

## APPLICATION

800 Martinsburg Road  
 Mount Vernon, OH 43050  
 Phone: 740-392-6868  
 www.mvnu.edu

Last Name:		First Name:		Middle or Maiden:	Position Applying For:				
Address:			City:	State:	Zip:	Personal Phone: ( )	Business Phone (optional): ( )		
E-Mail Address:					Referral Source: <input type="checkbox"/> Advertisement <input type="checkbox"/> Walk-in <input type="checkbox"/> MVNU Employee (list their name):  <input type="checkbox"/> Relative <input type="checkbox"/> Friend <input type="checkbox"/> Other:				
Salary Expected: \$	Upon hire, will you be able to provide proof of eligibility to work in the U.S. as specified in the Immigration Reform and Control Act of 1986: <input type="checkbox"/> Yes <input type="checkbox"/> No <i>Proof of citizenship or immigration status will be required upon employment.</i>								
Do you have any relatives or friends employed by MVNU: <input type="checkbox"/> No <input type="checkbox"/> Yes (If yes, list names)			Have you ever been employed at MVNU? <input type="checkbox"/> No <input type="checkbox"/> Yes (If yes, give dates)						
Denominational Affiliation/Church Fellowship:									
<b>EDUCATION</b>									
Type of School	Name and Location of School/College	Major/Minor	Last Year Completed				Diploma/Degree	Scholastic Average	
			1	2	3	4			
High School									
College									
Business / Trade School									
Graduate School									
<b>EXPERIENCE</b>									
Professional licenses and certificates: (Give state, number, and expiration date)									
Specialized skills/experience: <input type="checkbox"/> Electrician <input type="checkbox"/> Plumber <input type="checkbox"/> Painter <input type="checkbox"/> Custodian <input type="checkbox"/> Carpenter <input type="checkbox"/> Groundskeeper <input type="checkbox"/> Accounting <input type="checkbox"/> Data Entry <input type="checkbox"/> Typing ( ___ WPM) <input type="checkbox"/> MS Word <input type="checkbox"/> MS Excel <input type="checkbox"/> MS Access <input type="checkbox"/> MS PowerPoint <input type="checkbox"/> HVAC <input type="checkbox"/> Other:									
Do you require a reasonable accommodation to participate in the interview process? <input type="checkbox"/> Yes <input type="checkbox"/> No				Have you ever been convicted of an offense other than a minor traffic violation? <input type="checkbox"/> No <input type="checkbox"/> Yes <i>A conviction will not necessarily disqualify you for the job for which you have applied. List circumstances, places, and dates of all convictions.</i>					
Are you able to perform the essential functions of the position as you presently understand them with or without an accommodation? <input type="checkbox"/> Yes <input type="checkbox"/> No.									

Remarks or information that will help us determine your areas of interest (Please feel free to use additional page if more space is needed):

**The University is an Equal Opportunity Employer and does not discriminate on the basis of race, color, age, sex, national origin, marital status, military service, and disability. We encourage members of under-represented groups to apply.**

<b>EMPLOYMENT HISTORY</b> List present or most recent experience first, including U.S. Armed Forces experience and periods of unemployment. Use an additional sheet if necessary. <b>A resume may be attached, BUT THE APPLICATION MUST BE COMPLETED IN FULL</b>				
Dates (Month/Year)		Total number yrs/months	Company Name & Address:	Position Title & Description of Duties:
From	To			
Salary		No. Hrs./Week		
Start	End		Telephone No. ( )	May we contact? ___ No ___ Yes
			Supervisor:	Reason for leaving?
Dates (Month/Year)		Total number yrs/months	Company Name & Address:	Position Title & Description of Duties:
From	To			
Salary		No. Hrs./Week		
Start	End		Telephone No. ( )	May we contact? ___ No ___ Yes
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From	To			
Salary		No. Hrs./Week		
Start	End		Telephone No. ( )	May we contact? ___ No ___ Yes
			Supervisor:	Reason for leaving?
<b>REFERENCES</b>				
Name and Title		Email Address	Phone Number	
			( )	
			( )	
			( )	
			( )	

I certify that all information made in this application, including any attachments, is accurate and complete to the best of my knowledge. I give consent for all contacted persons to provide information concerning my application, and I release each such person from liability for providing information to Mount Vernon Nazarene University and its agents. Should any of the statements be subsequently proved inaccurate, I understand that Mount Vernon Nazarene University may cancel my employment. I understand that employment with Mount Vernon Nazarene University is contingent upon completion of a successful background investigation which includes, but is not limited to, social security verifications, criminal convictions, driving records, educational credentials, employment verification and credit checks for appropriate positions. I have read and understand the Beliefs and Lifestyle Guidelines of Mount Vernon Nazarene University printed on the back of this application. I understand that if I am hired by Mount Vernon Nazarene University I may terminate my employment at any time, with or without cause or notice, and the University may do the same.

