



Grace Bible College

Application for Employment

Applications are received and employees are hired without regard to race, creed, color, sex, age, national origin, marital status, physical or mental handicap, veterans status and citizenship status. The receipt of this application does not mean that job openings exist or does not obligate us in any way. We appreciate your interest in Grace Bible College.

While completing this application if you find it necessary to provide additional comments or explanations to questions asked, please attach additional sheets of paper. PLEASE PRINT OR TYPE ALL INFORMATION!

Date Prepared _____

PERSONAL INFORMATION

Name _____ Social Security No. _____
Last First Middle Initial

Present address _____ Home phone (____) _____
No. Street City State Zip

How long have you lived at above address? _____
 Previous address _____ How long did you live there? _____
No. Street City State Zip

Are you over the age of 18? Yes No If no, employment is subject to verification that you are of minimum legal age.

What languages can you read, speak and write fluently? _____

Are you a citizen of the United States? Yes No

If not a citizen of the U.S., can you provide proof that you can legally be employed in the U.S.? Yes No

EMPLOYMENT INFORMATION

Position applying for _____ Date available for work _____

What salary/hourly rate do you expect? _____

Type of employment : Full Time Part Time Temporary

What days and hours if part time? Days Hours
From () AM () PM To () AM () PM

Have you ever applied for a job with us before? Yes No

Have you ever worked for us before? Yes No

Have you ever been bonded? Yes No

Have you ever been refused bond? Yes No If yes, state reason and date _____

Have you ever been convicted of any crime other than a minor traffic violation? Yes No
 If yes, state date, court and place where offense occurred _____

Have you ever been discharged or requested to resign from a position? Yes No
 If yes, explain _____

Does your present employer know of your plans to change employment? Yes No
 Why do you desire to make a change? _____

Have you ever held a position of trust (handling money or confidential material)? Yes No

How much time have you lost from work during this past year? _____

Would you have steady transportation to work? Yes No

Do you have any personal responsibilities or problems that may affect your daily attendance? Yes No
 If yes, explain _____

Are there any other experiences, skills, or qualifications which you feel would especially fit you for work with our organization? _____

EDUCATION INFORMATION

Schooling	Years Completed	Degree Rec. and Major Sub.	Name of School	Location	Did You Graduate?
Grammar or High School					
Trade Bus. or Correspondence					
College					
Graduate School or Seminary					

Describe any other specialized or professional training (such as computers, etc.). If you are presently enrolled in school, what are you studying? _____

CHURCH AFFILIATION

Please list your church membership(s) over the past five years:

Current Church _____	Dates attended _____	City/State _____	Phone # _____
Previous Church _____	Dates attended _____	City/State _____	Phone # _____
Previous Church _____	Dates attended _____	City/State _____	Phone # _____
Previous Church _____	Dates attended _____	City/State _____	Phone # _____

PRIOR WORK RECORD (Start with most recent or present employer)

1 Name of Most Recent Employer _____ Telephone No. _____
 Address _____
 Name & Position of Immediate Supervisor _____ Date of Employment : From _____ To _____
 Your Position or Title _____
 Describe Your Duties _____
 Reason For Leaving _____

2 Name of Employer _____ Telephone No. _____
 Address _____
 Name & Position of Immediate Supervisor _____ Date of Employment : From _____ To _____
 Your Position or Title _____
 Describe Your Duties _____
 Reason For Leaving _____

3 Name of Employer _____ Telephone No. _____
 Address _____
 Name & Position of Immediate Supervisor _____ Date of Employment : From _____ To _____
 Your Position or Title _____
 Describe Your Duties _____
 Reason For Leaving _____

May we contact the employers listed above? _____ If not, indicate by No. which one(s) you do not wish us to contact _____

PERSONAL REFERENCES

(Do not list relatives or previous supervisors)

Name _____	Phone No. _____	Years known _____	Occupation _____
Name _____	Phone No. _____	Years known _____	Occupation _____
Name _____	Phone No. _____	Years known _____	Occupation _____

APPLICANT'S STATEMENT - READ CAREFULLY!

The facts set forth in my application for employment are true and complete. I understand that if employed, false statements on my application shall be considered sufficient cause for dismissal. You are hereby authorized to make any investigation on my personal history and financial and credit record through any investigative or credit agencies or bureaus of your choice in compliance with applicable laws or statutes.

I understand that employment at this organization is "at will", and includes no guarantee, contract, or promise of employment for any specified length of time. I further understand that a criminal record check may be conducted on me, and I consent to any such check.

I authorize the use on any information in this application and any attached supplements to verify my statements, and I authorize the past employers, schools, churches, all references, and any other persons or organizations, whether or not identified in this application, to answer all questions asked concerning my ability, character, reputation, and previous employment record. I release all such persons from any and all liability or damages on account of having furnished such information.

Signature of Applicant

Date

NOTE If this application is returned by mail, please address it to: "Attn: Human Resources" and mark the envelope "Personal and Confidential".

Essay Questions (feel free to use an additional piece of paper for your responses)

1. Describe how you came to know Jesus Christ as your personal savior.
2. Describe your personal relationship with Jesus Christ
3. Have you read and do you agree with Grace Bible College's Mission.
4. Have you read the statement of faith, Do you agree or disagree and why?