

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

A completed application for employment will include the following:

- Completed Faculty Application Form
- Curriculum Vitae
- Cover Letter (Full Time only)
- Philosophy of Teaching at a Christian Liberal Arts Institution (Full Time only)
- 2 Academic and/or Professional reference letters
- Spiritual Life Reference Form

		Persona	l Informatio	n		
Name (Last):	First:		Mide	dle:	Date:	_//
Home Address:		City:		State:		ZIP:
Cell Phone: () V	Vork Phone: ()	Email <i>A</i>	Address:		
Are you: (Please check all that apply)	Single	Married	Divorced	Remarried	Separated	
Are you known to references by anothe	r name? Yes	No If	ves, what name?	(including maiden name)		
		Employr	nent Interes	sts		
Position(s) Applying for: 1)			:	2)		
What date are you available to work?			What	is the best time for an inter	view?	
Type of employment you are interested	d in: Full Ti		Part Time	71		Online
How did you hear about this position?	Referral		If so, name of re	ferral:		
	Job Adverti Grace Emp	sement loyment Page		ising Platform:		
W N-	Other					
Yes No	und with Grace S	chaols hofor	.2			
Have you been emplo				Denartme	nt-	
Dates Worked-	ne ronowing. r o	Name of	Supervisor-	Departme		
Are you related to any	one currently em	nploved at Gra	ace Schools? If	Yes, Name/Relationship:		
	-			that Grace does not sponse		
Are you employed curi					•	
Can you travel if a job	requires it?		, ,			
		If yes, which	ch branch?			
Are you an Ordained N	linister? Orda	ined by:				
Do you have a languag	e proficiency oth	er than Englis	sh? If yes, whi	ch language(s)?		
Have you been convicted of a crime?	Yes N	0				
(Do not include convictions that have b impounded, pardoned, or referred to a	diversion progra	m.)		•		
Note: Conviction of a crime w occurred, seriousness and nat when making employment de	ure of the violation					
If yes, please explain:						

Education
Check here if the following education is provided on attached vita; if not, please provide the information here.
High School:
Name of school
Course of Study o Diploma o GED
Name of School
Course of Study O Diploma O 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
Prior College Teaching Experience
List all post-secondary teaching experience. Check here if the following post-secondary teaching experience is provided on attached 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:
Years 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 preser	nt or most recently held position. This information ca		with a resume.		
Employer	ployerFrom/To				
	Supervisor's Name				
Responsibilities					
Employer Address	City	State	Zip		
Reason for Leaving		_ Ending salary			
	From/To				
	Supervisor's Name				
Responsibilities		<u> </u>			
- · ·	City	· · · · · · · · · · · · · · · · · · ·	<u> </u>		
Reason for Leaving		_ Ending salary			
Employer	From/To	o			
	Supervisor's Name				
Responsibilities					
Employer Address	_ City	State	Zip		
<u> </u>					
	Overview of Work Experience				
Please check whether you have any of the fol	<u> </u>				
CPR training	<u> </u>				
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	edentials you currently hold:				
List publications or other written scholarly wo	ork from the past ten years:				
List research or other formal studies or project	cts completed in the last ten years:				
Names of Christian or service organizations of	f which you are a member:				
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Other special qualifications or professional in	formation relevant to the position for which you are	applying:			

Christian Life						
Present Church Attendance Church Website						
Address						
PhonePastor						
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 a Christ-centered 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 <i>Covenant of Faith</i> 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 Covenant of Faith.						

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.

Professional References: Two academic and/or professional reference letters must be submitted.

Spiritual Life Reference: 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, hand	dicap 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!!