



GORDON COLLEGE

APPLICATION PROCEDURE

Thank you for your interest in employment at Gordon College. The attached packet provides you with an Application for Employment along with information about the College. A list of open positions is available on our website www.gordon.edu/jobs.

After carefully reading all the enclosed material, please send completed application and signed Memorandum of Understanding, along with a copy of your resume if you have one, to hr@gordon.edu.

After we have received your completed application and signed Memorandum of Understanding, you will be considered for the opening for which you have applied. If the hiring supervisor wishes to pursue your candidacy, you will be contacted to arrange for an interview.

Please feel free to contact the Human Resources Office at any time regarding the status of your application.

If you require assistance with any phase of the application process, please provide advance notice to the Human Resources Office.

Nancy G. Anderson
Director of Human Resources

Megan Brennan
Human Resources Assistant

GORDON COLLEGE APPLICATION FOR EMPLOYMENT

THE CHARACTER OF GORDON COLLEGE

Gordon College is an independent, broadly evangelical Christian college of the liberal arts and sciences. The College stresses quality in teaching, a highly personal approach to students, a strong sense of Christian community, and the relationship between the conceptual and practical dimensions of learning. More than just a collection of classrooms, the College has embraced its distinctively Christian educational mission to form each student as a whole person to serve our God with heart, soul and mind. Every employee is a vital participant in that mission to provide for spiritual growth opportunities that complement the intellectual and skills development of a Gordon education.

Founded in 1889 as a missionary training institute, the College now offers a broad and varied curriculum to its undergraduates. While its curriculum has expanded considerably, the College has remained true to its founding principles and purpose. Offering an education that is distinctively Christian, Gordon seeks to develop Christian leaders who will serve faithfully and ably in the variety of vocations to which they are called by God. *To support this mission, Gordon seeks to hire men and women of strong Christian faith who understand and are committed to its philosophy of Christian higher education and its standards of belief and practice as set out in the Statement of Faith and Life and Conduct at Gordon College.*

Gordon's employees, as members of both a Christian community and an institution of higher learning, are in a unique position to contribute to the development of our students by interaction and example, *since our Christian witness is integrated and communicated through all that we say and do.* Therefore, all employees are expected to *call themselves Christian*, to approach their jobs with integrity, to support the goals and objectives of the College, and to exhibit an attitude of service to God, students, and fellow workers.

Gordon recognizes the importance of each job and the contribution each employee makes to the institution as a whole. For this reason the administration places a high priority on the welfare of its employees. The College offers employees a pleasant and supportive working environment and a full range of benefit options. All employees are encouraged to actively participate in the communal life of the institution, including attendance

at cultural and athletic events. All employees are expected to participate with students at various times throughout the year in opportunities of Christian spiritual advancement including chapel services, Day of Prayer and other settings.

As a Christian community, Gordon seeks to maintain itself by fostering those ideals and standards that are consistent with a Christian worldview. The "Statement of Faith" expresses the foundational biblical beliefs of the College. These convictions have practical implications for daily life on campus. The statement "Life and Conduct at Gordon College" specifies behavioral patterns which must be sustained in order that the objectives of the College can be met. All staff members, faculty and students are expected to comport themselves on campus in compliance with these behavioral guidelines.

One of the distinctives of Gordon is that every member of the staff and faculty is expected to participate actively in the spiritual formation of our students into godly, biblically faithful ambassadors for Christ. Gordon provides the training, development and opportunity to each of its employees to engage our students in meaningful ways to strengthen them in their faith walks with Christ. In the Gordon context, we are all educators and ministers to our students. Gordon's history is full of innumerable examples where its staff and faculty have participated profoundly in the spiritual formation of its students—such as Physical Plant staff leading Bible studies, custodians befriending students, kitchen workers modeling Christ-like behavior or administrators stopping with students for moments of prayer and encouragement. As an employee of the College you will be joining a rich tradition as personal and spiritual mentors to our students.

