible does not specifically address. As members of this community, however, we also recognize the importance of respecting the values and goals of the University and will, therefore, seek to conduct ourselves in a manner that will bring only credit to the gospel and to **Northwest**. Since we are also part of the larger society, and in order to "let our light shine out" we will strive to maintain good community relations in respect to governing authorities, social activities, and business dealings.

This affirmation provides a positive and constructive framework to aid one's personal development and for ongoing relationships with all other members of this community. We join with each other as we seek to live out this affirmation in a spirit of unity and openness, of helpfulness and caring.

Applicant's Certification and Agreement

Including release, defense, indemnification and hold harmless obligations by applicant

I certify that the facts set forth in the Application for Employment set forth above are true and complete to the best of my knowledge. I understand that any false, incomplete, or misrepresented oral or written statement of any kind contained in my application materials or made in the course of any related employment process, whether made by me or by others at my request, may result in my disqualification (or termination following employment).

I certify that I am not engaged in any outside activity or business that could be considered in conflict with Northwest University's interests, nor will I become engaged in such activity or business if employed.

If I am employed, I agree to be bound by the Constitution, Articles of Incorporation and By-laws of Northwest University, the University's policies, Statement of Faith, Community Affirmation statement, and Statement of Principles, and to refrain from any unscriptural conduct in my life. I understand and agree that the spiritual objectives of the University must be reflected in the lives of its employees.

I understand that if I am delinquent in paying my Student-Accounts-related debt to the University it may result in my disqualification (or termination following employment).

I understand and agree that no offer or promise of employment has been made. I understand and agree that if I am employed, my employment at Northwest University is "at will", which means that either the University or I can terminate the employment relationship at any time, with or without prior notice, and for any reason not prohibited by law. I understand and agree that all employment is continued on that basis. I understand that no representative of the University, other than the President, has any authority to enter into any agreement for employment for any specific period of time or to make any agreement contrary to the foregoing.

I understand and agree that any offer of employment that may be made to me is contingent upon satisfactory reference information, the presentation of documents that prove my identity and eligibility for employment in this country, and upon satisfactory completion of any background inquiry, medical examination, or drug, strength, or other test deemed appropriate by the University and not prohibited by law.

I understand and agree that Northwest University may thoroughly investigate my work and personal history (including a criminal background check) and may verify all data given on this application, on related papers, in interviews, or otherwise.

I authorize the University to request criminal background checks on me before or after any offer of employment. If information is obtained as a result of a criminal history check and if required by law, I will be notified within thirty days of Northwest University receiving the results and the results will be made available to me for examination, should I request it. Information obtained regarding my criminal history will be used solely for the purpose of making employment decisions.

I authorize the University to request my driving record (if I may operate a commercial vehicle on behalf of Northwest University) before or after any offer of employment. Information obtained regarding my driving record will be used solely for the purpose of making employment decisions.

I authorize Northwest University to contact any person or entity to obtain information about me, including the employers, organizations, supervisors, governmental agencies and references that I list in my application and others identified by the University. Without limiting the foregoing, I understand and agree that this release allows the Department of Social and Health Services, including Child Protective Services, to release information concerning me.

I hereby request, consent to, and authorize any current or former employer, person, firm, corporation, organization, education or vocational institution, or government agency to provide Northwest University with information they have regarding me, including the release of information concerning my job performance, job qualifications, personal and work history, dates of employment, job titles, reasons for leaving, salary, and opinions about me. The released information may be in the form of a letter of reference, in the form of a response to an evaluation form prepared by the University, in the form of a telephone interview or other interviews initiated by the University, or any other means deemed appropriate by the University. I understand that the information released may include facts and/or opinions that are unfavorable to me and/or with which I may disagree.

I hereby expressly waive any and all rights I may have of access to any letter of reference, to any response to an evaluation form, to anything discussed in a telephone conversation, or information otherwise obtained by the University, including any right to inspect and review, any right to have a copy made for my use, and any right to request an amendment of or correction to any released information.

I hereby release and agree to defend, indemnify and hold harmless Northwest University and its past, present and future directors, owners, officers, employees, volunteers, agents, and insurers from any and all liabilities arising from or in any way related to requesting or receiving information about me. I also release and agree to defend, indemnify and hold harmless any person or organization (whether listed in my application or not) and its respective directors, owners, officers, employees, volunteers and agents who provide information or references about me to Northwest University from and against any and all liability arising from or in any way related to their disclosure of any information or opinions about me.

I authorize the University, in its efforts to process my application and to check my background and contact references, to provide a copy of this Applicant's Certification and Agreement to any person or entity, and authorize Northwest University and other parties to treat a facsimile copy of this Certification and Agreement as if it were the signed original.

I hereby acknowledge that I have read, understand, and willingly sign and agree to this document.

This statement contains a release of claims and an obligation to defend, indemnify and hold harmless Northwest University and others. Please read it carefully.

Applicant's Signature _____ Date _____ Job Posting # _____

This **signed Certification and Agreement must be a part of the application package.**

Notice of Nondiscrimination Policy

Northwest University does not discriminate on the basis of race, color, national origin, age, sex, disability, or genetic information in its admissions policies. Further, it is the policy of the University not to discriminate on the basis of race, color, national origin, age, sex, disability, or genetic information in the administration of its educational programs, including employment, scholarship and loan programs, and athletic and other college-administered programs and activities. As a religious educational organization, the University reserves the right to prefer employees and prospective employees on the basis of religion, and also reserves its right to prefer students and prospective students on the basis of religion. At this time, only traditional undergraduate students are required to comply with the University's faith requirements.

If you have any questions regarding this policy, please contact any of the following persons:

Director of Human Resources
Northwest University, P. O. Box 579
Kirkland, WA 98083-0579 425.889.5749

Dean of Student Development
Northwest University, P. O. Box 579
Kirkland, WA 98083-0579 425.889.5234

Office of the Provost
Northwest University, P. O. Box 579
Kirkland, WA 98083-0579 425.889.5237

If you believe you may have been discriminated against in violation of this policy, please immediately contact one of the individuals designated above or refer to the University's Discrimination Grievance Procedures ("Grievance Procedures"). Copies of the Grievance Procedures may be obtained from the above designated individuals or the Office of Human Resources.