

Faculty Application for Employment

To complete this form electronically, you must first download the form to your computer (do not complete the form within your web browser). Then, please complete the form through Adobe Acrobat or Reader. Once the form is complete, save it to your computer. Lastly, please attach your application to an email and send it to employment@grace.edu

 $\label{lem:completed} \mbox{A completed application for employment will include the following:}$

- Completed Faculty Application Form
- Curriculum Vitae
- Cover Letter

- Philosophy of Teaching at a Christian Liberal Arts Institution
- 2 Academic and/or Professional reference letters
- Spiritual Life Reference Form

1		Personal I	nformatio	n		
Name (Last):	First:		Midd	le:	Date:	_//_
Home Address:		City:		State:		ZIP:
Cell Phone: ()	Work Phone: ()	Email A	ddress:		
Are you: (Please check all that ap	oply) Single N	∕larried	Divorced	Remarried	Separated	
Are you known to references by	another name? Yes N	o If yes	, what name?	(including maiden name)		
		Employme	ent Interes			
Position(s) Applying for: 1)			2)		
What date are you available to w	vork?/			s the best time for an inte		
Type of employment you are int	erested in: Full Time		rt Time			Online
How did you hear about this pos Yes No	sition? Referral Job Advertise Grace Employ Other	ment Na vment Page	me of Advertis	erral:sing Platform:		
	employed with Grace Sch	ools before?				
If yes, please	e note the following: Positi	ion Title		Departme	nt	
Dates Worke	ed	_ Name of Su	pervisor			
Are you related	to anyone currently empl	oyed at Grace	Schools? If \	es, Name/Relationship:		
	permitted to work in the U				or Visas)	
	red currently? If yes, ca	an we contact	your employe	r? Yes No		
	f a job requires it? an of the U.S. Military?	If you which i	aranch?			
•	ained Minister? Ordaine					
· ·	anguage proficiency other					
	have been annulled, erase ed to a diversion program. rime will not necessarily d and nature of the violation,) lisqualify you f	rom employm	ent. Factors such as how	long ago the con	viction

Education	
Check here if the following education is provided on attached vita; if not, please provid	le the information here.
High School:	
Name of school	
Course of Study o Diplom	a ○ GED
Name of School	
Course of Study o Diplom	
College(s):	
Name of Institution	
Degree/Course of Study	
Name of Institution	
Degree/Course of Study	
Graduate/Professional:	
Name of Institution	
Degree/Course of Study	
Name of Institution	
Degree/Course of Study	
Post-Graduate Work:	
Describe fellowships, etc.	
Prior College Teaching E	xperience
List all post-secondary teaching experience. Check here if the following post-secondary teaching experience is provided on attack	hed vita; if not, please provide the information here
Name of Institution	
Course of Study:	
Courses Taught:	
Years Taught:	
Name of Institution	
Course of Study:	
Courses Taught:	
Years Taught:	
Name of Institution	
Course of Study:	
Courses Taught:	
List the fields or disciplines in which you are qualified and prefer to teach:	

	Other Employment Experienc	e	
List each job held beginning with your presen	t or most recently held position. This information ca		with a resume.
Employer	From/To	·	
	Supervisor's Name		
Responsibilities			
Employer Address	City	State	Zip
Reason for Leaving		_ Ending salary	
	From/To		
	Supervisor's Name		
Responsibilities		Chaha	7
	City		<u> </u>
Reason for Leaving		_ Ending salary	
Employer	From/To	o	
	Supervisor's Name		
Responsibilities			
Employer Address	City	State	Zip
	Overview of Work Experience		
Please check whether you have any of the following	lowing:		
CPR training	S		
First Aid certification			
First responder			
Chauffer's license CDL endorsement			
Valid Driver's License			
Names of professional associations or trade o	rganizations of which you are a member:		
List professional licenses, certifications, or cre	dentials you currently hold:		
List publications or other written scholarly wo	ork from the past ten years:		
List research or other formal studies or project	ts completed in the last ten years:		
Names of Christian or service organizations of	f which you are a member:		
Other special qualifications or professional inf	formation relevant to the position for which you are	applying:	

Christian Life			
Present Church Attendance			
Address			
PhonePastor			
Please provide a brief account of your decision to become a follower of Jesus Christ and how this commitme	ent continues to impact your life.		
Please provide a brief description of your involvement, activities, or leadership in your local church.			
Grace College and Theological Seminary considers itself an evangelical institution and is committed to the a brief statement about what role you believe the Bible should serve in forming the convictions of Christ-follo			
Will you subscribe to the Covenant of Faith of Grace Schools? Yes No	If no, please explain:		
Will you faithfully uphold Grace's Community Lifestyle Statement? Yes No	If no, please explain:		
Please note any additional questions or concerns you have about the Community Lifestyle Statement or Do	ctrinal Statement.		

