



APPLICATION FOR EMPLOYMENT

Onground Online

Cornerstone University is an Equal Opportunity Employer. It is the policy of the University to afford equal employment opportunity regardless of race, color, national origin, gender, age, height, weight, disability, or handicap. Michigan law requires that a person with a disability or handicap requiring accommodation for employment must notify the employer in writing within 182 days after the need is known. Cornerstone University is a Michigan non-profit, religious institution and under Michigan law, being a religious institution, is exempt from certain statutory regulations concerning discrimination in its interviewing, hiring and employment practices.

PERSONAL DATA

NAME		DATE	
STREET ADDRESS		CITY	STATE ZIP
HOME PHONE		DAY PHONE (Between 8am-5pm EST)	
E-MAIL ADDRESS			
SOCIAL SECURITY NUMBER		CITIZENSHIP	

- Are you legally eligible for employment in the United States? Yes No
If hired, you are required to submit proof of your eligibility to work in the United States.
- Are you over the age of eighteen? Yes No
If no, hire is subject to verification that you are of minimum legal age.
- Have you ever been convicted of a felony (includes pled guilty or no contest) which has not been annulled, expunged or sealed by the court? (A 'yes' answer will not automatically disqualify you.)
Yes No If yes, please explain conviction: when, where, and disposition _____

- Have you ever been discharged from a position or received disciplinary action? Yes No
If yes, please explain _____
- Have you previously been employed by Cornerstone? Yes No
If yes, when: _____ Dept: _____ Under what name: _____
- Have you submitted an application to Cornerstone before? Yes No
If yes, when: _____ Dept: _____ Under what name: _____

EDUCATIONAL HISTORY *(undergraduate and graduate)*

	NAME AND ADDRESS OF COLLEGE/UNIVERSITY	COURSE OF STUDY	DEGREE	COMPLETED? Y/N
1.				
2.				
3.				
4.				

NON-TEACHING EMPLOYMENT HISTORY *List present and past employment, beginning with the most recent*

	EMPLOYER	TITLE/POSITION HELD	DATES (FROM-TO)
1.			
2.			
3.			
4.			

Briefly summarize your current position:

PROFESSIONAL ACTIVITIES

Please indicate any professional activities or organizations in which you are involved including any professional awards or recognition that you have received.

Please describe any educational or training opportunities in which you have been involved during the past year that have expanded your knowledge and/or skill in your academic discipline or teaching/training skills.

TEACHING EXPERIENCE *(List previous adult teaching opportunities you have had including training, workshops, traditional college.)*

SCHOOL/ORGANIZATION AND CITY/STATE	SUBJECTS TAUGHT	DATES (FROM-TO)
1.		
2.		
3.		
4.		

EDUCATIONAL PROFILE

How did you learn about our faculty opportunities at Cornerstone University?

Briefly describe your professional and academic areas of expertise that qualify you to teach in the Division of Professional and Graduate Studies at Cornerstone University.

Degree programs in the Division of Professional and Graduate Studies are accelerated and geared toward working professionals. Describe the positive influence you will have on the lives of these adult students.

Describe the characteristics of an adult learner. Based on your description, how would you address these characteristics through your teaching methods?

Students who enroll in the Division of Professional and Graduate Studies represent a diverse population comprised of academic, professional, and personal levels. What experience do you have that would assist you in effectively dealing with this population?

Please check (x) the correct response:

	Not confident	1	2	3	4	5	Totally confident
I am confident in using Microsoft Word to review papers and provide feedback.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
I am confident in using Microsoft PowerPoint to create and present teaching materials.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
I am confident in using Microsoft Excel to teach as part of my field (i.e., math, statistics, etc.).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	NA
How frequently do you use e-mail to communicate?	<input type="checkbox"/> Daily	<input type="checkbox"/> Weekly	<input type="checkbox"/> Monthly	<input type="checkbox"/> Rarely			

CHRISTIAN PROFILE

Are you a Christian? Yes No

Are you faithfully involved in a conservative and evangelical Biblical church? Yes No

Name and location of the Church _____

Group or association with which the church is affiliated _____

Have you been ordained, licensed, or commissioned? Yes No Date _____

If yes, name of ordaining church or agency: _____

The educational experience at Cornerstone University is firmly based on a Christian philosophy of education. This philosophy is derived from a faith commitment consistent with that expressed by the Bible and orthodox Christianity. One of the goals of faculty members at Cornerstone University is to integrate faith with learning when possible and appropriate in each academic discipline. Adjunct faculty members must have adequate training and understanding of the Christian faith to contribute toward that goal without promoting beliefs or opinions that are known to be at variance with the doctrinal positions of the University.

