

BLUE MOUNTAIN CHRISTIAN UNIVERSITY

Policy 3.01: Initial Appointment of Employees

Faculty Employment Application

Form 3.01.01F

I. PERSONAL INFORMATION

Last Name | First Name | Middle Name

Address | City | State | Zip Code

Home/Cell Phone

E-mail

Are you 18 years of age or older? ____ Yes ____ No

Social Security Number

If hired, can you provide written evidence that you are authorized to work in the United States? ____ Yes ____ No

II. EDUCATION

High School: _____
Name and Location Year Graduated

College(s):
1st Undergraduate Degree: _____
Name and Location Year Completed

Course of Study Degree Conferred

2nd Undergraduate Degree: _____
Name and Location Year Completed

Course of Study Degree Conferred

1st Graduate Degree: _____
Name and Location Year Completed

Course of Study Degree Conferred

2nd Graduate Degree: _____
Name and Location Year Completed

Course of Study Degree Conferred

Additional Degree/Study: _____
Name and Location Year Completed

Course of Study Degree Conferred

1st Graduate Degree: _____
Name and Location Year Completed

Course of Study Degree Conferred

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III. EMPLOYMENT RECORD

1.	_____	_____
	Company Name/Address	Dates of Employment
	_____	_____
	Type of Work	Reason for Leaving (Brief Explanation)
2.	_____	_____
	Company Name/Address	Dates of Employment
	_____	_____
	Type of Work	Reason for Leaving (Brief Explanation)
3.	_____	_____
	Company Name/Address	Dates of Employment
	_____	_____
	Type of Work	Reason for Leaving (Brief Explanation)
4.	_____	_____
	Company Name/Address	Dates of Employment
	_____	_____
	Type of Work	Reason for Leaving (Brief Explanation)

IV. MILITARY SERVICE

Branch of Service: _____ from _____ to _____

Rank / Type of Service _____

Training / Experience Received _____

V. NARRATIVE *(Please note: Your application will not be considered without this narrative.)*

We at Blue Mountain Christian University are interested in the selection of faculty who are all Christian men and women, experts in their chosen field of study and who fully affirm, without qualification, the University's purpose and its Statement of Faith (<https://www.bmc.edu/bmcu-statement-of-faith>).

On a separate sheet, please discuss your salvation experience, your Christian commitment, your view of the essential nature and mission of Christian higher education, your understanding of the relationship of your discipline to Christian higher education, and how your Christian beliefs relate to your work as a teacher and scholar.

VI. REFERENCES

Provide two references who can attest to your work and character. Do not include relatives.

Reference 1

Name _____

Occupation _____ Years Known _____

Address / City / State / Zip Code _____

Phone Number _____ Cell Phone _____

Reference 2

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Name _____

Occupation _____ Years Known _____

Address / City / State / Zip Code _____

Phone Number _____ Cell Phone _____

VII. FURTHER EMPLOYMENT INFORMATION

Position desired _____ Expected salary _____

How were you referred to Blue Mountain Christian University? _____

Do you have any relatives currently employed by BMCU? ☐ Yes ☐ No

If yes, please specify _____

If there is any information we would need about your name, or use of another name, for us to be able to check your work record, please specify here. _____

Please list below any additional information that relates to your ability to perform the job for which you have applied such as licenses, or special certifications, professional memberships, hobbies, etc.

VIII. APPLICANT'S STATEMENT OF UNDERSTANDING

I understand that this application is not a contract of employment. I understand that federal law prohibits the employment of unauthorized aliens; all persons hired must submit satisfactory proof of employment authorization and identity; failure to submit such proof will result in denial of employment.

I understand this application will be active for a period of one year; after that time, if I wish to be considered for employment, I must submit a new application.

I understand that the employer will thoroughly investigate my work and personal history and verify all data given on this application, on related papers, and in interviews. I authorize all individuals, schools, and firms named therein, except my current employer if so noted, to provide any information requested about me, and I release them from all liability for damage in providing this information.

I certify that all the statements herein are true and understand that any falsification or willful omission shall be sufficient cause for dismissal or refusal of employment.

I fully affirm the University's purpose and its Statement of Faith (<https://www.bmc.edu/bmcu-statement-of-faith>).

Applicant Signature _____ Date _____

NON-DISCRIMINATION STATEMENT

Blue Mountain Christian University does not discriminate on the basis of sex, race, color, age, national origin, or ethnic group in the education programs and activities which it operates according to the Civil Rights Act of 1964, and Title IX of the Education Amendment of 1972, Public Law 92-318. Nor does the University discriminate against qualified handicapped persons, according to the requirements of Section 504 of the Rehabilitation Act of 1973, Public Law 93-112. This policy extends to both employment and admission to the University. Under Title VII of the Civil Rights Act of 1964 "religious organizations" and "religious educational institutions" are exempt from religious discrimination provisions. Blue Mountain Christian University is both a "religious organization" and a "religious educational institution."