



**LETOURNEAU
UNIVERSITY**

the **CHRISTIAN
POLYTECHNIC
UNIVERSITY**

Staff Application for Employment

INSTRUCTIONS: Answer all questions to the best of your ability, attaching additional pages if needed. Items that do not apply should be noted "N.A." in the appropriate blank. Information you provide will be used only to evaluate your candidacy for employment. Please read the Faith and Community Covenant statements found on the last several pages before signing pages 5, 6, and 12. You are encouraged to save a separate copy of this application to retain a fully editable version for your records.

Date _____

Full Name _____

Address _____ Telephone (____) _____

City _____ State _____ Zip _____

FAX (____) _____ E-mail address _____

Office Address _____ Office phone (____) _____

City _____ State _____ Zip _____

Have you been previously employed at LeTourneau University? Yes No

If "Yes," give position(s) and dates _____

Are you interested in full-time employment? Part-time employment?

If you are selected, when could you begin employment? _____

Position for which you are applying? _____

How did you learn of this position? _____

Please state specifically why you desire this position:

FOR INSTRUCTIONS REGARDING SUBMISSION OF APPLICATIONS, PLEASE REFER TO SPECIFIC POSITION DESCRIPTIONS ON WWW.LETU.EDU/JOBS.

Human Resources, LeTourneau University
P.O. Box 7001, Longview, TX 75607-7001
Tel.: 903/233-4170 FAX: 903/233-4103
HumanResources@letu.edu

Revised: November 2023

Personal Data

Are you a U.S. citizen or do you have documents permitting you to work in the U.S.? Yes No

Are you age 18 or older Yes No If under age 18, what is your birth date? _____

Are you related to any current University Employee? Yes No Name: _____

Please list your community/church/civic activities.

Please list any personal interests/hobbies/activities.

Do you have any commitments or responsibilities that would prevent you from being at work regularly? Yes No If "Yes," please explain _____

Skills

Special Qualifications/Skills Applicable to Position Being Sought

Education

High School Attended _____

College(s) Attended	Sem./Qtr. Hours Earned (Specify Which)	Degree Attained

What was your undergraduate major(s)? _____ minor? _____

What was your graduate major(s)? _____ minor? _____

Professional Experience

Please list all employment (including military service), whether or not related to job for which you are applying. Include your last seven (7) years of employment history, including periods of unemployment, list in order of most recent experience using additional paper if needed. **Employers will be contacted as references.**

Please check with me prior to contacting the following employers: 1 2 3 4 5

1. Company or Institution	From Mo. Yr.	To Mo. Yr.	Supervisor
Address, City, State, Zip			Phone
Position Held	Reason for Leaving		Annual Salary
2. Company or Institution	From Mo. Yr.	To Mo. Yr.	Supervisor
Address, City, State, Zip			Phone
Position Held	Reason for Leaving		Annual Salary
3. Company or Institution	From Mo. Yr.	To Mo. Yr.	Supervisor
Address, City, State, Zip			Phone
Position Held	Reason for Leaving		Annual Salary
4. Company or Institution	From Mo. Yr.	To Mo. Yr.	Supervisor
Address, City, State, Zip			Phone
Position Held	Reason for Leaving		Annual Salary
5. Company or Institution	From Mo. Yr.	To Mo. Yr.	Supervisor
Address, City, State, Zip			Phone
Position Held	Reason for Leaving		Annual Salary

Additional References

List below at least three persons (other than relatives) who are familiar with your character, qualifications and experience to whom we may direct inquiries.

NAME	E-MAIL	TELEPHONE NO.	RELATIONSHIP

Are your work or educational records, etc. under a name other than indicated on page 1? _____

LeTourneau University seeks employees who authentically agree and enthusiastically support the purpose and Christian faith of the University. (Please see LeTourneau's Statement of Purpose [hyperlinked] on the university website that expresses the historical identity, mission, vision, and goals of LeTourneau University.) This includes the ability to integrate Christian faith and professional expertise, stay current in one's discipline, and a commitment to leading the institution to its highest potential.

Briefly describe your Christian beliefs and faith experience and how they would support the Christian mission of LeTourneau University.

