

# Malone University

A Christian University for the Arts, Sciences, and Professions  
Employment Application

| Personal Information  |                        |                                       |  |                    |        |       |
|---|------------------------|---------------------------------------|--|--------------------|--------|-------|
| Last  | First                  | MI                                    | Email                                      |                    |        |       |
| Street Address  | City                   | State                                 | Zip  | Home Phone         | Mobile |       |
| Are you entitled to work in the United States?  |                        | Are you 18 or older?                  | If yes, can you verify your date of birth? |                    |        |       |
| Have you been convicted of a felony or been incarcerated in connection with a felony in the past seven years? If yes, please explain:   |                        |                                       |  |                    |        |       |
| Have you ever been discharged or asked to resign from a position?   |                        | Military Service?                     |  | Are you a veteran? |        |       |
| What position are you applying for?   |                        | How did you hear about this position? |  |                    |        |       |
| Expected Hourly Rate or Annual Salary   |                        | Date Available                        |  |                    |        |       |
| Work Experience   |                        |                                       |  |                    |        |       |
|   | Current or Most Recent |                                       | Prior                                      |                    | Prior  |       |
| Employer  |                        |                                       |  |                    |        |       |
| Address   |                        |                                       |  |                    |        |       |
| City, ST, ZIP   |                        |                                       |  |                    |        |       |
| Telephone   |                        |                                       |  |                    |        |       |
| Name of Immediate Supervisor  |                        |                                       |  |                    |        |       |
| Dates of Employment   | From                   | To                                    | From                                       | To                 | From   | To    |
|   |                        |                                       |  |                    |        |       |
| Position/Job Title  |                        |                                       |  |                    |        |       |
| Reason for Leaving  |                        |                                       |  |                    |        |       |
| May We Contact  |                        |                                       |  |                    |        |       |
| Education   |                        |                                       |  |                    |        |       |
|   | Name/Location          |                                       | Last Year Complete                         |                    | Degree | Major |
| High School   |                        |                                       |  |                    |        |       |
| College/University  |                        |                                       |  |                    |        |       |
| Trade School  |                        |                                       |  |                    |        |       |
| Other   |                        |                                       |  |                    |        |       |
| List any applicable special skills, training or proficiencies.  |                        |                                       |  |                    |        |       |
| EQUAL OPPORTUNITY POLICY  |                        |                                       |  |                    |        |       |
| MALONE UNIVERSITY HAS AN ESTABLISHED POLICY OF EQUAL ACADEMIC AND EMPLOYMENT OPPORTUNITY. THIS POLICY IS APPLIED TO ALL QUALIFIED STUDENTS, EMPLOYEES, AND APPLICANTS FOR ADMISSION OR EMPLOYMENT, IN ALL UNIVERSITY PROGRAMS AND ACTIVITIES, WITHOUT UNLAWFUL DISCRIMINATION BASED ON RACE, COLOR, NATIONAL ORIGIN, RELIGION, SEX, AGE, DISABILITY, OR MILITARY OR VETERAN STATUS. |                        |                                       |  |                    |        |       |

## Identity & Mission Statement

Malone University is a Christian university for the arts, sciences, and professions in the liberal arts tradition, affiliated with the *Evangelical Friends Church*. The mission of Malone is to provide students with an education based on biblical faith in order to develop men and women in intellectual maturity, wisdom, and Christian faith who are committed to serving the church, community, and world.

## Doctrinal Statement (Taken from Article IV of the Constitution)

- Malone particularly declares its faith in the following Christian beliefs:
- One God, eternally existent in three persons, Father, Son and Holy Spirit.
- The deity of Jesus Christ, in whose person are united the divine and human natures so that He is truly both God and man; His virgin birth, sinless life, miracles, vicarious and atoning death; His bodily resurrection and ascension to the right hand of the Father, and His personal return in power and glory.
- The present ministry of the Holy Spirit convincing sinners of sin and regenerating, sanctifying, guiding and empowering believers.
- The plenary inspiration of the Scriptures, their essential unity and their inviolable authority.
- The fall of man through the sin of our first parents; the death and hopelessness of man apart from the work of redemption wrought by Jesus Christ.
- Reconciliation with God through the sacrificial death of Jesus Christ by repentance for sin and receiving forgiveness and new life by faith in Jesus Christ as Savior.
- Sanctification of the reconciled believer through the operation of the Holy Spirit by the complete dedication of believers to God and the receiving by faith of cleansing from enmity against God; by walking in daily obedience as true and fervent disciples of our Lord Jesus Christ and growing more like Him in maturity of character; and by following the guidance of the Holy Spirit and receiving His empowerment for continuous victory over sin and service unto God.
- Our obligation to proclaim the gospel of Jesus Christ, making disciples of all men everywhere.
- The spiritual unity of all believers in our Lord Jesus Christ.
- The immortality of the soul, the resurrection of the body, the final judgment of the world by our Lord Jesus Christ, resulting in the eternal fellowship of the righteous with God, and the eternal separation of the wicked from God.

