



**Student Application Package Checklist -**

- \_\_\_\_\_ Cover Letter of Interest
- \_\_\_\_\_ Northwest University Application for Employment
- \_\_\_\_\_ Resume
- \_\_\_\_\_ Copy of Class Schedule

**Select One -**

\_\_\_\_\_ Applying for a specific position: Job Title - \_\_\_\_\_

For a list of jobs, go to [www.northwestu.edu/current/jobs/](http://www.northwestu.edu/current/jobs/)

**OR**

\_\_\_\_\_ Per your discretion, send my application wherever there is an appropriate opening on campus, preferably to the following departments:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

**You may submit your complete application package -**

1. In person to HR or the Receptionist, both in the Barton Bldg.
2. Fax: (425) 739-0695, or scan & email: [applications@northwestu.edu](mailto:applications@northwestu.edu)
3. Mail: Northwest University, Human Resources

Attn: Tammy Berreth

P.O. Box 579, Kirkland, WA 98083-0579

Please feel free to send me an email if you have additional student employment questions at

[tammy.berreth@northwestu.edu](mailto:tammy.berreth@northwestu.edu)



Employer	Summary of job duties		
Address			
Position			
From(Mo/Yr)	To(Mo/Yr)	Hrs. Per Week	
Supervisor			
Phone Number			
Reason for Leaving			
Employer	Summary of job duties		
Address			
Position			
From(Mo/Yr)	To(Mo/Yr)	Hrs. Per Week	
Supervisor			
Phone Number			
Reason for Leaving			
Employer	Summary of job duties		
Address			
Position			
From(Mo/Yr)	To(Mo/Yr)	Hrs. Per Week	
Supervisor			
Phone Number			
Reason for Leaving			
Employer	Summary of job duties		
Address			
Position			
From(Mo/Yr)	To(Mo/Yr)	Hrs. Per Week	
Supervisor			
Phone Number			
Reason for Leaving			

**ADDITIONAL WORK-RELATED REFERENCES** (At least three whom we may contact, excluding relatives; may include peers, subordinates)

Name	Address	Phone	Relationship to Applicant
		( )	
		( )	
		( )	

Have you used any other name(s) while working with the organizations or attending the schools listed above? Yes ( ) No ( ) if yes, what name(s) did you use and where: (This information will be used for reference checking purposes only.)

**OTHER INFORMATION**

Have you worked for Northwest University before? Yes ( ) No ( )  
If so, give position and dates.

Are you (or have you been) a student at Northwest University? Yes ( ) No ( ) When?

Are you delinquent in paying any debt owed to Northwest University? Yes ( ) No ( )

Are you authorized to work in the United States on an unrestricted basis? Yes ( ) No ( )

Have you ever been dismissed or discharged from a job, or have you left employment in order to avoid discipline or discharge? Yes ( ) No ( )  
If yes, please explain.

Have you been convicted of any crime within the last 10 years? Yes ( ) No ( )

If yes, explain the nature of the crime, the place, and date. (A conviction record will not necessarily bar you from employment.)

Have you ever perpetrated violence in the workplace? Yes ( ) No ( )

If yes, please explain in detail

Specify any hours, shifts, or days you cannot or will not work.

Based on your review of the job description, are you able to perform the essential functions of this job with or without reasonable accommodations? Yes ( ) No ( )

Please declare anything that will interfere with your ability to perform, on a regular basis, the duties of the job for which you are applying?

What is your church affiliation?

Please read the Statement of Faith, Statement of Principles, and Community Affirmation statement (accompanying this application). Do you agree with them? Yes ( ) No ( ) Yes ( ), but with the following reservations:

Please provide a statement of your personal faith and testimony.

**A complete application package includes (1) a cover letter (2) completed and signed 3-page application, (3) signed Certification and Agreement (4) Criminal History Information Supplement and (5) a resume. Incomplete applications packages may not be considered.**

