

## Application for Employment (Faculty)

Name (Last, First, Middle Initial)		E-mail	
Street Address		Telephone Number ( Home)	
City, State, Zip Code		Telephone Number ( Work)	
What position are you applying for?	<input type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time	What do you expect as a starting salary/wage?	When can you begin?

## EDUCATION

	Name and Location	Date Attended		Did You Graduate	Course Of Study
		From	To		
High School				<input type="checkbox"/> Yes <input type="checkbox"/> No	
College				<input type="checkbox"/> Yes <input type="checkbox"/> No	
Graduate Study				<input type="checkbox"/> Yes <input type="checkbox"/> No	

By completing this Educational History, you authorize Calvin College to verify colleges/universities attended.

## TEACHING EXPERIENCE List your last position first

Institution		Location	
From (Month/Year)	To (Month/Year)	<input type="checkbox"/> Graduate or Teaching Assistantship <input type="checkbox"/> Other teaching appointment	
Number of Semesters	Number of Semester Hours per Semester (list individually, if necessary)		

Institution		Location	
From (Month/Year)	To (Month/Year)	<input type="checkbox"/> Graduate or Teaching Assistantship <input type="checkbox"/> Other teaching appointment	
Number of Semesters	Number of Semester Hours per Semester (list individually, if necessary)		

Institution		Location	
From (Month/Year)	To (Month/Year)	<input type="checkbox"/> Graduate or Teaching Assistantship <input type="checkbox"/> Other teaching appointment	
Number of Semesters	Number of Semester Hours per Semester (list individually, if necessary)		

Institution		Location	
From (Month/Year)	To (Month/Year)	<input type="checkbox"/> Graduate or Teaching Assistantship <input type="checkbox"/> Other teaching appointment	
Number of Semesters	Number of Semester Hours per Semester (list individually, if necessary)		

By completing this Teaching Experience section, you authorize Calvin College to contact the above listed institutions.



## REFERENCES

List three people, other than relatives, who have known you more than three years.

Name	Address
Phone	How Does This Person Know You?
Name	Address
Phone	How Does This Person Know You?
Name	Address
Phone	How Does This Person Know You?
Pastor's Name (optional)	Address
Phone	How Long Has Your Pastor Known You?

By completing this References section, you authorize Calvin College to contact the above listed individuals.

## QUESTIONS

YES NO

- Are you authorized to work in the United States on an unrestricted basis?
- Have you been told the essential functions of the position or have you been shown a copy of the job description listing the essential functions of the position?
- Can you perform all the essential functions of the position for which you are applying with or without reasonable accommodation?\*
- Have you ever been convicted of a crime? (Excluding minor traffic offenses. Alcohol-related traffic violations are not considered minor. Conviction will not necessarily disqualify an applicant for employment). If yes, describe conditions:  
\_\_\_\_\_
- Have you used illegal drugs or drugs not prescribed to you by a licensed physician (excluding OTC medication) in the last 7 years? (Admissions will not necessarily disqualify an applicant for employment.) If yes, describe conditions:  
\_\_\_\_\_
- Are there any felony charges pending against you? If yes, please explain: \_\_\_\_\_

\*\* The need for accommodation does not necessarily bar employment. A determination will be made as to the effectiveness with which the accommodation will allow you to perform the essential functions of the position and the hardship it would impose on the employer. If you have a mental or physical disability and require accommodation to perform the job, you must notify Calvin College within 182 days after reasonably knowing about the need for accommodation. Failure to do so will bar you from alleging that Calvin College has not accommodated you as required by law.

I affirm that the information provided in this application and the accompanying resumes, if any, is true and complete. I also agree that any false information, misrepresentations, or omissions – verbal or written – may disqualify me from further consideration for employment and may result in discipline or dismissal. If discovered at a later date, I authorize a thorough investigation of all statements and references contained in this application and of my employment and educational history, including discipline and attendance records, and agree to cooperate with such investigation. I release from all liability and responsibility all persons and corporations requesting or supplying such information and waive any right to notice of such disclosure. I also understand that if I have a protected disability that affects my ability to perform the job I seek, reasonable accommodation for it may be requested of Calvin College. I understand that the Calvin College Employee Handbooks, which may, with or without notice be modified, amended, or updated, govern the employment relationship.

I acknowledge that reference and education verification, a criminal background check, and a credit check may be conducted and that my offer of employment is contingent upon acceptable results.

As an educational institution committed to the intellectual, emotional, and spiritual development of its students in the Reformed tradition of historic Christianity, Calvin College requires its employees to conduct their work and lives as Christian role models, congruent with the teachings, writings, and practice of our sponsoring faith community, the Christian Reformed Church.

I represent and warrant that I have read and fully understand the foregoing and seek employment under these conditions.

Signature of Applicant \_\_\_\_\_ Date: \_\_\_\_\_

**Thank you for completing this application form and for your interest in employment with Calvin College.**

Your application will be reviewed with a special emphasis on your education and training skills, work experience, work record, and job interests. These factors will determine job opportunities for which you may be qualified.

In compliance with Federal law, Calvin College has published a document called *Your Safety... Your Health: A Guide to Campus Safety and Substance Awareness*. It includes crime statistics for the past three years that are designated "right-to-know" offenses. Check here if interested in receiving a copy.

**The Mission of**  
**CALVIN**  
College



## **Vision**

Calvin College is a comprehensive liberal arts college in the Reformed tradition of historic Christianity. Through our learning, we seek to be agents of renewal in the academy, church, and society. We pledge fidelity to Jesus Christ, offering our hearts and lives to do God's work in God's world.

## **Purpose**

Our primary purpose is to engage in vigorous liberal arts education that promotes lifelong Christian service. We offer education that is shaped by Christian faith, thought, and practice. We study and address a world made good by God, distorted by sin, redeemed in Christ, and awaiting the fullness of God's reign. We aim to develop knowledge, understanding, and critical inquiry, encourage insightful and creative participation in society; and foster thoughtful, passionate Christian commitments. Our curriculum emphasizes the natural, cultural, societal, and spiritual contexts in which we live; our teaching respects diverse levels, gifts, and styles of learning; and our learning proceeds as a shared intellectual task.

Another purpose is to produce substantial and challenging art and scholarship. We pursue intellectual efforts to explore our world's beauty, speak to its pain, uncover our own faithlessness, and proclaim the healing that God offers in Jesus Christ. We strive to embrace the best insights of Christian life and reflection; engage issues in the intellectual and public spheres; and enrich faith by the heritage of the past and the discoveries of today. Our faculty and staff are committed to keen and lively work in their chosen fields and to sharing its fruits with others.

We are also called to perform all our tasks as a caring and diverse educational community. We undertake our tasks in response to a divine calling. Together we challenge ourselves to excellence as we acquire knowledge, cultivate aspirations, and practice lives of service. We seek to gather diverse people and gifts around a common pledge and purpose; pursue justice, compassion, and discipline; and provide a training ground for the life of Christian virtue. Our classrooms embody a community of faith and learning extended across campus and beyond.

## **Commitment**

We profess the authority of Old and New Testament scripture and the witness of the Christian ecumenical creeds. We affirm the confessions and respect the rich traditions of Reformed believers worldwide and, in particular, those of the Christian Reformed Church. We aim to enhance the cultural life about us and to address local needs. In all we say and do, wherever we may be, we hope to follow and further the ways of God on earth.