I understand that: (1) falsification of information in this application may result in its cancellation and, if employed, may be cause for dismissal; (2) employment is subject to satisfactory reference and employment checks made to persons or entities deemed appropriate by the University; (3) should I be employed by the University, I may periodically be asked to reaffirm my position of the Statements of Faith and the Community Covenant. I also understand that employment at the University is at will unless otherwise defined.

Signature _____ Date _____

In accordance with applicable provisions of federal law, LeTourneau University ensures equal employment opportunity without discrimination on the basis of applicants who are in agreement with the educational mission of LeTourneau University, race, color, age, sex, disability, marital status, citizenship or genetic information as protected by law.

Additional materials, e.g. resumes, letters of reference, may be included with this application.

Consumer Report Disclosure Statement and Consent to Obtain Background Information

By this document, I give permission for LeTourneau University to obtain and review information pertaining to my background, without limitation. I request and authorize those entities contacted in connection with my application to provide LeTourneau University with any and all information which they believe may be relevant. Further, I waive any claims that I might otherwise hereafter have against LeTourneau University, its agents and officials, or against anyone who provides such information.

By this document, LeTourneau University discloses to me that a consumer report containing information as to my character, general reputation, personal characteristics, and mode of living, may be obtained for employment purposes as part of the pre-employment background assessment and at any time during my employment. Should such a consumer report be requested, I will have the right to demand a complete and accurate disclosure of the nature and scope of the investigation requested and a written summary of my rights under the Fair Credit Reporting Act.

My signature signifies receipt of the foregoing disclosure and granting of permission to obtain background information.

Applicants' Signature _____ Date _____

Applicants' Printed Name _____

Clery Act Disclosure

LeTourneau University's Annual Security Report includes statistics on reported crimes that have occurred on or near campus as well as University policies concerning campus security copies of the report are available at:

[http://www.letu.edu/ Student-Life/campus-safety/Crisis-Resources/](http://www.letu.edu/Student-Life/campus-safety/Crisis-Resources/) or by contacting the University Police Department at (903)233-4440 or Human Resources at (903)233-4170.

Faith - The Foundation of Our University

A deep faith in God is the cornerstone of LeTourneau University. We believe that no education is complete until a student understands who God is and how to relate to Him through His Son, Jesus Christ. This belief influences all that we do and teach. While we believe that everyone must have the freedom to interpret God's truth individually, LeTourneau University recognizes certain basic tenets of the Christian faith. *We believe the Scriptures of the Old and New Testaments are the only inspired, authoritative Word of God and are completely truthful and without error. We believe in one God, eternally existing in three persons: Father, Son and Holy Spirit. We believe that Jesus Christ was conceived by the Holy Spirit, born of the Virgin Mary, and is true God and true man. We believe that man, created in the image of God, sinned and thereby incurred not only physical death but also spiritual death, which is separation from God; that all human beings are born with a sinful nature, and that those who reach moral responsibility become sinners in thought, word and deed. We believe that the Lord Jesus Christ died for our sins according to the Scriptures, as a representative and substitutionary sacrifice, and that all who believe in Him are justified on the basis of His shed blood. We believe in the resurrection of the crucified body of our Lord, in His ascension into Heaven, and His present life there for us as High Priest and Advocate. We believe in "that blessed hope" — the personal, visible and imminent return of our Lord and Savior, Jesus Christ. We believe that all who receive by faith the Lord Jesus Christ are born again of the Holy Spirit and thereby become children of God; by grace are we saved through faith. We believe in the bodily resurrection of the just and unjust, the everlasting blessedness of the saved and the everlasting conscious punishment of the lost.*

LeTourneau University's Community Covenant

A VISION FOR LIFE TOGETHER

⁷ How beautiful on the mountains are the feet of those who bring good news, who proclaim peace, who bring good tidings, who proclaim salvation, who say to Zion, "Your God reigns!" (Isaiah 52:7)

LeTourneau University is an institution of higher learning with a rich history of preparing students for meaningful work across the globe, a life of faithfulness to Jesus Christ, a particular vocational calling, and the advancement of the Kingdom of God. The University's Purpose Statement reflects the history, mission, vision, and goals of the school and its own vocation as a Christian organization.