Cornerstone University faculty, staff and students must also have a lifestyle that is not in conflict with its mission and values and therefore, agree to abide by certain standards of conduct.

Do you understand the Cornerstone Confession, mission, and lifestyle requirements of Cornerstone?

Yes No Yes, with reservations Please explain reservations: _____

If employed, would you fully support the Confession, mission and lifestyle requirements? Yes No

Please describe how you became a Christian and describe your walk with the Lord at this time.

State why you are interested in becoming affiliated with a Christian university

How would you explain the purpose of Christian higher education?

Cornerstone's instructors/facilitators are expected to integrate scriptural truth with the concepts of the discipline they represent. How might you integrate scriptural truth into your discipline? How would students know you had done so?

How has salvation and acceptance of Jesus Christ as your Savior and Lord affected your life?

How might your personal faith in Jesus Christ be evident and applied to classroom activities?

List any personal ministry, church involvement or spiritual growth that has been important to you during the past year.

PROFESSIONAL AND PERSONAL REFERENCES

Please provide names, addresses and phone numbers for at least two persons who can serve as a reference for you to your professional work experience and one for your Christian background and character (current pastor or church leader preferred).

A. PROFESSIONAL REFERENCE

NAME		DAYTIME PHONE		
		()		
ADDRESS	CITY	STATE	ZIP	
RELATIONSHIP				

B. PROFESSIONAL REFERENCE

NAME		DAYTIME PHONE		
		()		
ADDRESS	CITY	STATE	ZIP	
RELATIONSHIP				

C. PERSONAL REFERENCE (Current pastor or church leader)

NAME		DAYTIME PHONE		
		()		
CHURCH		DENOMINATION		
ADDRESS	NAME	CITY	STATE	ZIP

List any current or past employees of Cornerstone University that you know personally:

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Cornerstone University faculty, staff and students must also have a lifestyle that is not in conflict with its mission and values and therefore, agree to abide by certain standards of conduct.

Do you understand the Cornerstone Confession, mission, and lifestyle requirements of Cornerstone?

Yes No Yes, with reservations Please explain reservations:

If employed, would you fully support the Confession, mission and lifestyle requirements? Yes No

Yes No I certify that all the information furnished on the Application is true, complete, and correct. I understand and agree that any falsification, misrepresentation or omission of fact either on this Application or during the pre-hire process will be reason for (1) my not being offered employment or (2) dismissal at any time from the service of the Institution if employed.

Yes No I understand and agree that my employment and compensation are for no definite period and, regardless of the time and the manner of payment of my wages and salary, are at-will and, therefore, may be terminated either by me and/or the Institution at any time with or without notice and with or without cause. I also understand and agree that the Institution has the right to unilaterally modify and/or terminate any policies, practices, procedures and standards it has adopted or implemented, to the extent not limited by law. I or the authority to enter into any agreement for employment for any specified period of time, or to make any representations or agreements contrary to the foregoing, unless that agreement is in writing and signed by the President or Executive Vice President of the Institution. I understand that any prior representations, promises, contracts, or statements made by or on behalf of the Institution are expressly superseded by the foregoing.

Yes No I hereby waive my right to written notice by my present and/or former employers whenever a disciplinary report, letter of reprimand, or other disciplinary action regarding me is divulged to you by present or former employers.

Yes No I understand that Cornerstone University requires a criminal background check as a condition of employment. I understand and agree that if considered a finalist for a position, I will be required to provide authorization to the University to perform the criminal background check.

Yes No The Immigration Reform and Control Act of 1986 states that employers must require all persons hired to submit documents to the employer showing their identity and their right to be lawfully employed in the United States. It also requires that the employee complete and sign a government form to this effect. If employed at the University, I understand that I will be required to submit proof of my eligibility to work within the United States.

Signature _____ Date _____

Please mail your application and resume/vita to:

Director of Academic Services
Cornerstone University - PGS
1001 E. Beltline NE
Grand Rapids, MI 49525

Should we decide to pursue your candidacy, official transcripts from the colleges/universities where you received your graduate degree will be required. Those applying to teach courses in the teacher education programs must also submit a photocopy of their undergraduate transcripts. These should be sent to the attention of the Assistant Director for Faculty Services at Cornerstone University - PGS, 1001 E Beltline Ave NE, Grand Rapids, MI 49525.

Official transcripts from your graduate colleges/universities must be received before your candidate file is complete.

