



Employment Application

Date: _____

Position applying for: _____

Legal Name (Last, First, Middle Initial): _____

Preferred First Name: _____ E-mail Address: _____

Address (Number, Street, City, State, Zip): _____

Primary Telephone: _____ Alternate Telephone: _____

May we contact you at work? _____ Are you legally authorized to accept employment in the USA? _____

Church currently attending _____ Pastor _____

Church Address _____

Have you read the position announcement? Yes No

With or without reasonable accommodation, are you able to perform the duties of the position? Yes No

Have you ever been terminated from employment or resigned in lieu of termination? Yes No

If yes, please explain: _____

If the position for which you are applying requires you to drive, do you have a valid USA driver's licence? _____

If the position for which you are applying requires it, are you available to travel? _____

Have you ever been employed under another name? Yes No If so, what name(s)? _____

Salary Requirement _____ How did you learn of this position? _____

If hired, when are you available to begin? _____

Have you ever been employed by George Fox University? Yes No If yes, from: Mo/Yr _____ to: Mo/Yr _____

Position: _____ Supervisor _____

Are you familiar with George Fox University? _____ How? _____

Why are you applying to George Fox University? _____

EDUCATION (including high school):

School	City/State	Graduate: Y/N	Degree/Major Subject(s)	GPA

If applicable to the position for which you are applying, please complete the following:

Computer Hardware: _____ Software: _____

Keying speed: _____ Other special skills, training, licenses, or qualifications: _____

List any professional, civic, trade, volunteer or business activities and offices held: (You may exclude memberships that would reveal gender, race, national origin, age, marital or veteran status, disability, or other protected status.) _____

EMPLOYMENT: (Starting with your most recent position, complete this section in its entirety. **A résumé does not substitute for completing this section.**)

Employer name, address, telephone: _____

Exact title of position: _____

From: Mo/Yr: _____ To: Mo/Yr: _____ Final salary: _____

Full time: _____ Part time (indicate hours per week): _____

Supervisor's name: _____

Reason for leaving or considering a change: _____

Duties (be specific): _____

Employer name, address, telephone: _____

Exact title of position: _____

From: Mo/Yr: _____ To: Mo/Yr: _____ Final salary: _____

Full time: _____ Part time (indicate hours per week): _____

Supervisor's name: _____

Reason for leaving or considering a change: _____

Duties (be specific): _____

Employer name, address, telephone: _____

Exact title of position: _____

From: Mo/Yr: _____ To: Mo/Yr: _____ Final salary: _____

Full time: _____ Part time (indicate hours per week): _____

Supervisor's name: _____

Reason for leaving or considering a change: _____

Duties (be specific): _____

Employer name, address, telephone: _____

Exact title of position: _____

From: Mo/Yr: _____ To: Mo/Yr: _____ Final salary: _____

Full time: _____ Part time (indicate hours per week): _____

Supervisor's name: _____

Reason for leaving or considering a change: _____

Duties (be specific): _____

Pending a job offer, your employer or previous employers may be contacted for a reference check. Explain any breaks in continuous employment.

REFERENCES (Please provide work-related references.) List associates who are familiar with you, your qualifications and your suitability for employment at George Fox, providing name, address, position/relationship and contact phone number.

PLEASE INITIAL AFTER EACH TO INDICATE YOU HAVE READ AND UNDERSTAND EACH STATEMENT:

- Within our Christian mission, George Fox University is an equal opportunity employer and does not discriminate on the basis of gender, age, race, color, marital status, national origin, disability or veteran status. **(Initial here _____)**
- Interviews are given on a competitive basis, using job-related factors, after a written application has been received and reviewed. Because of the large number of applications received, not everyone who applies for a position will be interviewed. **(Initial here _____)**
- I certify that I have answered truthfully and have not knowingly withheld any information relative to my application materials. I understand that misrepresentation or material omission during the application process will result in my being eliminated from further consideration. I further understand that, if accepted for employment, any misrepresentation or material omission that becomes known to George Fox University may result in immediate termination of my employment. **(Initial here _____)**
- I authorize George Fox University to obtain information from any source necessary for an employment decision. **(Initial here _____)**
- In consideration of my employment, I agree to conform to the instructions, rules and policies of George Fox University. **(Initial here _____)**
- I agree that any disputes arising from my employment or termination of my employment will be resolved under the dispute resolution process that is in effect during my employment with George Fox University. I understand that no representative of the institution except for the president has any authority to enter into any agreement for employment for any specified period of time, or to make any agreement contrary to the foregoing. **(Initial here _____)**

Applicant's Signature: _____ **Date:** _____

Because George Fox University is a Christian university affiliated with the Northwest Yearly Meeting of Friends Church, we hire only individuals who subscribe to our Statement of Faith and who commit to fulfill our Community Lifestyle Statement.

