

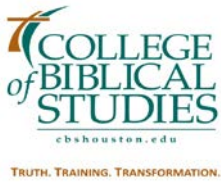


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Internal Employment Application Process

Thank you for considering job opportunities within the College. The following guidelines have been provided to make this a more efficient process. Please feel free to contact Human Resources should you have any questions.

- To apply for an internal job opportunity, please complete the Internal Employment Application.
- Please complete all sections of the internal job application form. Indicate how your training and experience meets the job qualifications and requirements specified in the job announcement.
- Sign and date the application
- If you have a resume available, submit it with your application.
- Submit the application and resume to hr@cbs-houston.edu



INTERNAL JOB APPLICATION

To be used by **current** CBS employees only

7000 Regency Square
Houston, TX 77036
832.252.4673
hr@cbs-houston.edu

Last Name	First Name	Middle	Application Date
Address (Street and Number)			Social Security Number
City	State	Zip	Home Phone
Previous Address (Street and Number)			Alternative Phone

Current Position:	Current classification: <input type="checkbox"/> Full Time <input type="checkbox"/> Part Time <input type="checkbox"/> Temporary
How long have you been in this position?	Current Salary:
Current Supervisor:	Current Duties: Current Department:

Desired Position:	You are available <input type="checkbox"/> Full Time <input type="checkbox"/> Part Time <input type="checkbox"/> Temporary
Date of Availability:	

Business Equipment/ Computer Skills (*Attach resume if desired*)

Current Licenses, Certifications and Professional Memberships:

Are you currently under any disciplinary action? YES NO (If yes explain)

Have you discussed your interest in this position with you supervisor? YES NO (If no explain why)

What are your goals in pursuing this position?

Please describe your skills and qualifications that you believe would help you be successful in this position?

Why do you wish to change positions?

I affirm that the facts set forth in this application and other employment documents are true and complete. I authorize investigation of all statements contained in this application. I understand that misrepresentation or omission of facts shall be considered sufficient cause for not being considered for the new position and could result in disciplinary action, including termination of employment. I understand and acknowledge that this application is neither a contract of employment nor constitutes an order or acceptance of employment. Further, I understand that, if selected for this position, either party may terminate my employment at any time.

Employee Signature

Date

Believing that God values and calls men and women from every language, people and nation into His kingdom, CBS–Houston is committed to cultivating and maintaining an ethnically diverse educational and work environment that motivates and retains God's chosen individuals. CBS–Houston does not discriminate on the basis of race, sex, color, age, national or ethnic origin, veteran, marital status, or physical or mental disability in the administration of its employment policies except as such conditions may constitute bona fide occupational or assignment limitation.

Date application received: _____

Employee file reviewed? YES NO

Does employee meet minimum qualifications for the position? YES NO

Is employee under any disciplinary action(s)? YES NO

Employee referred for consideration by hiring manager: YES NO If Yes, date of referral _____

Employee file reviewed by hiring manager? YES NO

Outcome of referral: Selected Not Selected If selected, start date:

Reason employee was selected or not selected:

Date employee notified of outcome:

For Human Resources Use



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DOCTRINAL STATEMENT

The doctrinal position of CBS is historically that of conservative Christianity. CBS rests firmly upon the integrity and inerrancy of the Holy Scriptures and, therefore, wholeheartedly accepts the basic doctrines of the historic Protestant Christian faith. CBS also supports the non-charismatic, dispensational, pre-millennial movement. Traditionally, CBS graduates stand for these great truths, and it is the desire of the College to continue to provide personnel for service in these ranks. This Doctrinal statement, which every board member, administrator, staff and faculty member must sign also includes:

1. Every word in the original writings of the Holy Scriptures is inspired of God and without error (2 Tim. 3:16; 2 Pet.1:21; 1 Cor. 2:13).
2. The Godhead exists eternally in three persons: the Father, the Son, and the Holy Spirit; and these three are one God (Gen. 1:1; Jn. 10:30, 4:24; Deut. 6:4; Matt. 28:19; 2 Cor. 13:14).
3. Man was created in the image and likeness of God, but in Adam all mankind fell into sin with the result that all men are sinners, hopelessly sinful in themselves, apart from the grace of God (Gen. 1:27, 9:6; Rom. 5:12, 3:23; Eph. 2:1).
4. The Eternal Son of God became incarnate in the Lord Jesus Christ, who is true God and true man, having been born of the virgin Mary (Jn. 1:1, 14, 18; Matt. 1:21-23; Heb. 1:6, 8; 1 Jn. 5:20; 1 Tim. 2:5).
5. Salvation is received by faith alone in Christ, who died in substitutionary sacrifice for our sins and rose again (Acts 4:12; 13:38, 39; 1 Cor. 15:1-4; Rom. 4:4, 5; 5:1).
6. Every true believer is promised positional and ultimate sanctification with the possibility of progressive development in life spiritually, (progressive sanctification) (Heb. 10:10, 14; Jn. 17:17; Eph. 5:26, 27; 1 Thess. 4:3, 4; 1 Jn. 3:2).
7. All who are born of the Spirit through faith in Christ can have the assurance of salvation and are eternally secure in Christ (Rom. 5:1; Jn. 3:5, 6; 1 Jn. 5:13; Jn. 10:28, 29; 17:12; 2 Tim. 1:12).
8. The Holy Spirit is the Third Person of the Godhead, who regenerates, indwells, baptizes, and seals all true believers in Christ and fills those yielded to God (Matt. 28:19; Jn. 1:13; 3:3-6; Titus 3:5; 1 Cor. 2:12; 6:19; Rom. 8:9; 1 Cor. 12:13; Eph. 4:30).
9. The Church, embracing all true believers, is the body and bride of Christ, formed by the baptism of the Holy Spirit (Eph. 1:22, 23; 5:24, 25, 30; 1 Cor. 12:12, 13, 27).
10. Christians are called to a holy life of service and testimony in the power of the Holy Spirit, which service includes the propagation of the Gospel message to the whole world. There is promised reward in heaven for faithfulness in such service (1 Pet. 1:15, 16; Jn. 12:25, 26; Acts 1:8; 1 Cor. 3:12-15).
11. The scriptural ordinances of baptism and the Lord's Supper are for all true believers in Christ (Matt. 28:19, 20; Mk. 16:15, 16; Acts 8:12, 36-38; 9:18; 10:47; 1 Cor. 1:16; 11:23-26).
12. Angels were originally created holy, but now exist as unfallen and fallen including Satan (Col. 1:16; Neh. 9:6; Ps. 143:2-5; Jude 6; Matt. 25:41; Rev. 12:9; Eph. 6:11, 12).

13. God has revealed different dispensations or stewardships with corresponding rules of life, of which the present dispensation is the age of grace (Eph. 3:2-6, 9-11; Col. 1:25-27; Rom. 6:14; Heb. 7:18, 19).
14. The imminent return of the Lord, which is the blessed hope of the Church, is to be followed in order by: the tribulation; the establishment of the reign of Christ on earth for one thousand years; the eternal state of punishment for the unsaved and the eternal state of blessing for the saved (Titus 2:13; 1 Thess. 1:10; 4:13-18; 5:4-10; Rev. 3:10; Matt. 24:21, 29, 30; 25:31; Rev. 20:1-6, 11-15; Matt. 25:46).

Note to faculty and staff: CBS requires all faculty and staff to have (1) absolute, unconditional agreement with items 1-8 of the Doctrinal Statement, and (2) in fulfilling my responsibilities as an employee of CBS, I will not contradict the Doctrinal Statement. In addition, faculty is further required to be in substantive agreement with items 9-14 clarifying any exceptions below.

All faculty and staff must sign the following statement, "I acknowledge that I have read and understood the CBS Doctrinal Statement and agreed to the terms in the previous paragraph."

*Note exceptions or clarifications here:

Signature _____ Date _____