As an academic faith community in the evangelical Christian tradition, LeTourneau University offers a residential and online community experience conducive for Christian growth. The institution has always been committed to Christian discipleship through strong academics and hands-on training, mutual spiritual encouragement of faculty and staff, intentional mentorship of students, and devotion to Christian practices in accordance with the Scriptures. As an interdenominational institution with a broadly Christian and evangelical Statement of Faith, LeTourneau is a community bonded by the essentials of historic and orthodox Christian beliefs and practices that are common to Christians across the world and through the ages. Holy Scripture is the institution's cornerstone for faith, life, and practice. LeTourneau University exists to serve the local and universal Church by offering particular gifts to the world that are possible through a healthy academic faith community. LeTourneau University is a collection of trustees, administrators, faculty, and staff, committed to its evangelical Christian heritage and mission, who seek to show Christian charity and hospitality to people of all backgrounds, perspectives, and faith walks. Therefore, we are an institution that welcomes students and guests who identify with our Christian faith, and we also welcome those who may not—those who may be devoted to another religion or are unsure of faith and religion as a whole, and who also desire to contribute to LeTourneau's particular academic and Christian faith community.

For the sake of fulfilling the community's purposes, its diverse members and guests voluntarily enter into a social compact. At LeTourneau we call this social compact our *Community Covenant*. For LeTourneau's Community Covenant to serve its stated purposes, it is crucial that each person understand and embrace it as the guiding document for life and work together. In joining this covenant we are joining in a compact with others of the LeTourneau University community. If one does not wish to abide by the provisions of this compact, they should not participate in the LeTourneau University community. But if we do agree to it, it should be with the full intention of living with integrity under its provisions.

COMMUNITY LEADERS: TRUSTEES, ADMINISTRATION, FACULTY, AND STAFF

Community Aspirations

Christians believe that when God, who is Father, Son, and Holy Spirit, calls us, he gathers us into community and promises to live in our midst. By the grace of God, this community becomes godly and in this way participates in the Triune God's mission by becoming a beacon of light and hope like a candle on a stand or a city on a hill. In response to this gracious call, the community cultivates virtues: qualities, habits, and dispositions that shape us for membership in community and sharing in God's mission to bless all nations through his people. All of the behavioral policies at LeTourneau, whether stated positively or negatively, aim at this blessing: godly life in community, that is, human flourishing.

The Scriptural foundation of this godly community is represented in Jesus' two great commandments: "Love the Lord your God with all your heart and with all your soul and with all your mind," and, "Love your neighbor as yourself" (Matt. 22:37-40). Jesus himself perfectly demonstrated this pattern of loving God and loving others in obedience to God's Word. Acknowledging our dependence on the power and grace of God, the leaders of the LeTourneau University community humbly covenant to live according to this ideal.

The goal of academic life at LeTourneau University is to live, work, serve, and worship together as an educational community in response to this vision of loving God and neighbor as human flourishing. For this reason, our aim as an academic community is not merely the transmission of information; it is the development of whole persons who will build the church and benefit society worldwide, "...who see life's work as a holy calling with eternal impact." Along with the privileges and blessings of membership in such a community come responsibilities. The leaders of the LeTourneau University community take these responsibilities seriously.

With that context, the trustees, administration, faculty, and staff of LeTourneau University aspire to:

- Cultivate a teaching and learning atmosphere that is committed to Christian growth and virtues;
- Fulfill this vision for human flourishing for life within community at LeTourneau;
- Clarify and affirm the institution's perspective on social and moral issues that bear upon life within the LeTourneau community;
- Remove whatever may hinder us from our calling as a Christ-centered academic community;
- Foster a healthy Christian environment that is sensitive to students who may not self-identify as Christian or personally align with the institution's position on particular social issues or community ideals;
- Encourage one another to see that living for Christ involves dependence on God's Spirit and obedience to his Word, rather than a passive acceptance of prevailing practices.

