

# Staff Application for Employment



## Instructions:

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 and save it to your computer. Lastly, please email the completed application to [employment@grace.edu](mailto:employment@grace.edu)

A completed application for employment will include the following:

1. Completed Staff Application Form
2. Resume/CV
3. Two professional/character references (letters or provided forms)
4. Spiritual Life Reference Form

Candidate Information				
Name: _____ First Last MI				
Home Address: _____ Street City State ZIP				
Phone #: (____) - ____ - _____		Email: _____		
Are you (check all that apply):      Single      Married      Divorced      Remarried      Separated				

Employment Interests				
Positions 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      Temporary      On-Call				
How did you hear about working at Grace?      Referral      Job Ad      Grace.edu      Other				
If referral, please list name: _____			If job ad, please indicate platform: _____	
Yes	No	Have you been employed with Grace Schools before?		
If so, please list title, name of supervisor, and dates of employment below: _____				
Yes	No	Are you related to anyone currently employed at Grace?		
If yes, please indicate the name/relationship of the current employee: _____				
Yes	No	Are you legally permitted to work in the USA? (Grace does not sponsor Visas)		

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Yes	No	Are you employed currently?
Yes	No	If yes, can we contact your employer?
Yes	No	Can you travel if a job requires it?
Yes	No	Are you a Veteran of the U.S. Military? If yes, what branch:
Yes	No	Are you an Ordained Minister? If yes, ordained by:
Yes	No	Do you have a language proficiency other than English?
If yes, please indicate which language(s):		
Yes	No	Have you been convicted of a crime? <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> 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.
If yes, please explain below:		

Education		
Note: If your education experience is shown on your Resume, you can leave this section blank.		
High School		
Name of School:	Diploma	GED
College(s) (Undergraduate)		
Name of Institution:	Degree/Course of Study:	
Name of Institution:	Degree/Course of Study:	
College(s) (Graduate)		
Name of Institution:	Degree/Course of Study:	
Name of Institution:	Degree/Course of Study:	

Employment Experience		
List each job held beginning with your present or most recently held position. Note: this information cannot be supplemented with a Resume. Please complete the fields below instead.		
Employer #1		
Employer Name:	Start Date:	End Date:
Position Title:	Supervisor's Name:	
Employer Address: _____ Street City State ZIP		
Reason for Leaving:	Ending Salary:	

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Employer #2			
Employer Name:	Start Date:	End Date:	
Position Title:	Supervisor's Name:		
Employer Address: _____ Street City State ZIP			
Reason for Leaving:		Ending Salary:	
Employer #3			
Employer Name:	Start Date:	End Date:	
Position Title:	Supervisor's Name:		
Employer Address: _____ Street City State ZIP			
Reason for Leaving:		Ending Salary:	

Other Relevant Experience			
Please check whether you have any of the following certifications/experience:			
CPR Training	First Aid Certification	First Responder	Chauffer's License
CDL	Valid Driver's License		
Please list names of any professional associations or trade organizations of which you are a member below:			
Please list names of any 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 confirmation of employment of any type (full time, part time, on-call, or seasonal). Applicants must have the appropriate reference forms or letters completed and have them sent to the Human Resources Department. The first two references required are professional/character references and can be either the provided forms or in the form of reference letters. However, the third reference is a spiritual life reference and must be submitted via the provided reference form. Please download the necessary forms by <a href="#">clicking here</a> . Once you have the forms, please complete the candidate information section and then send the form to your chosen references.

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Christian Life		
Present Church in which you attend:		
Address: _____ Street City State ZIP		
Phone Number:	Pastor's Name:	
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 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 Covenant of Faith of Grace Schools?	Yes	No
If no, please explain below:		
Will you faithfully uphold Grace's Community Lifestyle Statement?	Yes	No
If no, please explain below:		
Will you accept/uphold Grace's Human Sexuality Statement?	Yes	No
If no, please explain below:		
Please note any questions or concerns you have about Grace's Covenant of Faith, Community Lifestyle Statement, or Human Sexuality Statement below:		

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## Affirmative Action Survey (Optional/Voluntary)

### Affirmative Action Statement:

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.

Please fill out the information below, if you choose:

Gender:                      Male                      Female

Race/Ethnicity/Other Status (select 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.

## 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: \_\_\_\_\_