# NORTHWEST UNIVERSITY

## STATEMENT OF FAITH

- We believe the Bible is the inspired and only infallible and authoritative written Word of God.
- We believe there is one God, eternally existent in three persons: God the Father, God the Son, and God the Holy Spirit.
- We believe in the deity of our Lord Jesus Christ, His virgin birth, His sinless life, in His miracles, in His vicarious and atoning death, in His bodily resurrection, in His ascension to the right hand of the Father, in His personal future return to this earth in power and glory to rule a thousand years.
- We believe in the blessed hope-the rapture of the Church at Christ's coming.
- We believe the only means of being cleansed from sin is through repentance and faith in the precious blood of Christ.
- We believe regeneration by the Holy Spirit is absolutely essential for personal salvation.
- We believe in water baptism by immersion.
- We believe the redemptive work of Christ on the cross provides healing in the human body in answer to believing prayer.
- We believe the baptism in the Holy Spirit, according to Acts 2:4, is given to believers who ask for it.
- We believe in the sanctifying power of the Holy Spirit by whose indwelling the Christian is enabled to live a holy life.
- We believe in the resurrection of both, the saved and the lost, the one to everlasting life and the other to everlasting damnation.

## **NORTHWEST UNIVERSITY STATEMENT OF PRINCIPLES**

*IN an age where secular society is increasingly confused about sexual identity and sexual purity, Northwest University believes that it is important that it be clear and consistent with its employees and volunteers about its expectation that they uphold the highest standards of Biblical purity in their interpersonal relationships. Without a clear understanding of sexual identity and consistent practice of sexual purity by our employees and volunteers, this organization cannot be an effective agent of the healing power of Jesus Christ to the victims of sexual confusion in our world.*

*WE believe that God's design for the gift of sexuality is that it is to be exercised and enjoyed only within the covenant relationship of marriage between one man and one woman. It is God's intention that those who enter marriage shall seek, in mutual love and respect, to live, one man and one woman, in Christian fidelity as long as both shall live.*

*WE believe that God has expressly condemned sexual intercourse outside of the marriage covenant. This prohibition applies to married persons committing adultery, to sexual relationships between unmarried men and women, and, because God's order intends the sexual relationship to be between male and female, to homosexual practice. It is God's expectation that the unmarried shall live pure and celibate lives, refraining from sexual intimacy.*

*BECAUSE of the serious consequences confused sexuality and unrepentant sexual sin can have on the ministry of Northwest University, employees and volunteers who disagree with this policy, or who do not conform their conduct to it, are expected to resign, or they will be terminated. Individuals applying for positions with the University must acknowledge their agreement with this policy and commitment to abide by it.*

## **NORTHWEST UNIVERSITY COMMUNITY AFFIRMATION**

NORTHWEST seeks to relate biblical Christianity to every area of life, both on and off campus: to academic disciplines, to co- and extra-curricular activities, in the residence halls, in the local community, and in one's personal life. It assumes that all members of the NORTHWEST community desire meaningful involvement in the process of Christian higher education as they seek to express their faith in the context of an Assemblies of God University. Faculty and staff members commit themselves to be facilitators and learners in this educational endeavor. Students, by enrolling, join with them in accepting the responsibilities of membership in this community.

Since NORTHWEST holds that the Scripture is the infallible rule for faith and conduct, the Bible will always be the authority in all matters pertaining to personal and corporate behavior. The University believes that its statements of faith and principles regarding behavior, as stated in the catalog, find their basis in the Bible. This affirmation attempts to provide a means to understanding the nature of this community of believing learners and to encourage a sincere commitment to it.

We affirm the Lordship of Christ over all of life and thought; our responsibility to love God with all our being and neighbor as ourselves; our obligation to seek righteousness, to practice justice in all situations, and to express mercy to all; our need to exercise Christian freedom responsibly and lovingly and our dependence on the empowering of the Holy Spirit if we are to faithfully fulfill what God requires.

We affirm the biblical description of attitudes and behavior unfitting for a Christian: “The acts of the sinful nature are obvious: sexual immorality, impurity and debauchery, idolatry and witchcraft, hatred, discord, jealousy, fits of rage, selfish ambition, dissensions, factions and envy, drunkenness, orgies, and the like” (Gal. 5:19-21a,NIV). Through the help of the Holy Spirit we strive to allow none of these to be part of our behavior. We affirm also the biblical description of attitudes and behavior fitting for a Christian: “But the fruit of the Spirit is love, joy, peace, patience, kindness, goodness, faithfulness, gentleness, and self-control” (Gal. 5:22-23a, NIV). We seek to maintain a vital relationship with the Spirit so that such attitudes and behavior will be evident among us. We seek to follow Christ’s example of unselfish love in our actions, attitudes, and relationships.

