



200 Seminary Drive · Winona Lake, IN 46590 · 574.372.5100 · www.grace.edu

Faculty Application for Employment

Applicants are considered for all positions without regard to race, color, religion (except as exempt under the law), sex, national origin, veteran status, or the presence of a non-job-related medical condition or handicap.

Date of Application _____ Position Applied For 1. _____ 2. _____

Type of employment sought Full time Part time

Last Name _____ First _____ Middle _____ SSI # _____

Street _____ City _____ State _____ Zip _____

Home Phone _____ Business Phone _____ E-Mail Address _____

In case of emergency notify: Name _____ Relationship _____ Telephone _____

Are you known to schools/references by another name? Yes No If yes, what name? _____

How did you hear about this position? _____

U.S. Citizen Yes No Are you legally allowed to work in the U.S.? Yes No

Have you ever been employed with Grace Schools before? Yes No If yes, indicate department, dates, and name of supervisor.

Are you related to anyone currently employed by Grace Schools? Yes No Name/relationship _____

Are you employed now? Yes No May we contact your present employer? Yes No

Can you travel if a job requires it? Yes No Are you a veteran of the U.S. Military Yes No If yes, which branch? _____

On what date would you be available for work? _____ Best time for an interview? _____

Are you an ordained minister? Yes No If yes, which organization? _____

Have you been convicted of a felony within the last seven years? Yes No If yes, explain. _____

Education

	High School	College	Graduate / Professional
School name	_____	_____	_____
Years Completed	_____	_____	_____
Diploma / Degree	_____	_____	_____
Courses of study	_____	_____	_____
Activities, Skills, Training Apprenticeship	_____	_____	_____

— To be considered for employment, you must complete all 4 pages. —

Employment Experience

List each job held. Begin with your present or most recently held position.

(Part-time applicants need list only current employer)

Employer _____ From / To _____

Position / Responsibilities _____

Address _____

City _____ State _____ Zip _____

Salary - Starting / Final _____ Supervisor _____

Reason for Leaving _____

Employer _____ From / To _____

Position / Responsibilities _____

Address _____

City _____ State _____ Zip _____

Salary - Starting / Final _____ Supervisor _____

Reason for Leaving _____

Employer _____ From / To _____

Position / Responsibilities _____

Address _____

City _____ State _____ Zip _____

Salary - Starting / Final _____ Supervisor _____

Reason for Leaving _____

If additional space is needed, please continue on another sheet of paper. Please give any additional information that you feel may be relevant to your qualifications.

Other Information

What plans do you have regarding further graduate study? _____

Names of professional associations, service clubs, and Christian organizations of which you are a member. _____

Give fields in which you feel you are best qualified to teach. _____

Give fields in which you prefer to teach in order of preference. _____

List books, pamphlets, articles, if any, which you have written during the past ten years (attach additional pages if necessary). _____

— To be considered for employment, you must complete all 4 pages. —

List any special studies or research projects which you have completed during the past five years. _____

Give any additional information relevant to your qualifications. _____

References

Please give the names, addresses and phone numbers of three individuals, (including at least two employers) whom we may contact regarding your educational background, experience, and performance.

1 Name _____
Address _____
City _____ State _____ Zip _____
Phone _____ Relationship _____

2 Name _____
Address _____
City _____ State _____ Zip _____
Phone _____ Relationship _____

3 Name _____
Address _____
City _____ State _____ Zip _____
Phone _____ Relationship _____

Spiritual Information

Present Church Membership _____
Address _____
Phone _____ Pastor _____

Present Church Membership of Spouse _____
Address _____
Phone _____ Pastor _____

Previous Church Membership _____
Address _____
Phone _____ Pastor _____

— To be considered for employment, you must complete all 4 pages. —

Do you consider yourself, without reservation, to be a conservative, evangelical Christian? Yes No Is your spouse? Yes No

Please write a brief account of your conversion and a statement of your present commitment to Christ.

Have you ever been divorced separated had a marriage annulled No

Will you cheerfully uphold the standard of Grace Schools as described in our Community Lifestyle statement? Yes No If no, please explain.

Do you wholeheartedly subscribe to the doctrinal statement of Grace Schools? Yes No If no, please explain. _____

Statement of Community Lifestyle

When an individual becomes a member of a community, he or she always lays aside certain personal rights for the good of the total community. To this end, it is understood that members of the Grace Schools community are committed to uphold the standards of the community as cited in this statement.

Since members of the Grace community are also members of the broader community of the body of Jesus Christ, it is expected that everything we do will reflect our commitment, both to our Lord and to His body of believers. This commitment is to be demonstrated by faithful involvement in a local evangelical church, support of those in need, and in Christian loyalty to each other.

The Word of God is the final authority on all matters of faith and conduct. Therefore, items expressly forbidden in the scriptures are not acceptable for members of the Grace Theological Seminary and College community. Included among these are such things as drunkenness, stealing, the use of slanderous or profane language, all forms of premarital sex, adultery and homosexual behavior.

Such attitudes as greed, jealousy, pride, lust, bitterness, hostility, an unforgiving spirit and prejudice based on race, sex, or socioeconomic status are also condemned by Scripture. Therefore, the Grace Schools community works hard to eliminate these attitudes as they are evidenced in speech and action and to see them replaced by Christ-life attitudes appropriate for mature Christians.

While Scripture does not provide specific teaching regarding all social practices in a given cultural setting, it does speak to the Christian's responsibility in areas of conduct which may be harmful or spiritually offensive to self or others. In keeping with its objectives to develop moral leadership, Grace College and Theological Seminary holds unacceptable the following activities: gambling, social dancing, possession or use of alcoholic beverages, tobacco, non-medicinal narcotics or hallucinogenic drugs (including marijuana). Further, restraint and discretion are expected in the choice of entertainment and literature. Without question, the Christian must abstain from all that is morally degrading. While Grace College and Theological Seminary does not normally assume the role of a censoring agent, it does expect tangible evidence of growth in Christ and sound judgement based on Biblical principles.

Above all, we the members of Grace College and Theological Seminary community are committed to accurately represent the Lord Jesus Christ on our campus, in our community and to the ends of the earth.

I certify that the answers given herein are true and complete to the best of my knowledge. I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision. In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in my discharge in the event that I am employed by the institution. I have read and will uphold the standards of Grace Schools as stated in the Community Lifestyle Statement.

Applicant's signature _____ Date _____

— To be considered for employment, you must complete all 4 pages. —