Christian Commitments

The leaders of our community affirm the Bible as our standard for life and worship both within the LeTourneau University community and for the universal church. We believe that the Bible is the rule of faith and practice and, while application requires wisdom and care, Scripture outlines a vision of true human flourishing and is the ultimate standard for answering questions of character and behavior in community (2 Timothy 3:16-17). In turn, we believe that Scripture outlines a human

being's proper posture toward God, creation, oneself, and others. Trusting God's grace and power, we are committed to heeding God's manifold call to:

- Acknowledge the Lordship of Christ over all of life and thought. This involves a wholehearted obedience to Jesus and careful stewardship in all dimensions of life: our time, our possessions, our God-given capacities, our opportunities (Deut. 6:5-6; 1 Cor. 10:31; Col. 1:18; 3:17);
- Love God with our whole being, including our minds, and to love our neighbor as ourselves. Christ-like love should be the motive in all decisions, actions, and relationships (Matt. 22:37-40; Rom. 13:8-10; 1 John 4:7-12); The call to pursue holiness in every aspect of our thought and behavior (2 Cor. 7:1; 1 Thess. 4:7; Heb. 12:14; 1 Pet. 1:15-16);
- Exercise our Christian freedom responsibly within the framework of God's Word, humbly submitting ourselves to one another (1 Pet. 5:5; Eph. 5:21) with loving regard for the needs of others (Phil. 2:3-11; Rom. 14:1-23; 1 Thess. 4:9);
- Treat our own bodies, and those of others, with the honor due the very temple of the Holy Spirit (1 Cor. 6:17-20);
- Show evidence of the Holy Spirit who lives within Christians, such as "love, joy, peace, patience, kindness, goodness, faithfulness, gentleness and self-control" (Gal. 5:22-23);
- "Put on" compassion, kindness, humility, gentleness, patience, forgiveness, and supremely, love (Col. 3:12-14);
- Seek righteousness, mercy and justice, particularly for the helpless and oppressed (Prov. 21:3; 31:8-9; Micah 6:8; Matt. 23:23; Gal. 6:10);
- "Love your enemies" and pursue peace and reconciliation even when suffering wrongdoing (Matt 5:43-44; Rom 8:18; 2 Cor 5:18; 13:11; Phil 3:10; 1 Pet 2:19; 3:8-9);
- Love and side with what is good in God's eyes, and abhor what is evil in God's eyes (Amos 5:15; Rom. 12:9, 16:19);
- Uphold the God-given worth of human beings, from conception to natural death, as the unique image-bearers of God (Gen. 1:27; Psalm 8:3-8; 139:13-16);
- Pursue unity and embrace ethnic diversity as part of God's design for humanity and practice racial reconciliation as one of his redemptive purposes in Christ (Isa. 56:6-7; John 17:20-23; Acts 17:26; Eph. 2:11-18; Col. 3:11; Rev. 7:9-10);
- Uphold chastity among the unmarried (1 Cor. 6:18) and the sanctity of marriage between a man and woman (Gen 2:24; Matt 19:5; Eph 5:31; Heb. 13:4);
- Be people of integrity whose word can be fully trusted (Psalm 15:1-4; Matt. 5:33-37);
- Give faithful witness to the Gospel (Acts 1:8; 1 Pet. 3:15), practice good works toward all (Gal. 6:10; Eph. 2:10; Heb. 10:24; 1 Pet. 2:11; Titus 2:7-8), and live lives of prayer and thanksgiving (1 Thess. 5:17-18; James 5:16).
- Obey the laws of our land in so far as they cohere with the laws of God as revealed in Scripture (Rom 13:1; Dan 3:14-18; Psalm 94:20; Acts 5:29; Eph. 6:12; 1 Pet 2:13);
- Keep Sabbath by resting and pausing for restoration, recreation, and worship within a particular week (Gen 2:2-3; Exod 20:8-11; 31:12-17; Levs 26:34-25; Deut 5:12-17; Mark 2:27; Luke 6:5; Heb 4:1-4).
- The call to participate in the worship and activities of the local church, which forms the basic biblically-mandated context for Christian living (Acts 2:42-47; Heb. 10:25; 1 Tim. 3:14-15).

ALL COMMUNITY LEADERS, STUDENTS AND GUESTS OF LETOURNEAU UNIVERSITY

Embracing Campus Standards

We believe the aspirations and commitments of LeTourneau's leaders expressed above will manifest in a distinctly Christian way of life personally and corporately, an approach to living we expect students and guests to honor and respect. To foster the kind of atmosphere most conducive to becoming the Christian community of faith, learning, and living that LeTourneau University desires to be, the University has adopted institutional standards for all leaders, students, and guests. This

involves exemplifying those attitudes and actions the Bible teaches as virtues and avoiding those the Bible portrays as sinful.