We strive to maintain stewardship of body, mind, time, abilities, and resources. We strive to integrate corporate worship, personal faith, and intellectual growth. Attendance of the University chapel services and faithful attendance and support of a local church are integral parts of that process.

NORTHWEST recognizes that not all believers share the same standards in matters of behavior the Bible does not specifically address. As members of this community, however, we also recognize the importance of respecting the values and goals of the University and will, therefore, seek to conduct ourselves in a manner that will bring only credit to the gospel and to NORTHWEST. Since we are also part of the larger society, and in order to “let our light shine out” we will strive to maintain good community relations in respect to governing authorities, social activities, and business dealings.

This affirmation provides a positive and constructive framework to aid one’s personal development and for ongoing relationships with all other members of this community. We join with each other as we seek to live out this affirmation in a spirit of unity and openness, of helpfulness and caring.

# **APPLICANT'S CERTIFICATION AND AGREEMENT (INCLUDING RELEASE, DEFENSE, INDEMNIFICATION AND HOLD HARMLESS OBLIGATIONS BY APPLICANT)**

I certify that the facts set forth in the Application for Employment set forth above are true and complete to the best of my knowledge. I understand that any false, incomplete, or misrepresented oral or written statement of any kind contained in my application materials or made in the course of any related employment process, whether made by me or by others at my request, may result in my disqualification (or termination following employment).

I certify that I am not engaged in any outside activity or business that could be considered in conflict with Northwest University's interests, nor will I become engaged in such activity or business if employed.

If I am employed, I agree to be bound by the Constitution, Articles of Incorporation and By-laws of Northwest University, the University's policies, Statement of Faith, Community Affirmation statement, and Statement of Principles, and to refrain from any unscriptural conduct in my life. I understand and agree that the spiritual objectives of the University must be reflected in the lives of its employees.

I understand that if I am delinquent in paying my Student-Accounts-related debt to the University it may result in my disqualification (or termination following employment).

I understand and agree that no offer or promise of employment has been made. I understand and agree that if I am employed, my employment at Northwest University is "at will", which means that either the University or I can terminate the employment relationship at any time, with or without prior notice, and for any reason not prohibited by law. I understand and agree that all employment is continued on that basis. I understand that no representative of the University, other than the President, has any authority to enter into any agreement for employment for any specific period of time or to make any agreement contrary to the foregoing.

I understand and agree that any offer of employment that may be made to me is contingent upon satisfactory reference information, the presentation of documents that prove my identity and eligibility for employment in this country, and upon satisfactory completion of any background inquiry, medical examination, or drug, strength, or other test deemed appropriate by the University and not prohibited by law.

I understand and agree that Northwest University may thoroughly investigate my work and personal history (including a criminal background check) and may verify all data given on this application, on related papers, in interviews, or otherwise.

I authorize the University to request criminal background checks on me before or after any offer of employment. If information is obtained as a result of a criminal history check and if required by law, I will be notified within thirty days of Northwest University receiving the results and the results will be made available to me for examination, should I request it. Information obtained regarding my criminal history will be used solely for the purpose of making employment decisions.

I authorize the University to request my driving record (if I may operate a commercial vehicle on behalf of Northwest University) before or after any offer of employment. Information obtained regarding my driving record will be used solely for the purpose of making employment decisions.

I authorize Northwest University to contact any person or entity to obtain information about me, including the employers, organizations, supervisors, governmental agencies and references that I list in my application and others identified by the University. Without limiting the foregoing, I understand and agree that this release allows the Department of Social and Health Services, including Child Protective Services, to release information concerning me.

I hereby request, consent to, and authorize any current or former employer, person, firm, corporation, organization, education or vocational institution, or government agency to provide Northwest University with information they have regarding me, including the release of information concerning my job performance, job qualifications, personal and work history, dates of employment, job titles, reasons for leaving, salary, and opinions about me. The released information may be in the form of a letter of reference, in the form of a response to an evaluation form prepared by the University, in the form of a telephone interview or other interviews initiated by the University, or any other means deemed appropriate by the University. I understand that the information released may include facts and/or opinions that are unfavorable to me and/or with which I may disagree.

I hereby expressly waive any and all rights I may have of access to any letter of reference, to any response to an evaluation form, to anything discussed in a telephone conversation, or information otherwise obtained by the University, including any right to inspect and review, any right to have a copy made for my use, and any right to request an amendment of or correction to any released information.