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Applicant Signature

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Date

## **CAMPUS SAFETY REPORT**

Mount Vernon Nazarene University's annual security report includes statistics for the previous three years concerning reported crimes that occurred on campus; in certain off-campus buildings owned or controlled by Mount Vernon Nazarene University; and on public property within, or immediately adjacent to and accessible from the campus. The report also includes institutional policies concerning campus security, such as policies concerning alcohol and drug use, crime prevention, the reporting of crimes, sexual assault, and other matters. You can obtain a copy of this report by contacting the Office of Campus Safety or by accessing the following web site: <http://mvnu.edu/services/safety/annualcrimerept.asp>

## **PERSONAL BELIEF STATEMENT**

Please read the Church of the Nazarene Affiliation statement, the Mount Vernon Nazarene University Mission and Lifestyle Guidelines printed on the back of this application, and answer the following questions:

1. State how your Christian beliefs are compatible with those of Mount Vernon Nazarene University.
2. Do you agree with the mission and lifestyle guidelines of Mount Vernon Nazarene University?  
If not, please share with us what you feel would be difficult for you to adhere to on a daily basis.
3. Describe your volunteer activities (i.e. church involvement, volunteer activities, service organizations, community involvement) during the last 5 years.
4. Tell us about your personal relationship with Jesus Christ.
5. Please add any other comments.

## MVNU MISSION

**Mount Vernon Nazarene University exists to shape lives through educating the whole person and cultivating Christ-likeness for lifelong learning and service.**

## MISSION CONTEXT

Mount Vernon Nazarene University, established by the Church of the Nazarene, opened its doors in 1968 and serves the denomination's East Central Region. The University offers liberal arts, professional, and graduate education at its main campus in Mount Vernon, Ohio as well as at multiple regional campuses.

MVNU's educational philosophy and purpose are shaped by its Wesleyan-Arminian holiness theological roots, informed by the Bible, focused on Christ-likeness in every aspect of life, and defined by an emphasis on loving God with all of one's heart, mind, soul, and strength, as well as one's neighbor's as one's self. Students are nurtured and empowered through caring relationships with faculty, staff, and administrators; challenged to be a devoted disciple of Christ; drawn toward discovery of wisdom and truth in every discipline of study; prepared for leadership in various professions; equipped to be lifelong learners; and sent into the world to live out their faith by offering their hearts and lives in service to God and others.

The University is characterized by an engaging environment where diversity is celebrated and differences in ethnicity, denomination, gender, economic level, and stage of spiritual development are embraced. A spirit of worship unifies the academic, social, and spiritual life of the student body, and the community is shaped through shared commitments, values, and experiences that provide the context for transformation in Christ, individually and collectively. Excellence in vocational pursuits and in character development are viewed as an expression of faithful stewardship, and a lifestyle of compassion is demonstrated as the most effective witness to others of God's love. As students become graduates, the marks of Mount Vernon Nazarene University continue to identify them as devoted disciples, servant leaders, learning professionals, and loyal alumni.

## CHURCH AFFILIATION

Mount Vernon Nazarene University is a coeducational university of arts and sciences and is the official university of the East Central Educational region of the Church of the Nazarene. The Nazarene churches of Ohio, West Virginia, and Eastern Kentucky sponsor and contribute financial support to the university. As an educational institution, the University stands in the Wesleyan evangelical tradition, as summarized in the "**Articles of Faith**" and "**Agreed Statement of Belief**" in the Manual of the Church of the Nazarene. **The Articles of Faith** contains nineteen points of faith in The Triune God, Jesus Christ, The Holy Spirit, The Holy Scriptures, Original and Personal Sins, Atonement, Free Agency, Repentance, Justification, Regeneration and Adoption, Entire Sanctification, The Church, Baptism, The Lord's Supper, Divine Healing, Second Coming of Christ, and Resurrection, Judgment, and Destiny.

