

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

Personal Information					
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 known to references by another name? Yes No If yes, what name? (including maiden name): _____					

Employment Interests					
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	Seasonal	On-Call
					Temporary
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					
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)? _____					

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:	

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:

Will you accept/uphold Grace's [Human Sexuality Statement](#)? Yes No If no, please explain:

Please note any questions or concerns you have about the C _____ # _____ 'O' _____ 'o' _____ '=' _____ 'o' _____ 'o' _____ .

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!!