As a Christian institution that draws on the best of the nearly twenty-one centuries of Christian life and reflection, LeTourneau emphasizes the importance of practices and habits that embody discipleship and offer up our hearts, minds and bodies to God. In the history of ethical reflection, “virtue” is often used to speak of a way of life that is in accord with the purpose or goal of humanity.

It is for this reason that LeTourneau’s mission speaks of “cultivating Christian virtue.” LeTourneau seeks to orient human persons toward the goal revealed in Jesus Christ—a goal spoken of in various ways in Scripture: walking with God, friendship with God, life in the Spirit, membership in the body of Christ, participation in God, life in Christ, in short, salvation and redemption.

At the very center of virtuous Christian life is love—the love demonstrated in Jesus’ birth, life, crucifixion, death, resurrection and ascension to the right hand of the Father, and poured into our hearts through the Holy Spirit. Before the final coming of Jesus Christ, this love is supported by faith and hope—the three theological virtues (1 Cor 13:13). Alongside these stand the qualities praised in Jesus’ teaching and those of his apostles, and the virtue lists of the early church: humility, generosity, kindness, purity, temperance, diligence, etc. These lists build upon the declarations of God’s character and the calls for human behavior that correspond to God’s character in the Old Testament (Exodus 34:6; Isaiah 11:1-3a; Hosea 2:19-20; and Micah 6:8) as well as the descriptions of virtue in other texts (notably Psalms and Proverbs). We believe the LeTourneau community—leaders, students, and guests—are called to contribute to the good of one another by seeking these virtues of the Christian tradition.

Scripture also condemns a range of vices, attitudes and behaviors that run against the grain of his vision for human flourishing and community thriving. We believe the LeTourneau community is called to avoid what Scripture prohibits, such as the following:

- Pride, dishonesty, stealing, injustice, prejudice, immodesty in dress or behavior, slander, gossip, vulgar or obscene language, blasphemy, greed and materialism, covetousness, the taking of innocent life, and illegal activities (Prov. 16:18; 1 Cor. 6:10; Exod. 20:7; Rom. 13:9; Col. 3:8-9; James 2:1-13; Gal. 3:26-29; Rom. 13:1-2; 1 Tim. 2:8-10; Heb. 13:5-6);
- Violence, intimidation, harassment, or verbal and/or physical assault, including subjecting another person or group to abusive, threatening, intimidating, or harassing actions, including, but not limited to, those based on race, religion, gender, disability, age, economic status, ethnicity, national origin or sexual orientation. This includes any communication that attacks or interferes with a person conducting his or her customary affairs, puts the person in fear for his or her safety, or causes actual physical injury (Psalm 7:9; Isaiah 60:18; Eph 4:29; Gal 3:27-29).
- Hypocrisy, self-righteousness, and legalism, understood as the imposition of extra-biblical standards of godliness by one person or group upon another (Acts 15:5-11; Matt. 16:6; 23:13-36);
- Sinful attitudes and behaviors such as "impurity and debauchery; idolatry and witchcraft; hatred, discord, jealousy, fits of rage, selfish ambition, dissensions, factions and envy; drunkenness, orgies, and the like" (Gal. 5:19-21);
- Sexual immorality, such as the use of pornography (Matt. 5:27-28), pre-marital sex, adultery, homosexual behavior and all other sexual relations outside the bounds of marriage between a man and woman (Rom. 1:21-27; 1 Cor. 6:9-10; Gen. 2:24; Eph. 5:31). This includes a resolution of tension between one’s biological sex and one’s experience of gender by the adoption of a psychological identity discordant with one’s birth sex, as well as attempts to change one’s given biological birth sex via medical intervention in favor of the identity of the opposite sex or of an indeterminate identity.

We also believe that there are community practices that are wise to standardize in light of the University’s particular setting. These are foundational principles that embody self-control, relinquishing personal rights for the benefit of the corporate body, and sensitivity to the heritage and practices of other Christians and those of other faiths.