## APPLICANT'S STATEMENT OF UNDERSTANDINGS, AUTHORIZATIONS AND AGREEMENTS

I UNDERSTAND THAT ACCEPTANCE OF MY APPLICATION FOR EMPLOYMENT DOES NOT COMMIT **MALONE UNIVERSITY** ("**THE UNIVERSITY**") IN ANY WAY TO HIRE ME; AND THAT NOTHING IN MY APPLICATION, OR IN ANY COMMUNICATION OR DOCUMENT, CREATES OR IMPLIES A CONTRACT OR PROMISE OF EMPLOYMENT, OR REQUIRES THAT I BE HIRED OR RETAINED BY THE UNIVERSITY IN ANY POSITION FOR ANY PERIOD OF TIME.

I AUTHORIZE THE UNIVERSITY TO INVESTIGATE ALL WRITTEN OR ORAL STATEMENTS BY ME AND TO OBTAIN SUCH INFORMATION AND REPORTS AS REASONABLY SHALL BE REQUIRED BY THE UNIVERSITY CONCERNING ME. I AUTHORIZE EACH PERSON CONTACTED IN CONNECTION WITH THIS APPLICATION TO GIVE THE UNIVERSITY ANY INFORMATION REQUESTED CONCERNING ME. FURTHERMORE, I RELEASE ALL SUCH PARTIES FROM ANY CLAIM, DAMAGE, OR LIABILITY RESULTING FROM THEIR FURNISHING SUCH INFORMATION TO THE UNIVERSITY.

I UNDERSTAND THAT, IF EMPLOYED, I MUST BE IN AGREEMENT WITH AND COMMITTED TO THE STANDARDS AND MISSION OF MALONE UNIVERSITY AS EXPRESSED IN THE UNIVERSITY'S "DOCTRINAL STATEMENT," "MISSION STATEMENT" AND "STATEMENT OF COMMUNITY RESPONSIBILITIES" (WHICH I ACKNOWLEDGE RECEIVING); AND THAT ANY EMPLOYMENT WITH THE UNIVERSITY SHALL BE SUBJECT TO AND IN ACCORDANCE WITH ANY APPLICABLE LAW OR UNIVERSITY EMPLOYEE HANDBOOK(S) AND OTHER POLICIES, RULES, PRACTICES AND PROCEDURES OF THE UNIVERSITY OR ANY AMENDMENTS THERETO. I ALSO UNDERSTAND THAT THE UNIVERSITY SHALL HAVE THE RIGHT TO AMEND, MODIFY, OR REVOKE ITS POLICIES, RULES, PRACTICES AND PROCEDURES AT ANY TIME, AND THAT SUCH MATTERS SHALL BE BINDING UPON ME AS THEY NOW OR HEREAFTER ARE IN EFFECT.

I FURTHER UNDERSTAND THAT ANY EMPLOYMENT BY THE UNIVERSITY SHALL BE CONDITIONED UPON SATISFACTORY COMPLETION OF SUCH BACKGROUND RESEARCH, INVESTIGATION AND REFERENCE CHECKS, MEDICAL EXAMS, SUBSTANCE TESTS AND/OR OTHER EMPLOYMENT-RELATED PROCEDURES AS SHALL BE REQUIRED BY THE UNIVERSITY.

I CERTIFY THAT THE INFORMATION GIVEN BY ME ON THIS APPLICATION IS TRUE AND COMPLETE (AS IS THE INFORMATION WHICH I HAVE PROVIDED TO THE UNIVERSITY IN ANY DOCUMENT OR INTERVIEW), AND THAT I HAVE NOT WITHHELD ANY FACT WHICH, IF DISCLOSED, WOULD UNFAVORABLY AFFECT MY QUALIFICATIONS FOR EMPLOYMENT. I AGREE THAT ANY FALSE OR SUBSTANTIALLY MISLEADING INFORMATION FURNISHED BY ME ON OR IN CONNECTION WITH THIS APPLICATION, OR IN ANY RELATED INTERVIEW OR DOCUMENT, SHALL BE SUFFICIENT REASON FOR REJECTION OF MY APPLICATION, OR TERMINATION OF MY EMPLOYMENT, AS APPROPRIATE.

I HAVE CAREFULLY READ THE FOREGOING APPLICATION AND UNDERSTAND ITS CONTENTS.

\_\_\_\_\_  
APPLICANT'S SIGNATURE

\_\_\_\_\_  
DATE