Gordon College is committed to a policy of non-discrimination and equal opportunity for all employees and qualified applicants without regard to race, color, sex, pregnancy, national origin, ancestry, age, physical or mental disability, genetic information, veteran status, military service, application for military service, or any other status protected by applicable law. The College will make reasonable accommodations for qualified individuals with known disabilities, in accordance with applicable law.

GORDON COLLEGE FRINGE BENEFITS

Flexible Benefit Plan:

Health Insurance:

HMO Blue New England (Blue Cross/Blue Shield Health Maintenance Organization)

Dental Insurance:

Blue Cross/Blue Shield Dental Blue

Medical And Dependent Care Spending Accounts

Optional Life Insurance

Medical Waiver Credit

403(b) Pre-Tax Retirement Plan

Life Insurance:

Covered by College (Sliding scale from 4.0 times annual salary if less than age 35, to 1 times annual salary if age 60 and older)

Long-Term Disability Insurance:

Covered by College

Workers' Compensation:

Covered by College

Credit Union:

Metropolitan Credit Union

Moving Expenses:

(Professional staff only)

6,000 pounds for employee; 2,500 pounds for spouse

2,000 pounds for each dependent child

Plus travel, hotel expenses en route to Gordon College

Tuition Remission:

Available at College for full-time employees, spouses and dependent children;
sliding remission scale based on years of service

Christian College Consortium and Council for Christian Colleges and Universities

Tuition Remission:

Available to dependent children of faculty/staff on a space available basis

(Subject to change without notice)



APPLICATION FOR EMPLOYMENT

PERSONAL

(Please print)

Last name	First name	Middle	Date
Address no., street	City, state, zip		Telephone number
Email	Are you a citizen of the United States, or do you have a valid work permit?		

JOB INTEREST

Position desired		
Date available	I am applying for <input type="checkbox"/> full-time <input type="checkbox"/> part-time <input type="checkbox"/> temporary	Salary expected \$ _____ per month

EDUCATION

SCHOOL	NAME AND ADDRESS	COURSE OF STUDY	YEARS	LAST YEAR COMPLETED	DID YOU GRADUATE?	LAST DIPLOMA OR DEGREE
High	Name of school: City and state:		From To	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4	<input type="checkbox"/> YES <input type="checkbox"/> NO	
College	Name of school: City and state:		From To	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4	<input type="checkbox"/> YES <input type="checkbox"/> NO	
Other	Name of school: City and state:		From To	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4	<input type="checkbox"/> YES <input type="checkbox"/> NO	

REFERENCES

NAME AND OCCUPATION	ADDRESS	EMAIL	PHONE NUMBER

RECORD OF EMPLOYMENT

List here all former employers beginning with your most recent. You may include work performed on a volunteer basis.

Firm name and address	
Job Title	Dates employed: From To
Describe your duties	
Name and title of supervisor	Your reason for leaving

Firm name and address	
Job Title	Dates employed: From To
Describe your duties	
Name and title of supervisor	Your reason for leaving

Firm name and address	
Job Title	Dates employed: From To
Describe your duties	
Name and title of supervisor	Your reason for leaving

May we contact your current employer? Yes No

Please describe the time and circumstances surrounding your becoming a Christian and how your Christian faith impacts you daily life and work.

What church do you attend? _____ How long have you attended? _____

Signature _____

MEMORANDUM OF UNDERSTANDING

I certify that the information I have given is true and complete to the best of my knowledge. I understand that any misrepresentation of information by me can cancel this application or be cause for dismissal if I am employed.

I grant permission for the authorities of this institution to investigate all statements contained in this application and release said institution from any and all liability resulting from such investigation.

I understand that no statement or representation, either oral or written, regarding salary, terms and conditions of employment, or College policy or practice, shall be considered binding unless confirmed in writing by an officer of the College or the director of Human Resources.

I understand that if appointed, my employment is of an "at will" nature, and that I or the College has the right to terminate the employment relationship at any time, with or without cause, and that only an express written employment agreement for a fixed and definite period, signed by an authorized office of the College, can change this "at will" status.

