

## **Application for Employment**

Office for Academic Affairs

Northwestern College • 101 7th Street SW Orange City, IA 51041 712-707-7000 www.nwciowa.edu

## **MISSION:**

Northwestern College is a Christian academic community engaging students in courageous and faithful learning and living that empowers them to follow Christ and pursue God's redeeming work in the world.

## **IDENTITY STATEMENT:**

Northwestern College is a Christian college in the Reformed tradition, founded in 1882 by the Reformed Church in America. We are committed to providing a Christian liberal arts education in an undergraduate, intercultural and residential environment. We offer bachelor's degrees in a variety of traditional and professional programs.

To Applicant: Northwestern College places a high priority on building a community that is interculturally competent and committed to the Kingdom lifestyle of justice and racial reconciliation within our multicultural nation and global community. Applications from qualified persons with diverse backgrounds, cultures and experiences, including women and persons of color, are therefore especially welcome. The college's mission as a Reformed/evangelical institution of higher learning demands that all who accept a position at Northwestern profess faith in Jesus Christ as Savior and Lord, are actively involved in a local church, are committed to behavior that is in keeping with biblical principles, and desire the growth of Christian convictions and maturity in the college's students.

PERSONAL			
Name: First	Middle	Last	
Street address			Home Telephone
			( )
City, State, ZIP			Business Telephone
Only, State, 211			( )
			( )
Position Desired			E-mail Address
Type of Employment Interested In			Specify Days and Hours (if Part Time)
☐ Full Time ☐ Part Time	☐ Temporary		
Are you legally eligible for employment in the U	Jnited States? ☐ Yes	☐ No	Date Available for Employment
Church Involvement			Church Affiliation
PROFESSIONAL			
IKOFESSIONAL			
	onors received, publications, cer	tifications, special t	raining, professional and business activities and
offices held, etc):			
VOLUNTEER			
List Areas of Experience From Volunteer Activ	itios:		
List Areas of Experience From Volunteer Activ	ilies.		

## **EDUCATION** Dates Attended School, College or University Address Type of Degree(s) Field of Study **EMPLOYMENT HISTORY** (List present or most recent position first) Present or Last Employer Your Title Last Salary Reason for Leaving City Address: Street State ZIP Job Duties Date Began Mo. Yr. Date Left May we contact this Supervisor Mo. Employer? Phone No. Yr. ☐ Yes ☐ No Your Title Previous Employer Last Salary Reason for Leaving ZIP Address: Street City State Job Duties Date Began Mo. Yr. Date Left May we contact this Supervisor Employer? Mo. Phone No. Yr. ☐ Yes ☐ No Last Salary Previous Employer Your Title Reason for Leaving Address: Street ZIP City State Job Duties Date Began Mo. Yr. Date Left May we contact this Supervisor Employer? Mo. Phone No. Yr. ☐ No ☐ Yes Previous Employer Your Title Last Salary Reason for Leaving Address: Street City State ZIP Job Duties Date Began Mo. Yr. Date Left May we contact this Supervisor Mo. Employer? Phone No. Yr. ☐ Yes ☐ No ☐ No For Reference Purposes: Is your educational or employment history listed under another name? $\square$ Yes If so, what name?

Explain any periods of time during the las full-time student, except for periods of illu		ot employed by another employer or were not a	
REFERENCES			
3 Professional & 2 l	Personal References We May Co	ontact (do not list relatives)	
Name & Occupation	Address	Phone	
Name & Occupation	Address	Phone	
Name & Occupation	Address	Phone	
Name & Occupation	Address	Phone	
Name & Occupation	Address	Phone	
GENERAL INFORMATION			
Who referred you to Northwestern College?  □ Employee (name) □ Website □ Friend or Relative □ Other □ Advertisement, Newspaper or Journal □ Previously employed by Northwestern College □ Dates employed: Position:			
Have you ever had any position-related transfer of Yes, describe res		ices? □ Yes □ No	
Have you been convicted of a felony? [If you answered <i>Yes</i> , please expla		ll not necessarily disqualify an applicant from employment.)	

State your basic Christian beliefs.	
Summarize your understanding of Christian liberal arts education.	
How have you been prepared to contribute to Northwestern College's Vision for Learning?	
How would you articulate a distinctively Christian perspective in your academic discipline?	
State briefly your reasons for seeking employment at Northwestern College.	

An application form may make it difficult for you to adequately describe your background. Please use the space below to summarize any additional information necessary to describe your full qualifications for employment. You may also include a copy of your resume.
APPLICANT STATEMENT
Please Read and Sign Below I understand that my Application for Employment will not be considered if it is incomplete. I hereby certify that statements made in this application and related information are true and accurate to the best of my knowledge and that any misstatement or omission of fact may be the basis for not hiring me or may be cause for dismissal if I am hired. I understand that acceptance of an offer of employment does not create a contractual obligation upon Northwestern College to continue to employ me in the future.
I further understand that within the time frame specified by Northwestern College, I must produce applicable documents showing that I am a United States citizen or alien lawfully authorized to work in the United States.
Authorization for Reference Requests
I consent to Northwestern College contacting any of my former employers (unless otherwise noted), any educational institutions which I have attended, and any other organization I have listed which might have information relevant to my application for employment. I give my consent to those persons or organizations to divulge all relevant information to Northwestern College in this regard and release them and Northwestern College from any and all liability associated with providing the information.
Signature Date