- LeTourneau University and all LeTourneau University-related functions will be alcohol-free and tobacco-free. This means that the possession or consumption of alcohol or the use of tobacco in any form will be prohibited in, on, or around all campus properties, owned or leased. The same prohibition applies to all LeTourneau University vehicles, whether on or off campus, and to all LeTourneau University events or programs, wherever they may be held.
- All residential students, even if of legal age, are prohibited from the consumption of alcohol or the use of tobacco in all settings, during and in between academic semesters. This includes all undergraduate or graduate students living on campus or commuting to campus. This also includes any students technically registered as “global” (online) students but who engage in residential activities, resources, courses, or are a member of a LeTourneau athletic team or club sport.
- Other members of the University community will use careful and loving discretion in any use of alcohol. They will avoid the serving and consumption of alcohol in any situation that residential students of LeTourneau are or likely to be present.
- All members of the LeTourneau University community will take care to avoid any entertainment or behavior, on or off campus, which may be immodest, sinfully erotic, or harmfully violent. On-campus dances will take place only with official University sponsorship.

Other rules and regulations necessary for orderly community life are listed in the appropriate student, faculty, and employee handbooks, as well as in LeTourneau University policies.

Exercising Responsible Freedom

Commensurate with these campus standards, the LeTourneau University community seeks to foster the practice of responsible Christian freedom (Gal. 5:13-14; 1 Pet. 2:16-17). This requires a wise stewardship of mind, body, time, abilities and resources on the part of every member of the community. Responsible freedom also requires thoughtful, biblically-grounded choices in matters of behavior, entertainment, interpersonal relationships, and applications of Christian faith and practice.

"You are not your own. You were bought at a price. Therefore honor God with your body." (1 Corinthians 6:20)

Of particular concern in a collegiate environment are those issues related to alcohol, illegal drugs, and tobacco. While the use of illegal drugs or the abuse of legal drugs is by definition illicit, and the use of tobacco in any form has been shown to be injurious to health, the situation regarding beverage alcohol is more complex. The Bible requires moderation in the use of alcohol, not necessarily abstinence. Yet the fact that alcohol is addictive to many, coupled with the biblical warnings against its dangers, also suggests the need for caution. The abuse of alcohol constitutes one of our society's greatest substance abuse problem, not to mention the fact that many Christians avoid it as a matter of conscience. Thus the question of alcohol consumption, for example, represents a prime opportunity for Christians to exercise their freedom responsibly, carefully, and in Christ-like love. The LeTourneau University community also encourages responsible freedom in matters of entertainment, including the places where members of the University community may seek it, such as television, movies, video, theater, concerts, dances, gaming and the internet. The University assumes its members will be guided in their choices by the wisdom of Scripture, such as:

"Whatever is true, whatever is noble, whatever is right, whatever is pure, whatever is lovely, whatever is admirable, if anything is excellent or praiseworthy, think about such things." (Philippians 4:8) "...And whatever you do, whether in word or deed, do it all in the name of the Lord Jesus, giving thanks to God the Father through Him." (Colossians 3:17)

CONCLUSION

LeTourneau University's community leaders—trustees, administration, faculty, and staff—desire an academic faith community of people committed to Christian and biblical aspirations for human

flourishing, marked by integrity, responsible freedom, and dynamic, Christ-like love; a place where the name of Jesus Christ is honored in all we do; a place where the Christian student can be nurtured in their faith; and a place where the non-Christian student and guest respect the Christian aspirations of this community while experiencing a safe and hospitable learning and living environment as a full community participant.

This requires that all members exhibit trustworthiness by taking the commitment to this covenant seriously as covenant keepers, whatever pressures we may face to do otherwise. Being faithful to one's word is a matter of integrity. "Lord, who may live on your holy hill?" asks the Psalmist. "He who keeps his oath, even when it hurts" (15:4), is the reply. Integrity dictates that if we have voluntarily placed ourselves under LeTourneau's Community Covenant we must make every effort to fulfill our commitment by living accordingly.

Keeping our covenant may also on occasion require that we take steps to hold one another accountable, confronting one another in love as we work together to live in faithfulness both to God's Word and to our own word (Col 3:16). Such loving acts of confrontation, repentance, and forgiveness are at times difficult, but when performed in the right spirit (Gal. 6:1) they serve to build godly character for both the individuals involved and the community as a whole.

"...speaking the truth in love, we will grow to become in every respect the mature body of him who is the head, that is, Christ." (Ephesians 4:15)

I have read LeTourneau University's Statement of Faith and Community Covenant and am in genuine agreement and in full support except as noted below

Signature _____ Date _____

Printed Name _____

For information regarding the University's Statement of Purpose, follow the link below:

<https://www.letu.edu/about/vision-mission-values.html>