As a committed follower of Jesus Christ, I acknowledge personal agreement with the Statement of Faith.

I understand and support the goals and objectives of Gordon College as a distinctively Christian institution of higher learning. I have read the statement of "Life and Conduct at Gordon College," and, if appointed, I agree to abide by the standards therein.

Indicate any reservation you have regarding these matters. _____

Date

Signature

The Immigration Reform and Control Act of 1986 requires that any offer of employment be conditional upon the submission by the applicant of appropriate documentation verifying identity and eligibility to work in the United States. It is unlawful in Massachusetts to require or administer a lie detector test as a condition of employment. Gordon College is an equal opportunity employer and does not discriminate against any employee or applicant for employment because of race, color, national origin, sex, age, handicap or veteran status.

Return completed application packet to:

Director of Human Resources
Gordon College
255 Grapevine Road
Wenham MA 01984-1899
hr@gordon.edu

Gordon College is an equal opportunity employer. The College is in compliance with Title IX of the Education Amendments of 1972 and the regulations pertaining thereto prohibiting sex discrimination in higher education.

STATEMENT OF FAITH

We believe that:

- I. The 66 canonical books of the Bible as originally written were inspired of God, hence free from error. They constitute the only infallible guide in faith and practice. A careful translation, such as the New International Version, is sufficiently close to the original writings in text and meaning to be entitled to acceptance as the Word of God.
- II. There is one God, the Creator and Preserver of all things, infinite in being and perfection. He exists eternally in three Persons: the Father, the Son and the Holy Spirit, Who are of one substance and equal in power and glory.
- III. Humankind, created in the image of God, through disobedience fell from a sinless state at the suggestion of Satan. This fall plunged humankind into a state of sin and spiritual death and brought upon the entire race the sentence of eternal death. From this condition humankind can be saved only by the grace of God, through faith, on the basis of the work of Christ and by the agency of the Holy Spirit.
- IV. The eternally preexistent Son became incarnate without human father by being born of the virgin Mary. Thus in the Lord Jesus Christ divine and human natures were united in one Person, both natures being whole, perfect and distinct.
- To effect salvation He lived a sinless life and died on the cross as the sinner's substitute, shedding His blood for the remission of sins. On the third day He rose from the dead in the body which had been laid in the tomb. He ascended to the right hand of the Father, where He performs the ministry of intercession. He shall come once again, personally and visibly, to complete His saving work and to consummate the eternal plan of God.
- V. The Holy Spirit is the third Person of the Triune God. He applies to humankind the work of Christ. By justification and adoption humankind is given a right standing before God; by regeneration, sanctification and glorification, humankind's nature is renewed.
- VI. The believer, having turned to God in penitent faith in the Lord Jesus Christ, is accountable to God for living a life separated from sin and characterized by the fruit of the Spirit. It is the responsibility of the believer to contribute by word and deed to the universal spread of the gospel.
- VII. At the end of the age the bodies of the dead shall be raised. The righteous shall enter into full possession of eternal bliss in the presence of God, and the wicked shall be condemned to eternal death.

LIFE AND CONDUCT AT GORDON COLLEGE

I. Introduction

Gordon College is a Christian community, distinguished from other Christian communities by its primary commitment to provide a liberal arts education. As a Christian community it seeks to maintain itself by fostering those ideals and standards that are consistent with a Christian worldview. These ideals and standards are broadly moral; they would be characteristic of any community that was self-consciously Christian. This document is an attempt to specify those ideals and standards.

Given an atmosphere of free inquiry on a college campus, it is not surprising that the legitimacy of certain standards has traditionally been discussed, debated and argued. Nor is it surprising that such debate is more intense in

these days when the orientation of our society is toward freedom and self-determination. Nonetheless, the demands of community life require some mutual understandings, and neither the difficulty of the task nor the imperfection of the end result should deter us from attempting to establish reasonable, viable expectations.