STATEMENT OF LIFESTYLE COMMITMENT

Cornerstone University is committed to each student's development as a total person for the fulfillment of God's will, focusing not only upon the discovery and development of abilities and gifts, but also upon growth in spiritual maturity. The Cornerstone community consists of students, faculty, staff and administration. The privilege of belonging to this community includes adherence to certain rules of procedure and conduct, which are designed for the best interest of everyone involved. At Cornerstone University, some of these are based on clear biblical perspectives, some are drawn from biblical principles and others are part of the institutional distinctives that make us special. As a minimum requirement, each community member is obliged:

1. To be a good steward of time engaging in careful work, service to the community and active participation in a local church.
2. To exercise wise biblical discernment in all areas of life.
3. To avoid every form of immorality, including immoral sexual behavior, homosexuality, lying, stealing and cheating
4. To abstain from possession and use of illegal drugs.
5. To abstain from activities, which may cause personal spiritual harm or may show insensitivity regarding how one's behavior affects other members of the community. Some of these prohibited activities include gambling, possession and use of alcohol or tobacco.

Employees, by virtue of their employment, agree to live within the framework of the school's standards of conduct and the discernment policy. Failure to comply with such standards may result in disciplinary action and/or termination of employment.

Behavior, either on campus or away, which indicates that an employee has disregard for the spirit of the school standards, could result in disciplinary action.

THE CORNERSTONE CONFESSION

Cornerstone University affirms a core confession of convictions in common with the creeds of the early church, the confessions of the Reformation and all conservative Evangelical Christians.

1. We believe that the Bible is the Word of God, truth without error, clear and powerful in its message, sufficient for all our needs, and the final authority for faith and life.
2. We believe in the triune God – Father, Son and Holy Spirit – who is holy, loving, good, wise and almighty; who has created all things by His word out of nothing, who sustains, provides for and rules all things, who is our only Redeemer and who will judge all people.
3. We believe that God created men and women in His image and likeness for fellowship with Himself and to carry out the creation mandates; that Adam sinned and that by his disobedience the entire race was alienated from God, depraved and totally lost.
4. We believe in the Lord Jesus Christ who added full humanity to His perfect deity, obeyed God perfectly, died for our sins on the cross, rose again to defeat Satan, returned to heaven to pour out the Holy Spirit at Pentecost and to intercede for His people.
5. We believe that the triune God has provided a great salvation for those who repent of their sins and trust Christ and His finished work; that He calls regenerates, justifies, forgives, adopts, sanctifies, keeps and will glorify them.

6. We believe in the Holy Spirit who has been sent to complete and perfect in us all of the works that Jesus did for us. He convicts of sin, regenerates, sanctifies us, gifts us for ministry and assures us of our salvation.

7. We believe in the personal return of the Lord Jesus Christ, the bodily resurrection and final judgment of the just and the unjust, the everlasting blessedness of the saved and the everlasting, conscious punishment of the lost.

While many fellow Christians affirm the above truths, we affirm them from within the Baptist tradition as developed at the end of the twentieth century and as reflected in the following beliefs:

1. We believe that the church is a new people of God born at Pentecost, distinct from Israel, and manifest in local congregations of baptized believers who are committed to carry out the great commission.
2. We believe that Jesus gave two ordinances to the church, baptism of believers by immersion and the Lord's Supper.
3. We believe in the autonomy of the local congregation, the priesthood of all believers and in the leadership by elected pastors and deacons.
4. We believe in the continued expression of the spiritual gifts. The more demonstrative or "sign gifts" such as healing, raising the dead and speaking in tongues were essentially given for the authentication of the apostolic generation and are not normative for today.
5. We believe that Jesus Christ may return at any moment to deliver His people from the coming wrath, defeat the kingdom of Antichrist, and establish His millennial kingdom.
6. We believe that civil government is of divine appointment and that we are responsible to be good citizens. However, should civil government command us to violate God's Word, we must obey God rather than man.
7. We believe in the reality of Satan and his kingdom of darkness, and that our confrontation of Satan demands belief and trust in God and the effective use of Scripture and other resources God has made available to us.

We are an educational institution and would forfeit our mission if we attempted to be a local church or if we failed to interact with the contemporary world. Therefore,

1. We are committed to do this from a thoroughly biblical worldview in which "The fear of the Lord is the beginning of wisdom."
2. We are responsible to engage with the world of education, business, economics, politics, the sciences, the humanities, and everything else that is included in the contemporary world cultures.
3. We are responsible to prepare our students to have an effective influence in this wider world. To accomplish these goals it is often necessary for us to listen to and critique people and ideas that are influential in this world and yet may be significant disagreement with our convictions.
4. On this foundation, we desire to prepare students for a Christian life, ministry and service in the various cultures of the global community.