I hereby release and agree to defend, indemnify and hold harmless Northwest University and its past, present and future directors, owners, officers, employees, volunteers, agents, and insurers from any and all liabilities arising from or in any way related to requesting or receiving information about me. I also release and agree to defend, indemnify and hold harmless any person or organization (whether listed in my application or not) and its respective directors, owners, officers, employees, volunteers and agents who provide information or references about me to Northwest University from and against any and all liability arising from or in any way related to their disclosure of any information or opinions about me.

I authorize the University, in its efforts to process my application and to check my background and contact references, to provide a copy of this Applicant's Certification and Agreement to any person or entity, and authorize Northwest University and other parties to treat a facsimile copy of this Certification and Agreement as if it were the signed original.

I hereby acknowledge that I have read, understand, and willingly sign and agree to this document.

THIS STATEMENT CONTAINS A RELEASE OF CLAIMS AND AN OBLIGATION TO DEFEND, INDEMNIFY AND HOLD HARMLESS NORTHWEST UNIVERSITY AND OTHERS.  
PLEASE READ IT CAREFULLY.

Applicant's Signature \_\_\_\_\_ Date \_\_\_\_\_ Job Posting # \_\_\_\_\_

**This signed Certification and Agreement must be a part of the application package. If it cannot be submitted via e-mail, it must be mailed, faxed, or taken to Northwest University for the application to be considered complete.**

# Criminal History Information Supplement

Please complete this Criminal History Information Supplement. Northwest University may conduct a criminal history background check on you and request a copy of your driving record (if you will operate a commercial vehicle on the behalf of Northwest University). Northwest University shall use the background check and your driving record only in making employment decisions. Further dissemination of the records are prohibited without your written permission. If Northwest University conducts a criminal background check through the Washington State Patrol, Northwest University will notify you of the state patrol's response within 30 days after receipt of any criminal history and allow you an opportunity to examine the results should you request it. If Northwest University uses other means to obtain your criminal history and law requires no notice to you, no notice will be provided.

Name: \_\_\_\_\_  
(print) Last First MI

Social Security Number: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

For purposes of answering these questions, conviction shall include any conviction in any jurisdiction, including convictions by way of trial, plea (guilty, "Alford", nolo contendere, or no contest even if they be later withdrawn), deferred prosecution, suspended sentence or stipulation. Conviction shall also include convictions that have subsequently been dismissed, expunged, vacated, reduced, mitigated, or otherwise stricken from official record. A conviction will not necessarily bar employment.

Have you ever in the last 10 years been convicted of any crime against children or other persons?

Yes If yes, specify \_\_\_\_\_  
No \_\_\_\_\_

RCW 43.43.830(5) "Crime against children or other persons" means a conviction of any of the following offenses: Aggravated murder; first or second degree murder; first or second degree kidnapping; first, second or third degree assault; first, second or third degree assault of a child; first, second or third degree rape; first, second or third degree rape of a child; first or second degree robbery; first degree arson; first degree burglary; first or second degree manslaughter; first or second degree extortion; indecent liberties; incest; vehicular homicide; first degree promoting prostitution; communication with a minor; unlawful imprisonment; simple assault; sexual exploitation of minors; first or second degree criminal mistreatment; endangerment with a controlled substance; child abuse or neglect as defined in RCW 26.44.020; first or second degree custodial interference; first or second degree custodial sexual misconduct; malicious harassment; first, second or third degree child molestation; first or second degree sexual misconduct with a minor; patronizing a juvenile prostitute; child abandonment; promoting pornography; selling or distributing erotic material to a minor; custodial assault; violation of child abuse restraining order; child buying or selling; prostitution; felony indecent exposure; criminal abandonment; or any other crimes as they may be renamed in the future.

Have you ever in the last 10 years been convicted of crimes relating to drugs under RCW 43.43.830(6)?

Yes If yes, specify \_\_\_\_\_  
No \_\_\_\_\_

RCW 43.43.830(6) "Crimes relating to drugs" means a conviction of a crime to manufacture, delivery, or possession with intent to manufacture or deliver a controlled substance.

Have you ever in the last 10 years been convicted of crimes relating to financial exploitation if the victim was a vulnerable adult?