References

Three references will be required prior to the confirmation of employment of any On-call, Seasonal, Part time or Full Time employees at Grace Schools, Inc. Applicants must have the appropriate reference letters and/or forms completed and send them to the Human Resource Department.

 $\underline{\text{Professional References:}} \ \, \text{Two academic and/or professional reference letters must be submitted.}$

<u>Spiritual Life Reference</u>: One reference must be a spiritual life reference from a pastor, youth minister, small group leader, spiritual mentor or other person in a position of spiritual leadership who knows you well. Relatives are not permitted to complete reference forms. Download the spiritual life reference form from Grace's HR website.

Affirmative Action Survey (Optional/Voluntary)

Qualified applicants are considered for all positions without regard to race	e, color, gender,	national origin,	age, marital status,	handicap	for which
reasonable accommodation can be made, or any other legally protected s	tatus.				

Gender:

Male Female

Check all that apply:

African-American, Non-Hispanic White, Non-Hispanic

American Indian or Alaskan Native Handicapped Vietnam

Asian or Pacific Islander Era Veteran

Hispanic

African-American, Non-Hispanic - A U.S. citizen having origins in any of the Black racial groups of Africa.

American Indian or Alaskan Native - A U.S. citizen having origins in any of the original people of North America and who maintains identification through tribal affiliation or community recognition.

Asian or Pacific Islander - A U.S. citizen having origins in any of the original peoples of the Far East, Southeast Asia, the Indian Subcontinent or the Pacific Islands. This area includes, for example, China, Japan, Korea, the Philippine Islands and Samoa.

Hispanic - A U.S. citizen of Mexican, Puerto Rican, Cuban, Central or South American or other Spanish culture or origin, regardless of race.

White, Non-Hispanic - A U.S. citizen having origins in any of the original peoples of Europe, North Africa or the Middle East.

Handicapped - "Handicapped" means any person who (1) has a physical or mental impairment which substantially limits one or more major life activities, (2) has a record of such impairment, or (3) is regarded as having such an impairment.

Vietnam Era Veteran - Any veteran of the armed services who between Aug. 5, 1964, and May 7, 1975, served on active duty for at least 181 consecutive days or was discharged sooner because of a service-related disability.

Grace College and Seminary makes employment opportunities available to all applicants and employees without regard to race, color, sex (except where sex is a bona fide occupational qualification), pregnancy, age, ancestry, national origin, disability, citizenship status, military status, genetic information, or any other legally protected category. Grace College and Seminary is a Christian religious-affiliated organization and, as such, is permitted religious exemptions set forth in Title VII of the Civil Rights Act of 1964.

Applicant Certification

I certify that statements made on the application, on the resume, attachments hereto, or other supplementary materials provided by me are full and complete statements of the facts. I understand that false, misleading, or omitted information can result in refusal of employment or termination in cases where erroneous information is discovered after employment has begun. I understand if I am offered employment and accept, this employment application form becomes part of the terms and conditions of employment.

I understand that Employment is contingent on supplying documents for Employment Eligibility Verification.

I understand and agree that any offer of employment with Grace College & Seminary may be contingent on successful completion of a criminal background check.

A completed Faculty Application for employment will consist of the following. Please check off the items that you have or will include as they are completed:

Completed Faculty Application Form Curriculum Vitae Cover Letter

Philosophy of Teaching at a Christian Liberal Arts Institution 2 Academic and/or Professional reference letters Spiritual Life Reference Form

Applicant's Signature:	Date:	/	/

^{*}Please note this form provides you with the ability to sign electronically. Simply click on the signature field above and follow the instructions to e-sign the document. Thanks for helping us eliminate the need to have printed materials!!