A Christian approach to life and conduct seeks to promote freedom without becoming antinomian and to promote responsibility without becoming legalistic. Historically, it has always been difficult to embrace at the same time both the need for rules and the role of individual freedom under the guidance of the Holy Spirit. Nonetheless, this, we believe, is the biblical model, and so the course we have chosen.

This statement of life and conduct at Gordon College sets forth (1) those assumptions and principles which should guide the conduct of responsible Christians and (2) the specific rules and regulations which seem most likely to require explicit statement in a community such as Gordon College.

II. Assumptions and Principles

A. Basic Assumptions—Gordon College strives to maintain its identity as a Christian academic community of students, faculty and staff. The College expects that all members of the College community will:

1. Call themselves Christian by virtue of the grace of God and their personal commitment to Jesus Christ.
2. Recognize the Bible to be the Word of God and hence fully authoritative in matters of faith and conduct.
3. Have a sincere desire for that commitment to mature both in insight and behavior.

B. Biblical Principles—The community recognizes that biblical principles are foundational for corporate life and individual behavior. Those principles which seem most pertinent are the following:

1. Life within a Christian community must be lived to the glory of God, daily conforming ourselves to the image of Christ and recognizing the Lordship of Christ in every activity (Matthew 22:36–38, I Corinthians 10:31, Colossians 3:9, 10, 17).
2. Love for and accountability to God should motivate Christian conduct (Deuteronomy 6:5, II Corinthians 5:10).
3. Consistent with the example and command of Jesus Christ, love and justice must be the determinative factors in the relationships of Christians with others (John 15:12–17, I John 4:7–12).
4. Christians bear responsibility for service to others. They are responsible to serve their neighbors and be involved in the process of alleviating such pressing worldwide problems as poverty, hunger, disease, illiteracy and racism (Matthew 7:12, 25:31–46, Galatians 5:14, 6:10).
5. The actions of Christians within a community are not solely a private matter. Accordingly members of the Gordon community must hold their neighbors accountable for the

implications of their conduct when it directly affects the welfare of community living (Matthew 18:15–17).

6. The community collectively and members individually are responsible for the effective stewardship of abilities, opportunities and institutional resources (Luke 19:11–27, I Corinthians 4:2).
7. Attaining common goals and insuring orderly community life may necessitate the subordination of some individual prerogatives. Specifically, as servants of Christ we are called to practice forbearance. Christian freedom includes the option of not doing some things in order to contribute to the good of the larger community (I Corinthians 8:9–13, 9:19–23, 10:23–33).
8. Certain actions are expressly prohibited in Scripture and are, therefore, wrong. Christians are responsible to avoid those practices which are called sinful in Scripture. Similarly, Scripture commends some actions which are, therefore, right. There are other actions which are matters of individual conviction based on the given situation. In this latter area care must be exercised so as not to judge one another or to cause another to stumble or ourselves to fall (Matthew 7:1, Romans 14:1–23).
9. Christians are not asked to live the Christian life simply on the basis of their own moral character and strength. God has provided the authoritative Word of Holy Scripture, the guiding power of the indwelling Holy Spirit and the counsel of the Church—the body of believers both past and present. Christians are expected to study and obey the Scriptures, to cultivate a heart attitude which allows for the guidance of the indwelling Holy Spirit and to give serious consideration to the counsel of the people of God (II Timothy 3:16, II Peter 1:19–21, I John 2:27, I Peter 5:1–6).
10. Important to an understanding of all behavioral standards is the obligation of Christians to separate themselves from worldliness (Romans 12:2, I John 2:15). Worldliness is a subtle issue involving uncritical conformity to the prevailing spirit of the age. One's disposition concerning such matters as materialism, secularism, isolationism, security, success, injustice, hedonism and moral relativism must stand in perpetual review.