STATEMENT OF FAITH

1. **The Trinity.** We believe in one eternal God, the source and goal of life, who exists as three persons in the Trinity: the Father, the Son, and the Holy Spirit. In love and joy, God creates and sustains the universe, including humanity, male and female, who are made in God's image.
2. **God the Father.** We believe in God the Father Almighty, whose love is the foundation of salvation and righteous judgment, and who calls us into covenant relationship with God and with one another.
3. **God the Son.** We believe in Jesus Christ, the Word, who is fully God and fully human. He came to show us God and perfect humanity, and, through His life, death, and resurrection, to reconcile us to God. He is now actively present with us as Savior, Teacher, Lord, Healer, and Friend.
4. **God the Holy Spirit.** We believe in the Holy Spirit, who breathed God's message into the prophets and apostles, opens our eyes to God's Truth in Jesus Christ, empowers us for holy living, and carries on in us the work of salvation.
5. **Salvation.** We believe that salvation comes through Jesus Christ alone, to Whom we must respond with repentance, faith, and obedience. Through Christ we come into a right relationship with God, our sins are forgiven, and we receive eternal life.

6. **The Bible.** We believe that God inspired the Bible and has given it to us as the uniquely authoritative, written guide for Christian living and thinking. As illuminated by the Holy Spirit, the Scriptures are true and reliable. They point us to God, guide our lives, and nurture us toward spiritual maturity.
7. **The Christian Life.** We believe that God has called us to be and to make disciples of Jesus Christ and to be God's agents of love and reconciliation in the world. In keeping with the teaching of Jesus, we work to oppose violence and war, and we seek peace and justice in human relationships and social structures.
8. **The Church.** We believe in the Church as the people of God, composed of all who believe in Jesus Christ, who support and equip each other through worship, teaching, and accountability, who model God's loving community, and who proclaim the Gospel to the world.
9. **Christian Worship.** We believe Christ is present as we gather in His name, seeking to worship in Spirit and in Truth. All believers are joined in the one Body of Christ, are baptized by the Spirit, and live in Christ's abiding presence. Christian baptism and communion are spiritual realities, and, as Christians from many faith traditions, we celebrate these in different ways.
10. **The Future.** We believe in the personal return of Jesus Christ, in the resurrection of the dead, in God's judgment of all persons with perfect justice and mercy, and in eternal reward and punishment. Ultimately, Christ's Kingdom will be victorious over all evil, and the faithful will reign with Him in eternal life.

Explain any reservations or lack of understanding you may have concerning the above: _____

My signature below indicates that I subscribe to this statement of faith.

Signature: _____ **Date:** _____

COMMUNITY LIFESTYLE STATEMENT

The goal of the George Fox University lifestyle standard is to create a community in which individuals are encouraged to be transformed into the image of Christ. In addition, we desire that our common life would reflect the teachings and Spirit of Christ in all that we do and say. The Community Lifestyle Statement is available at <http://www.georgefox.edu/about/beliefs/lifestyle.html>.

Explain any reservations or lack of understanding you may have concerning the Community Lifestyle Statement: _____

My signature below indicates that I have read and understand the Community Lifestyle Statement in its entirety, and that I commit to fulfill and abide by these lifestyle standards and values.

Signature: _____ **Date:** _____



Equal Employment Opportunity

George Fox University is dedicated to the policy of equal opportunity in its employment practices, and employment decisions are made without regard to race, color, national or ethnic origin, sex, age, veteran status, marital status or disability. Your voluntary cooperation would be appreciated in providing the following information to help the university monitor its recruitment program and maintain compliance with state and federal regulations.

Information will be solely for statistical purposes and will be kept confidential and separate from application materials that are provided to any hiring manager and/or selection committee.

Name: (optional) _____

Gender: Male Female

Ethnic Category (*please check one*):

Are you Hispanic or Latino (of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin, regardless of race)?

Yes No

What is your race? *Select one or more:*

American Indian or Alaskan Native: All persons having origins in any of the original peoples of North America or who maintain cultural identification through tribal affiliation or community recognition.

Asian: All persons having origins in any of the original peoples of the Far East or Southeast Asia. This includes people from China, Japan, Korea, India and Vietnam.

Native Hawaiian / Other Pacific Islander: All persons having origins in the Pacific Islands. This includes people from the Philippine Islands, American Samoa, and Hawaii.

Black/African American: All persons having origins in any of the Black racial groups of Africa.

White: All persons with origins in any of the peoples of Europe, North Africa or the Middle East.

I do not wish to provide this information.

We would also appreciate knowing how you learned of this position. Please let us know in the space below:
