



APPLICATION FOR EMPLOYMENT

Columbia International University (CIU) is an Equal Opportunity Employer. Discrimination on the basis of race, color, sex, national origin, age or disability is prohibited. Because CIU is a religious institution, it exercises those rights afforded to religious institutions which allow the use of religious qualifications and tenets in personnel actions.

NOTE TO APPLICANTS

Columbia International University (CIU) is a Christian Ministry dedicated to theological training and to propagating biblical Christianity. We are committed to providing a Christian educational environment conducive to helping God's people grow in spiritual maturity, Bible knowledge and ministry skills. Because of the nature of our Ministry, we will consider for employment only those who:

- have acknowledged they are spiritually lost, received Christ as their Savior, and have made a personal commitment to follow Him;
- are active participants in a local Protestant church;
- unreservedly agree with our doctrinal standard (see page 5); and
- comply with our lifestyle policies (see page 5).

You will be asked to complete a supplemental form if you are applying for a faculty position. A supplementary form is also required for positions that are security sensitive, require working with minors, or involve public trust (e.g., school teachers, nursery workers, coaches, health service workers, security officers, student personnel deans, house parents, custodial/maintenance workers).

If you meet the preliminary qualifications above and desire to be considered for employment, please complete all the questions in this form and return it to the human resources office with a copy of your resume (if you have one).

(PLEASE PRINT PLAINLY)

Date of application _____

Name _____
Last First Middle

Address _____
Street City State Zip

Home phone (____) _____ Work phone (____) _____

E-mail address _____ Cell phone (____) _____

Marital status: Single Engaged Married Separated* Widowed Divorced*

Have you or your spouse ever been separated or divorced? Yes No

**Because of the special nature of our ministry, we require further clarification in the areas of separation and/or divorce. If you or your spouse have ever been separated or divorced, please request and complete the supplemental form on this subject. The form requests the information needed to evaluate cases on an individual basis.*

Position(s) for which you are applying _____

How did you learn of this opening? _____

Which type of work do you desire? Full time Part time Temporary

When could you start? _____ Expected earnings _____

If not a U.S. citizen, are you authorized to work in the U.S. on an unrestricted basis? Yes No

Have you ever applied or been employed here before? Yes No If yes, give date(s) _____

Relatives employed by this Ministry (name/relationship/department) _____

Have you ever been convicted by a court of any offense? Yes No If yes, please explain _____

Conviction of a crime does not automatically bar you from employment. All circumstances will be reviewed, including the nature of the offense, when it was committed, and its relevance to the position for which you are applying.

EDUCATION AND TRAINING

SCHOOL	NAME AND LOCATION OF SCHOOL	COURSE OF STUDY	DEGREE/DIPLOMA EARNED
High School			
College/ University			
College/ University			
Graduate/ Professional			
Graduate/ Professional			
Other Training			

SPECIAL SKILLS, QUALIFICATIONS AND ACTIVITIES

Describe specialized training, apprenticeships, skills _____

Professional certificates, licenses _____

What was your strongest subject in high school? _____ In college? _____

Please check any of the following skills and experience that you have:

Typing/word processing Words per minute? _____ Name(s) of software used _____

Other computer programming and software experience (please list) _____

Please list any special honors, achievements, professional and community activities and offices _____

Have you served in the U.S. armed forces? Yes No If yes, what branch? _____

Dates of active duty: From _____ To _____ Highest rank achieved _____

Occupational specialty _____

PERSONAL REFERENCES

Please do not give previous employers or relatives as personal references, but do give your pastor or a church official who knows you.

_____	_____	_____	_____
Name	Address	Phone	Title/Relationship
_____	_____	_____	_____
Name	Address	Phone	Title/Relationship
_____	_____	_____	_____
Name	Address	Phone	Title/Relationship
_____	_____	_____	_____
Name	Address	Phone	Title/Relationship

EMPLOYMENT HISTORY

Please begin with your present or most recent employment.

Company name	Telephone ()	
Address	From (month/year)	To (month/year)
Name of supervisor	Starting salary	Ending salary
State your job title and describe work	Reason for leaving	
Company name	Telephone ()	
Address	From (month/year)	To (month/year)
Name of supervisor	Starting salary	Ending salary
State your job title and describe work	Reason for leaving	
Company name	Telephone ()	
Address	From (month/year)	To (month/year)
Name of supervisor	Starting salary	Ending salary
State your job title and describe work	Reason for leaving	
Company name	Telephone ()	
Address	From (month/year)	To (month/year)
Name of supervisor	Starting salary	Ending salary
State your job title and describe work	Reason for leaving	
Company name	Telephone ()	
Address	From (month/year)	To (month/year)
Name of supervisor	Starting salary	Ending salary
State your job title and describe work	Reason for leaving	
Company name	Telephone ()	
Address	From (month/year)	To (month/year)
Name of supervisor	Starting salary	Ending salary
State your job title and describe work	Reason for leaving	

Please indicate any employer(s) you do not wish us to contact and state reason _____

CHRISTIAN LIFE

Have you accepted Jesus Christ as your Lord and Savior? Yes No Uncertain

If yes, when? _____ On what do you base your claim of salvation? _____

Name and address of your church _____

Pastor's name _____ Church denomination _____

Do you attend weekly? Yes No List any church/Christian work or ministry in which you have been involved _____

Do you personally subscribe without reservation to CIU's doctrinal standard (see page 5)? Yes No If no, please explain:

Are you willing to adhere to CIU's lifestyle policies (see page 5)? Yes No If no, please explain:

Please give a brief personal testimony, including the circumstances of your conversion.

Briefly describe your present practice concerning Bible study and prayer.

DOCTRINAL STANDARD

The teaching in Columbia International University is based on the great fundamentals of the Christian faith, all of which center in the person of Jesus Christ, our crucified, risen, and glorified Savior and Lord. The following, together with all the other Christian principles of doctrine and practice, including the affirmation of the full trustworthiness of Scripture, which in its original writing was verbally inspired and without error, shall be the basis of the faith and doctrine of Columbia International University:

1. The Bible is the inspired Word of God, the written record of His supernatural revelation of Himself to man, absolute in its authority, complete in its revelation, final in its content, and without any errors in its teachings.
2. All men in their natural state are lost, alienated from God, spiritually dead: "All have sinned, and fall short of the glory of God" (Rom. 3:23).
3. Salvation is only by grace, a free gift of God, through faith in the Lord Jesus, who died for our sins according to the Scriptures (I Cor. 15:3). Those who thus receive Christ by faith have their sins forgiven (Eph. 1:7), their hearts cleansed (Acts 15:9), are born of the Spirit, become children of God (Jn. 1:12,13) are made new creatures in Christ (II Cor. 5:17).
4. God is One God, Who reveals Himself in three Persons: Father, Son and Holy Spirit. Jesus Christ, as the Scriptures affirm, is the Son of God and Son of man, was born of a virgin, and is Himself very God. The Scriptures also declare the deity and personality of the Holy Spirit.
5. Our Lord Jesus rose from the dead in the same body that was laid to rest in the tomb (Jn. 20:25-27). The bodies of all believers who die will be raised from the dead, and they will receive an incorruptible body like unto His glorious body (I Cor. 15:53; Phil. 3:21). All other men shall be raised unto "the resurrection of judgment" (Jn. 5:28, 29).
6. Christians, born of the Spirit, are to live the new life in the present power of the Spirit. "If we live by the Spirit, by the Spirit let us also walk" (Gal. 5:16-25; Col. 2:6). The Christian's responsibility and his normal attitude of life is to yield himself to God (Rom. 6:13), trusting God to keep him.
7. Christian "living" includes Christian service, the winning of souls around us, and the preaching of the Gospel in the uttermost parts of the earth. In carrying on this work there is needed the supernatural power of the Holy Spirit which is granted to every believer as he yields and trusts (Acts 1:8; I Cor. 12:7; Eph. 3:20; Acts 5:32). And in all of this service, prayer is to have the central place (Jn. 14:12-14; Eph. 6:18-19).
8. Jesus Christ will come again to earth the second time (Heb. 9:28), personally (Acts 1:11; I Thess. 4:16), bodily (Acts 1:11, Col. 2:9), visibly (Matt. 26:64; Rev. 1:7). His coming will precede the age of universal peace and righteousness, foretold in the Scriptures (Matt. 24:29, 30, 42; II Thess. 2:7, 8; Rev. 20:1-6).

(Note: higher education faculty, Ben Lippen faculty who primarily teach Bible, and certain administrators must affirm the premillennial position stated in #8 above, i.e., "His coming will precede the age of universal peace and righteousness, foretold in the Scriptures." Other employees need not affirm the premillennial position but must not oppose or denigrate it.)

LIFESTYLE POLICIES

Because Columbia International University is an institution dedicated to providing a Christian educational environment and propagating biblical Christianity, we expect all our employees to conduct themselves according to the high moral, ethical and behavioral standards taught in Scripture. These standards prescribe Christ-like behavior such as loving one another, obeying God's word, submitting to those in authority and practicing self-control (Rom. 12:9-13:7, Gal. 5:26, Col. 3:12-17). These standards also identify unacceptable conduct. While all unacceptable conduct cannot be listed here, some of the most obvious examples include stealing, lying, cheating, accepting bribes, use of profanity, vulgarities and obscenities, adultery, sex outside of marriage, homosexuality, pornography, sexual harassment, sexual abuse of children, abuse of drugs and alcohol, occult involvement, and rebellion.

As part of our lifestyle policies we expect our employees to be faithful participants in a local Protestant church and to have a consistent practice of personal prayer and Bible reading. We also expect them to abstain from the use of alcoholic beverages, tobacco, and non-medically prescribed narcotics. Gambling and biblically inappropriate dancing are not permitted. Employees are restricted in their use of theater and cinema (including television and video) to that which does not violate biblical principles of purity and worthiness. Viewing movies rated X or NC-17 is not permitted. Viewing R-rated movies is limited. Regular attendance at CIU chapel programs is required.

APPLICANT'S CERTIFICATION AND AGREEMENT

Please carefully read the following statements before signing.

I understand and certify by my signature that:

- The facts I have given in this application are true and complete to the best of my knowledge.
- If I am employed, any false or misleading statement may result in dismissal.
- I am authorizing CIU to investigate any of the facts and contact any individuals, schools, organizations, employers or other references I have given in this application.
- I am authorizing a criminal records check and a driver's records check to be conducted on me if the position for which I am applying is security sensitive, requires working with minors, and/or involves public trust (see "Note to Applicants," page 1 for explanation). I am also authorizing the release of any information which pertains to any record of conviction in police files or any criminal file maintained on me whether state or local.
- I am authorizing any individuals, schools, organizations, law enforcement agencies, employers or other references to release the information requested by CIU for verifying the facts I have given about my background. I further release from any liability CIU for requesting the information and any person or organization for providing the information requested. I also waive any right I may have to inspect any information provided about me by any person or organization identified by me in this application.
- Employment at CIU is "at-will," which means that apart from those positions (faculty and administrative) that have a separate, individual written employment contract, I am employed for an indefinite period. Either CIU or I may end my employment at any time for any reason. I understand that no employee, supervisor or representative of CIU may alter this "at-will" employment relationship.
- CIU takes the position that it has the unrestricted right and permission to copyright and use, reuse, publish and republish all photographic portraits, pictures or video taken of an employee while employed by CIU. Any employee desiring an exception to this policy will have an opportunity upon employment to sign a statement restricting this right.
- If employed, I will abide by all of CIU's standards and regulations.

Applicant's name (please print) _____

Applicant's signature _____ Date _____

If you cannot sign the above certification and agreement, please explain:

In an envelope marked **CONFIDENTIAL**, please return your completed application with a resume (if you have one) to:

Human Resources Director
Columbia International University
P.O. Box 3122
Columbia, SC 29230-3122