



Application for Employment

Human Resources

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 ()
Position Desired		E-mail Address
Type of Employment Interested In <input type="checkbox"/> Full Time <input type="checkbox"/> Part Time <input type="checkbox"/> Temporary		Specify Days and Hours (if Part Time)
Are you legally eligible for employment in the United States? <input type="checkbox"/> Yes <input type="checkbox"/> No		Date Available for Employment
Church Involvement		Church Affiliation

PROFESSIONAL

List Areas of Experience in Your Profession (honors received, publications, certifications, special training, professional and business activities and offices held, etc):

VOLUNTEER

List Areas of Experience From Volunteer Activities:

EDUCATION

School, College or University	Address	Dates Attended	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
Address: Street City State ZIP		Job Duties	Date Began Mo. Yr.	
Supervisor Phone No.			Date Left Mo. Yr.	
Previous Employer		Your Title	Last Salary	Reason for Leaving
Address: Street City State ZIP		Job Duties	Date Began Mo. Yr.	
Supervisor Phone No.			Date Left Mo. Yr.	
Previous Employer		Your Title	Last Salary	Reason for Leaving
Address: Street City State ZIP		Job Duties	Date Began Mo. Yr.	
Supervisor Phone No.			Date Left Mo. Yr.	
Previous Employer		Your Title	Last Salary	Reason for Leaving
Address: Street City State ZIP		Job Duties	Date Began Mo. Yr.	
Supervisor Phone No.			Date Left Mo. Yr.	

For Reference Purposes: Is your educational or employment history listed under another name? ☐ Yes ☐ No

If so, what name? _____

Explain any periods of time during the last 10 years in which you were not employed by another employer or were not a full-time student, except for periods of illness, injury, or disability.

REFERENCES

3 Professional & 2 Personal References We May Contact *(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) _____
☐ Friend or Relative
☐ Advertisement, Newspaper or Journal

- ☐ Website
☐ Other
☐ Previously employed by Northwestern College
Dates employed:
Position:

Have you ever had any position-related training in the U.S. Military Services? ☐ Yes ☐ No

If you answered **Yes**, describe responsibilities:

Have you been convicted of a felony? ☐ Yes ☐ No *(Conviction will not necessarily disqualify an applicant from employment.)*

If you answered **Yes**, please explain:

DOCTRINAL BELIEFS AND PHILOSOPHY*(Please use back of sheet if more space is needed)*

State your basic Christian beliefs.

Summarize your understanding of Christian liberal arts education.

State briefly your reasons for seeking employment at Northwestern College.

This image shows a single sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.

Please Read and Sign Below

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.

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 _____