The **Agreed Statement of Belief** reads:

- Recognizing that the right and privilege of persons to church membership rest upon the fact of their being regenerate, we would require only such avowals of belief as are essential to Christian experience. We therefore, deem belief in the following brief statements to be sufficient. We believe:

- In one God – The Father, Son, and Holy Spirit.
- That the Old and New Testament Scriptures, given by plenary inspiration, contain all truth necessary to faith and Christian living.
- That man is born with a fallen nature, and is, therefore, inclined to evil, and that continually.
- That the finally impenitent are hopelessly and eternally lost.
- That the atonement through Jesus Christ is for the whole human race, and that whosoever repents and believes on the Lord Jesus Christ is justified and regenerated and saved from the dominion of sin.
- That believers are to be sanctified wholly, subsequent to regeneration, through faith in the Lord Jesus Christ.
- That the Holy Spirit bears witness to the new birth, and also to the entire sanctification of believers.
- *That our Lord will return, the dead will be raised, and the final judgment will take place.*

## Lifestyle and Christian Covenant Commitment

Mount Vernon Nazarene University, a coeducational university of the arts and sciences, is the official university of the East Central Field in the USA/Canada Region of the Church of the Nazarene with sponsorship and support from congregations in Ohio, West Virginia, and eastern Kentucky. MVNU is a community joined together to further the Kingdom as a Christ-centered University committed to spiritual, personal, and academic growth. The MVNU community exists to shape lives through educating the whole person and cultivating Christlikeness for lifelong learning and service.

Working in the MVNU Community is a sacred calling and privilege. As such, the quality of our relationships and our commitment to the underpinnings and theological tenants of the Church of the Nazarene are essential to our community. We hold to the clear and consistent expectations of mutual accountability, serving one another with humility, grace, and kindness, caring for those who are struggling, protecting the vulnerable, and resolving problems in a spirit of restoration and reconciliation.

Our faith in Christ is central to who we are as employees and the way of Jesus, as revealed to us in Scripture, should be lived out in our personal, professional, and spiritual lives. As active members of this community, we emphasize the desire and need for all members to live in a way that reflects the character and Lordship of Christ. The following guidance exhibits our continuing commitment to integrate faith and service in a meaningful and significant manner.

As members of this Christian community, we agree to live as people of holy love, embodying the great commands to love God and our neighbor. In pursuing Christlike character, we will nurture those attributes identified as the fruit of the Spirit: love, joy, peace, patience, kindness, goodness,

faithfulness, gentleness, and self-control. Even as we embrace the fullness of love, we agree to set aside those things contrary to Christ's love, such as pride, jealousy, greed, lust, unrighteous anger, unforgiving spirits, discrimination, and prejudice.

A Christlike character, rooted and established in love, will also manifest itself in the way we choose to live. As members of the MVNU community, it is expected that we will actively participate in those things that form us into the image of Christ and reflect His kingdom to the world around us. Through our participation in the various means of grace, our commitment to a church body and its mission, our care of one another, and our generosity toward those in need, we bear witness to the Good News of God's kingdom. Recognizing the image of God in all people and life itself as a gift from God, we actively nurture, support, and protect life from conception to life's natural end. We also reject those behaviors that do not reflect our holy vocation as image bearers of God, such as lying, dishonesty, theft, gossip, slander, quarreling, returning evil for evil, sexual immorality (such as premarital, extramarital, or same-sex relations), and drunkenness.

Recognizing that we are to be faithful stewards of all that God has entrusted to us, including our bodies, our time, and our possessions, we expect members of the MVNU community to glorify God in all aspects of life. We believe the body is a temple of the Holy Spirit, a gift to be respected and cared for in a spirit of thanksgiving. Therefore, we do not take part in habits or practices known to be destructive to physical or mental well-being. This would include the avoidance of tobacco in any form, the consumption of alcoholic beverages, illegal drugs, or substances such as marijuana, hallucinogens, or other narcotics not prescribed by a medical professional. We also believe that the entertainments we consume are formative mentally and spiritually. As such, we seek to be selective in our entertainment and recreation choices. In pursuit of the holy life, we reject that which is pornographic, profane, or blasphemous, and those entertainments that glorify violence, evil, and values contrary to the way of Christ. As faithful stewards of what God has given us, we choose not to participate in betting, wagering, or gambling in any form. For the MVNU community, these restrictions are not to be seen as legalistic burdens, but boundaries set by love for God and neighbor in recognition of the harmful effects they manifest in both the individual life and society as a whole.

#### MVNU MISSION

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#### CHRISTIAN COMMUNITY

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#### AN EDUCATIONAL MISSION OF THE CHURCH OF THE NAZARENE

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- That our Lord will return, the dead will be raised, and the final judgment will take

MVNU is a place where committed Christians pursue maturity in their faith and witness, a community of people growing together in Christlike character and holy love. It is also an institution of the Church of the Nazarene, and as such, is committed to the Articles of Faith, Agreed Statement of Belief, Covenant of Christian Character, and the Covenant of Christian Conduct as found in the Manual of the Church of the Nazarene.