

# Guest Professor Application

## Intense Intervention Graduate Licensure Program



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](mailto:employment@grace.edu)

A completed application for employment will include the following:

- Completed Application Form
- Curriculum Vitae

<b>Personal Information</b>	
Name (Last): _____	First: _____ Middle: _____ Date: ___ / ___ / ___
Home Address: _____	City: _____ State: _____ ZIP: _____
Cell Phone: (____)-____-_____	Email Address: _____
Are you known to references by another name? Yes No If yes, what name? (including maiden name) _____	

<b>Employment Interests</b>	
Position(s) Applying for: 1) _____ 2) _____	
What date are you available to work? ___/___/___	What is the best time for an interview? _____
Type of employment you are interested in:	Full Time Part Time Type of Teaching: Residential Online
How did you hear about this position?	Referral If so, name of referral: _____
	Job Advertisement Name of Advertising Platform: _____
	Grace Employment Page
	Other Please describe: _____
Yes No	
Have you been employed with Grace Schools before?	
If yes, please note the following: Position Title- _____ Department- _____	
Dates Worked- _____ Name of Supervisor- _____	
Are you related to anyone currently employed at Grace Schools? If Yes, Name/Relationship: _____	
Are you legally permitted to work in the United States? (Please note that Grace does not sponsor Visas)	
Are you employed currently? If yes, can we contact your employer? Yes No	
Do you have a language proficiency other than English? If yes, which language(s)? _____	

Have you been convicted of a crime? Yes No
<i>(Do not include convictions that have been annulled, erased, expunged, vacated, set aside, sealed by a court, statutorily eradicated, impounded, pardoned, or referred to a diversion program.)</i>
<i>Note: Conviction of a crime will not necessarily disqualify you from employment. Factors such as how long ago the conviction occurred, seriousness and nature of the violation, rehabilitation, and duties of the position you are applying for will be considered when making employment decisions.</i>
If yes, please explain:

<b>Education and Employment</b>
Please attach a Curriculum Vitae that includes education, valid teaching license(s), and employment history along with professional contributions, memberships, and accomplishments. Please be sure to include supervisor contact information in your employment history.
Please check here indicating that all information provided in your Curriculum Vitae is true and accurate.

## 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. Please provide the necessary information below for three references that we may contact regarding your educational background, experience, and performance. If you wish, you can also submit reference letters that you may already have on file.

### Reference #1:

Name- \_\_\_\_\_  
Address- \_\_\_\_\_ City- \_\_\_\_\_ State- \_\_\_\_\_ ZIP- \_\_\_\_\_  
Phone Number- \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ Email- \_\_\_\_\_ Relationship- \_\_\_\_\_

### Reference #2:

Name- \_\_\_\_\_  
Address- \_\_\_\_\_ City- \_\_\_\_\_ State- \_\_\_\_\_ ZIP- \_\_\_\_\_  
Phone Number- \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ Email- \_\_\_\_\_ Relationship- \_\_\_\_\_

### Reference #3:

Name- \_\_\_\_\_  
Address- \_\_\_\_\_ City- \_\_\_\_\_ State- \_\_\_\_\_ ZIP- \_\_\_\_\_  
Phone Number- \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ Email- \_\_\_\_\_ Relationship- \_\_\_\_\_

## Teaching Pledge

I have read Grace College's Covenant of Faith and Community Lifestyle Statement and agree to show respect for the faith commitment that Grace practices by not acting in contradiction of that commitment while on campus or engaged in Grace activities including direct instruction and communication with students and colleagues. I certify that all my answers on this application are complete and true 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. Furthermore, I understand that falsifying any part of this application could result in a failure to be hired and/or retained.

## Affirmative Action Survey (Optional/Voluntary)

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

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.**

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## 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 Application Form**  
**Curriculum Vitae**

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!!