C. General Principles—We acknowledge that it is impossible to create a community whose behavioral norms will be totally acceptable to every Christian. Nonetheless, we believe it is imperative for us to specify certain behavioral patterns which must be sustained in order that the objectives of the College can be met. Therefore, it is assumed that individuals who have voluntarily joined the Christian academic community at Gordon College and are striving to exhibit the behavior characteristic of a mature person will:

1. Understand that they have become part of an evangelical Christian tradition which is to be respected and valued but which is continuously subject to review and evaluation. They also have freedom to offer constructive criticism of this tradition.
2. Explore the broad range of human opinion and ideas without necessarily engaging in the whole range of human behavior.
3. Strive to exemplify those positive elements of Christian behavior which are taught in Scripture (Romans 12:6–21, Galatians 5:22, 23, Colossians 3:12–17, II Peter 1:5–9).
4. Be concerned about the welfare of other individuals within the community and of the community as a whole.
5. Assume responsibility for their own behavior as it reflects upon their Lord, their community and themselves, particularly in the area of personal freedom, where discretion, moderation and restraint must be practiced.
6. Continually assess themselves, their personal growth and their place within the Gordon community.

III. Behavioral Standards

In light of the above assumptions and biblical principles of Christian conduct, the specific expectations which follow are established for students, faculty and staff of Gordon College. It will be noted that these behavioral standards distinguish between practices governed by Scripture and practices governed by consent of the community for its common good. The latter, which are established to enhance the quality of community living, are not to be confused with specific God-given directives, which are required of all Christians.

A. Practices Governed by Scripture—The following behavioral expectations are binding on all members of the Gordon community.

1. Those words and actions which are expressly forbidden in Scripture, including but not limited to blasphemy, profanity, dishonesty, theft, drunkenness, sexual relations outside marriage, and homosexual practice, will not be tolerated in the lives of Gordon community members, either on or off campus.
2. Members of the Gordon community will strive to overcome “sins of the spirit”, notably pride, covetousness, jealousy, lust, immodesty, as all are destructive to the unity of the Body of Christ. Instead, each member of the Gordon community will enable and help others to nurture the fruit of the Spirit – love, joy, peace, patience, kindness, goodness, faithfulness, gentleness and self-control.
3. Recognizing the Christian obligation to submit to governing authorities (Romans 13:1, I Peter 2:13), individuals related to Gordon College are expected to uphold the laws of the local community, the Commonwealth and the nation, except on those rare occasions wherein obedience to civil authorities would require behavior in conflict with the teaching and principles of Scripture (Acts 5:29).

B. Practices Governed by Consent of the Community for Its Common Good

—In addition to behavioral obligations set forth in Scripture, members of this community choose to impose upon themselves the following rules for behavior out of the conviction that they serve both the long-range interests of this institution and the immediate good of its individual members. Violations, therefore, must be regarded as serious breaches of integrity with this community to which each member has voluntarily chosen to associate.

1. The principle of resting one day in seven was instituted by God for the benefit of the creatures made in God’s image. Because Jesus declared Himself to be Lord of the Sabbath and because the church celebrates His resurrection on Sunday, the College will avoid business as usual on Sunday, particularly in terms of scheduling events and the use of facilities during the Sunday morning worship hours, unless necessary.
2. Members of the Gordon community will not use tobacco products on campus, on adjacent properties or while attending College-related events or on College-related business. This standard is in keeping with the

findings of medical authorities concerning the danger to one's health in the use of tobacco products. Further, it recognizes that Christians are responsible to be stewards of their bodies and considerate of the rights of others.

3. Members of the Gordon community will neither possess nor use alcoholic beverages on campus, or on adjacent properties. Use of alcohol is prohibited while attending College-related events where students are present. While it is recognized that abstinence is not biblically mandated, members of this

community are encouraged for reasons cited above to consider abstinence as a personal practice. This position reflects the College's concern with the physical, social and personal effects of alcohol use (see II. B. 6, 7 above). At no time will the illegal use or abuse of alcohol be tolerated by members of the Gordon community..

4. Members of the Gordon community are not to use or possess drugs illegally. This includes the use of those drugs prohibited by law and the abuse of those drugs controlled by law.