Yes If yes, specify \_\_\_\_\_  
No \_\_\_\_\_

RCW 43.43.830(7) "Crimes relating to financial exploitation" means a conviction for first, second or third degree extortion; first, second or third degree theft; first, second or third degree robbery; forgery; or any of these crimes as they may be renamed in the future.

RCW 43.43.830(10) "Vulnerable adult" means "vulnerable adult" as defined in chapter 74.34 RCW, except that for the purposes of requesting and receiving background checks pursuant to RCW 43.43.832, it shall also include adults of any age who lack the functional, mental, or physical ability to care for themselves.

RCW 74.34.020(8) "Vulnerable adult" means a person sixty years of age or older who has the functional, mental, or physical inability to care for himself or herself.

RCW 43.43.830(11) "Financial exploitation" means the illegal or improper use of a vulnerable adult or that adult's resources for another person's profit or advantage.

Have you ever in the last 10 years been found in any dependency action under RCW 13.34.040 to have sexually assaulted or exploited a minor or to have physically abused any minor?

Yes    If yes, specify \_\_\_\_\_  
No        \_\_\_\_\_

Have you ever in the last 10 years been found by a court in a domestic relations proceeding under Title 26 RCW to have sexually abused or exploited any minor or to have physically abused any minor?

Yes    If yes, specify \_\_\_\_\_  
No        \_\_\_\_\_

Have you ever in the last 10 years been found in any disciplinary board final decision to have sexually or physically abused or exploited any minor or developmentally disabled person or to have abused or financially exploited any vulnerable adult?

Yes    If yes, specify \_\_\_\_\_  
No        \_\_\_\_\_

Have you ever in the last 10 years been found by a court of law in a protection proceeding under chapter 74.34 RCW, to have abused or financially exploited any vulnerable adult?

Yes    If yes, specify \_\_\_\_\_  
No        \_\_\_\_\_

Have you ever in the last 10 years been convicted of crimes relating to the consumption of alcohol including drunken driving, driving under the influence or driving while intoxicated?

Yes    If yes, specify \_\_\_\_\_  
No        \_\_\_\_\_

Have you ever in the last 10 years been convicted of any crime involving a motor vehicle? (This does not include traffic infractions.)

Yes    If yes, specify \_\_\_\_\_  
No        \_\_\_\_\_

Have you ever in the last 10 years been convicted of any crime that at any time required or would require you to register with any state or other jurisdiction as a sex offender?

Yes    If yes, specify \_\_\_\_\_  
No        \_\_\_\_\_

I hereby authorize Northwest University to conduct a criminal background check on me and to obtain a copy of my driving record.

I declare, under penalty of perjury under the laws of the State of Washington, that the statements above are true and correct.

Signed this \_\_\_\_\_ day of \_\_\_\_\_, (year) \_\_\_\_\_, at \_\_\_\_\_ (place)

\_\_\_\_\_  
Signature

**This signed Certification and Agreement must be a part of the application package. If it cannot be submitted via e-mail, it must be mailed, faxed, or taken to Northwest University for the application to be considered complete.**

# NOTICE OF NONDISCRIMINATION POLICY

## NORTHWEST UNIVERSITY

It is the policy of Northwest University not to discriminate on the basis of race, color, national origin, sex, marital status, age, or disability in its programs or activities, as required by applicable laws and regulations.

As a religious educational institution operating under the auspices of the Northwest Ministry Network of the Assemblies of God, Northwest University is permitted, and reserves the right, to prefer employees on the basis of religion. (Title VII, Sections 702-703, United States Civil Rights Act of 1964, as amended.)

If you have any questions regarding this policy, please contact either [or any, if more than two] of the following persons:

**Human Resources**

**Northwest University, P. O. Box 579, Kirkland, WA 98083-0579  
425-889-5749**

**Provost**

**Northwest University, P. O. Box 579, Kirkland, WA 98083-0579  
425-889-5238**

**Vice President for Student Development**

**Northwest University, P. O. Box 579, Kirkland, WA 98083-0579  
425-889-5261**

If you believe you may have been discriminated against in violation of this policy, please immediately contact one of the individuals designated above or refer to the University's Discrimination Grievance Procedures ("Grievance Procedures"). Copies of the Grievance Procedures may be obtained from the above designated individuals or the Office of Human Resources. Copies of the Grievance Procedures are also posted on the University's website ([www.northwestu.edu](http://www.northwestu.edu)).