



200 Seminary Drive · Winona Lake, IN 46590 · 219.372.5100 · www.grace.edu

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 Seasonal On-call Temporary

Last Name _____ First _____ Middle _____ SSI # _____

Street _____ City _____ State _____ Zip _____

Home Phone _____ Business Phone _____ E-Mail Address _____

In case of emergency notify: Name _____ Phone _____

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? _____

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	_____	_____	_____

Employment Experience

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

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.

Overview of Experience

Please indicate with T (training) or E (experience). Check only as relevant to the position for which you are applying.

____ Accounting / Cashier	____ Carpentry	____ Deep Fat Fryer	Please check the type of employment desired. <input type="radio"/> Clerical <input type="radio"/> Custodial <input type="radio"/> Food Service <input type="radio"/> Library <input type="radio"/> Maintenance <input type="radio"/> Secretarial <input type="radio"/> Security <input type="radio"/> Other _____
____ Computer	____ Custodial	____ Dishwashing Machine	
____ Dictating Equipment	____ Electrical	____ Food Chopper / Grinder	
____ Typing (wpm _____)	____ Electronics	____ Food Mixer (Dough)	
____ Offset Presses	____ Grounds Maintenance	____ Food Mixer (Vertical)	
____ Receptionist	____ Heating / Air Conditioning	____ Grill & Broiler	
____ Word Processing	____ Heavy Equipment	____ Meat Slicer	
____ Microsoft Word	____ Mechanic	____ Range	
____ Lotus	____ Plumbing	____ Steam Pressure Cooker	
____ Other _____	____ Other _____	____ Vegetable Peeler	
		____ Other _____	

Briefly discuss any special qualifications that you possess which might be of benefit to Grace College and Seminary. _____

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

Give any additional information relevant to your qualifications. _____

References

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

Name _____

Address _____

City _____ State _____ Zip _____

Phone _____ Relationship _____

Name _____

Address _____

City _____ State _____ Zip _____

Phone _____ Relationship _____

Name _____

Address _____

City _____ State _____ Zip _____

Phone _____ Relationship _____

Name _____

Address _____

City _____ State _____ Zip _____

Phone _____ Relationship _____

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

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

Have you ever been divorced? Yes No

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 questions, 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 Lords 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 understand and agree that, if hired, my employment is for no definite period and may be terminated at any time and without prior notice. I have read and will uphold the standards of Grace Schools as stated in the Community Lifestyle Statement.

Applicant's signature _____ Date _____