



- Completed Staff Application Form
- Resume/CV
- 2 Professional/Character References (letters or provided forms)
- Spiritual Life Reference Form

Name (Last): \_\_\_\_\_ First: \_\_\_\_\_ Middle: \_\_\_\_\_ Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Home Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP: \_\_\_\_\_

Cell Phone: (\_\_\_\_)-\_\_\_\_-\_\_\_\_ Work Phone: (\_\_\_\_)-\_\_\_\_-\_\_\_\_ Email Address: \_\_\_\_\_

Are you: (Please check all that apply)      Single      Married      Divorced      Remarried      Separated

Are you know to references by another name?    Yes    No      If yes, what name? (including maiden name): \_\_\_\_\_

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:	<input type="checkbox"/> Full Time	<input type="checkbox"/> Part Time	<input type="checkbox"/> Seasonal	<input type="checkbox"/> On-Call	<input type="checkbox"/> Temporary
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How did you hear about this position?

<input type="checkbox"/> Referral	If so, name of referral: _____
<input type="checkbox"/> Job Advertisement	Name of Advertising Platform: _____
<input type="checkbox"/> Grace Employment Page	
<input type="checkbox"/> 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

Can you travel if a job requires it?

Are you a Veteran of the U.S. Military? If yes, which branch? \_\_\_\_\_

Are you an Ordained Minister? Ordained by: \_\_\_\_\_

Do you have a language proficiency other than English? If yes, which language(s)? \_\_\_\_\_

If yes, please explain:

## Education

Check here if the following education is provided on attached resume; if not, please provide the information here.

### High School:

Name of school \_\_\_\_\_

Course of Study \_\_\_\_\_ ☐ Diploma ☐ GED

Name of School \_\_\_\_\_

Course of Study \_\_\_\_\_ ☐ Diploma ☐ GED

### 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. \_\_\_\_\_

\_\_\_\_\_

## Employment Experience

List each job held beginning with your present or most recently held position. This information cannot be supplemented with a resume.

Employer \_\_\_\_\_ From/To \_\_\_\_\_

Position Title \_\_\_\_\_ Supervisor's Name \_\_\_\_\_

Responsibilities \_\_\_\_\_

Employer Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Reason for Leaving \_\_\_\_\_ Ending salary \_\_\_\_\_

Employer \_\_\_\_\_ From/To \_\_\_\_\_

Position Title \_\_\_\_\_ Supervisor's Name \_\_\_\_\_

Responsibilities \_\_\_\_\_

Employer Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Reason for Leaving \_\_\_\_\_ Ending salary \_\_\_\_\_

Employer \_\_\_\_\_ From/To \_\_\_\_\_

Position Title \_\_\_\_\_ Supervisor's Name \_\_\_\_\_

Responsibilities \_\_\_\_\_

Employer Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Reason for Leaving \_\_\_\_\_ Ending salary \_\_\_\_\_

## Overview of Work Experience

Please check whether you have any of the following:

CPR training  
First Aid certification  
First responder  
Chauffer's license  
CDL endorsement  
Valid Driver's License

Names of professional associations or trade organizations of which you are a member: \_\_\_\_\_

Names of Christian or service organizations of which you are a member: \_\_\_\_\_

Other special qualifications or professional information relevant to the position for which you are applying: \_\_\_\_\_

## 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 College. Applicants must have the appropriate reference forms completed and have them sent to the Human Resource Department. The first two reference required are professional/character references. The third reference is a spiritual life reference. Please download the reference forms by clicking [here](#). Once you have the forms, please complete the top section then send the form to your selected references.

## Christian Life

Present Church Attendance \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_ Pastor \_\_\_\_\_

Please provide a brief account of your decision to become a follower of Jesus Christ and how this commitment 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 authority of scripture. Please provide a brief statement about what role you believe the Bible should serve in forming the convictions of Christ-followers.

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 Doctrinal Statement.

## 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  
American Indian or Alaskan Native  
Asian or Pacific Islander  
Hispanic

White, Non-Hispanic  
Handicapped Vietnam  
Era Veteran

**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.

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!!