



200 Seminary Drive · Winona Lake, IN 46590 · 574.372.5100 · www.grace.edu

Staff Application for Employment

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.

To be considered for employment, all pages must be completed and a Spiritual Life Reference submitted.

PERSONAL INFORMATION

Date of Application: _____ Position(s) applied for: 1) _____ 2) _____

Last Name: _____ First _____ Middle _____

Street _____ City _____ State _____ Zip _____

Home Phone _____ Cell _____ Work _____

(Please check preferred phone contact)

Type of Employment: Full time Part time Seasonal On-Call Temporary

E-mail address: _____

On what date can you be available for work? _____ Best time for an interview? _____

Are you single married divorced remarried separated - Please check all that apply.

Yes No Are you known to references by another name? If Yes, what name? (Please include maiden name) _____

How did you hear about this position? _____

Yes No Have you ever been employed with Grace Schools before? If Yes, please note department, dates, and name of supervisor: _____

Yes No Are you related to anyone currently employed at Grace Schools? Name/relationship: _____

Yes No Are you legally permitted to work in the US? (Please note that Grace does not sponsor Visas).

Yes No Are you employed now? If Yes, may we contact your current employer? Yes No

Yes No Can you travel if a job requires it?

Yes No Are you a veteran of the U.S. Military? Branch _____

Yes No Are you an ordained minister? Ordained by _____

Language proficiency other than English, specify: _____

Have you been convicted of a crime? (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.) Yes No

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: _____

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.
Continue on additional paper if needed.

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 _____

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
- Language proficiency other than English, specify: _____

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 written 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 send them to the Human Resource Department.

Employment References: Two references **must** be from past employers. Former immediate supervisors and/or HR departments qualify. Download the employer reference from Grace's HR website.

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.

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 and your family's 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 [doctrinal statement](#)/covenant of faith of Grace Schools? Yes No If no, please explain. _____

Will you faithfully uphold Grace' [standard of community](#) (see statement below)? Yes No If no, please explain. _____

Please note any additional questions or concerns you have about the Community Lifestyle Statement or Doctrinal Statement. _____

COMMUNITY LIFESTYLE STATEMENT

Members of the Grace College and Seminary community are committed to the mission of the institution and to living in a manner that brings glory to the name of our Lord. To this end we agree to uphold the standards of the community as cited in this statement.

Since members of the Grace College community are also members of the broader community of the body of Jesus Christ, it is expected that everything we do will reflect our commitment, both to our Lord and to His body of believers. This commitment is to be demonstrated by faithful involvement in a local evangelical church, Christian loyalty to each other, and pursuit of the fruit of the Spirit – love, joy, peace, patience, kindness, goodness, faithfulness, gentleness, and self-control.

Our beliefs on all topics are based on scripture (2 Timothy 3:16); therefore, the Word of God is the final authority on all matters of *faith and conduct*. Members of the Grace Schools community work hard to demonstrate Christ-like attitudes and actions appropriate for mature Christians in their personal lives and in the life of the community. In seeking to live out the fruit of the Spirit (Galatians 5:22-23) rather than deeds of the flesh (Galatians 5:19-21), items expressly forbidden in the Scripture are not acceptable for members of the Grace Schools community. Examples include pride, greed, lust, slander, drunkenness, profane language, premarital sex, adultery, homosexual behavior, and prejudice (1 Corinthians 6:9-11). We affirm the holy institution of marriage as being between one man and one woman, rooted as it is in God's creation of man and woman and in the relationship of Christ and his church.

Grace College values the *worth and dignity of human life*. Having been made in the image of God (Genesis 1:27), those who learn, live, and/or work at the institution are expected to respect and uphold life-affirming practices that distinguish our faith community from other institutions of higher education, particularly for those who are vulnerable members of society. Consistent with a resolution of the Fellowship of Grace Brethren Churches (1982, 1996), Grace College believes that human life is worthy of respect and protection at all stages from the time of conception. The sanctity of human life is established by creation (Genesis 1:26-27), social protection (Genesis 9:6) and redemption (John 3:16).

Although Scripture does not provide specific teaching regarding all *social practices* in a given cultural setting, it does speak to our Christian responsibility in areas of conduct that may be harmful or spiritually offensive to ourselves or to others. In keeping with its objectives to develop moral and spiritual leadership, Grace College expects members of the community to demonstrate restraint and discretion in entertainment choices, social activities, and personal habits (Galatians 5:13-23), including substances that may harm our physiological and psychological well-being. Without question, the Christian should act in ways that honor the body, which is the temple of the Holy Spirit (Romans 12:1), and God's standard of purity; are morally uplifting; and guide us to godliness through the use of spiritual disciplines including scripture reading, study, and application; prayer; worship; meditation; evangelism; serving; and stewardship.

All of us have sinned and fallen short of God's standards in one way or another (Romans 3:23), but if we ask for His forgiveness, His grace and mercy are extended to us (Ephesians 2:4–5). While recognizing the existence of temptation, sin, and lifestyles that are contrary to biblical truth, Grace College expects tangible evidence of *life transformation*, commitment to growth in Christ, and sound judgment based on biblical principles. Jesus was full of grace and truth (John 1:14) and, in striving toward His example, we seek as a spiritual community to demonstrate a balance of both.

As a community of believers, therefore, those at Grace College strive to carry out both individually and collectively the model for *conflict management and resolution* described in Romans. We make use of biblically-based practices such as arbitration, mediation, grace, restoration, forgiveness, and redemption to live at peace with each other (Romans 12: 16-21) and strive to resolve disagreements in private or within the Christian community using the biblical principles of 1 Corinthians 6:1-8, Matthew 5:23-34, and Matthew 18:15-20 as guidelines.

We acknowledge that God has placed institutions and individuals in positions of *authority* over Christians and our biblical response is one of submission (Romans 13:1-8). God and His word are our final authority and give us guidance in areas such as relationships, marriage, the church, human government, spiritual leaders, and employers. Our testimony in these matters of authority is powerful when our actions are based on biblical truth rather than individual gain. Our responsibility as citizens is submission, but we also have rights as citizens to protection; therefore, although there may be competing interests, we value the right to appeal decisions based on our biblically-informed conscience (Acts 5:29). Grace College, however, recognizes and supports only those individual and campus advocacy initiatives that are in alignment with biblical teaching as outlined in this *Statement on Community Lifestyle Expectations* and our *Covenant of Faith*.

Above all, we the members of the Grace College community are committed to accurately representing the Lord Jesus Christ on our campus, in our community, and to the ends of the earth.

AFFIRMATIVE ACTION SURVEY **(Optional)**

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

Asian or Pacific Islander

Vietnam 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.

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: _____