

# Application for Employment Gordon-Conwell Theological Seminary

(Please print clearly and complete this form in its entirety even if you have a résumé.)

Name: \_\_\_\_\_  
Last First Middle

Date of Application: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Home / Cell Phone: \_\_\_\_\_

Work Phone: \_\_\_\_\_

Are you seeking part-time or full-time work? \_\_\_\_\_

E-mail: \_\_\_\_\_

Position(s) Desired: \_\_\_\_\_

How were you referred to Gordon-Conwell? \_\_\_\_\_

Do you have any relatives employed by this institution? \_\_\_\_\_

On what date would you be available for work? \_\_\_\_\_

## EDUCATION

Name & Location of School	Course of Study	No. of Years Completed	Did you Graduate?	Degree or Diploma
Graduate _____	_____	_____	_____	_____
College _____	_____	_____	_____	_____
Business/Trade/Technical _____	_____	_____	_____	_____
High School _____	_____	_____	_____	_____

## EMPLOYMENT HISTORY

(Start with most recent. You may also include volunteer positions.)

1. Employer Name: \_\_\_\_\_ Address: \_\_\_\_\_  
Phone No: \_\_\_\_\_

Position Held: \_\_\_\_\_ Employed from: \_\_\_\_/\_\_\_\_/\_\_\_\_ to: \_\_\_\_/\_\_\_\_/\_\_\_\_

Reason for Leaving: \_\_\_\_\_

Name of Supervisor: \_\_\_\_\_ Title: \_\_\_\_\_

2. Employer Name: \_\_\_\_\_ Address: \_\_\_\_\_  
Phone No: \_\_\_\_\_

Position Held: \_\_\_\_\_ Employed from: \_\_\_\_/\_\_\_\_/\_\_\_\_ to: \_\_\_\_/\_\_\_\_/\_\_\_\_

Reason for Leaving: \_\_\_\_\_

Name of Supervisor: \_\_\_\_\_ Title: \_\_\_\_\_

3. Employer Name: \_\_\_\_\_ Address: \_\_\_\_\_  
Phone No: \_\_\_\_\_

Position Held: \_\_\_\_\_ Employed from: \_\_\_\_/\_\_\_\_/\_\_\_\_ to: \_\_\_\_/\_\_\_\_/\_\_\_\_

Reason for Leaving: \_\_\_\_\_

Name of Supervisor: \_\_\_\_\_ Title: \_\_\_\_\_

**SKILLS** (check if applies)

- |   |   |  |  |
|---|---|--|--|
| <input type="checkbox"/> Typing (speed) _____ | <input type="checkbox"/> Computer                   | <input type="checkbox"/> Carpenter           | <input type="checkbox"/> Painter / Plasterer |
| <input type="checkbox"/> Adding Machine       | <input type="checkbox"/> Word Processing            | <input type="checkbox"/> Electricity         | <input type="checkbox"/> Plumber             |
| <input type="checkbox"/> Switchboard          | <input type="checkbox"/> Shorthand                  | <input type="checkbox"/> General Maintenance | <input type="checkbox"/> Other: _____        |
| <input type="checkbox"/> Cashier              | <input type="checkbox"/> Other Office Skills: _____ | <input type="checkbox"/> HVAC                |  |
| <input type="checkbox"/> Transcribing Machine | _____   |  |  |
|   | _____   |  |  |

**REFERENCES** (Please list three references. Two of these three should be former supervisors. Please exclude relatives)

Name:	Email Address:	Phone Number:
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____

**ADDITIONAL INFORMATION**

Please list any additional information that relates to your ability to perform the job for which you have applied – such as licenses, professional memberships, etc.

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**STATEMENT OF NON-DISCRIMINATION**

Gordon-Conwell Theological Seminary, as an equal opportunity employer, is committed to non-discrimination against employees and employment applicants. In the spirit of and in compliance with related laws, we consider qualified applicants for all positions without regard to race, color, national origin, sex, veteran status or handicap. These non-discriminatory policies and practices apply to our educational programs and activities and extend to the employment, admissions, and recruitment of both students and employees.



I hereby certify that all information provided on this application and attached résumé (if applicable) is true and correct. I understand that any misrepresentation or omission may render this application void and, if employed, would be grounds for dismissal. It is my understanding that Gordon-Conwell Theological Seminary is a non-profit educational and religious organization. I acknowledge receipt of and agree to adhere to the Christian principles set forth in the Employer Standards, Community Life Statement and Missions Statement. If employment is obtained under this application, I understand that if, for any reason, it is determined that I have breached the terms or conditions of those standards or statements, my employment may be terminated by the seminary.

I authorize the companies, institutions or persons named to give any information regarding my employment character and qualifications. I hereby release such companies, institutions or persons from all liability for any damage for issuing this information. I also release Gordon-Conwell from any liability resulting from the verification process.

I understand that employment with Gordon-Conwell is on an at-will basis and that neither the application nor any other personnel forms constitute an employment contract.

I am aware that Gordon-Conwell will not require or administer a lie detector test as a condition of employment or continued employment, as this would be in violation of state law. I understand that commencement of my employment is contingent upon my submitting proof of identity and eligibility to work in the United States, as required by Federal Law. I also understand that commencement of my employment is contingent on a satisfactory reference and criminal background check.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## EMPLOYEE STANDARDS

*An employee of Gordon-Conwell Theological Seminary will demonstrate through employment of related behavior and general lifestyle, the following:*

- A belief in the Bible as the inspired Word of God
- The acceptance of Christ as personal Lord and Savior
- Active participation in a local church body
- Willingness to participate in worship and prayer in the seminary community
- Behavior patterns which would not negatively influence others or bring disgrace to the name of Christ
- An eagerness to serve responsibly in the capacity hired
- Steadfastness in daily punctuality and consistent attendance
- Proper respect for seminary rules and regulation
- The ability to accept correction and constructive criticism with a desire to grow
- An attitude of patience and gentleness toward others in the seminary community

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## OUR MISSION

*To encourage students to become knowledgeable of God's inerrant Word, competent in its interpretation, proclamation, and application in the contemporary world.*

*To maintain academic excellence in the highest tradition of Christian scholarship in the teaching of the biblical, historical, and theological disciplines.*

*To train and encourage students, in cooperation with the Church, to become skilled in ministry.*

*To work with the churches towards the maturing of students so that their experiential knowledge of God in Christ is evident in their character, outlook, conduct, relationships and involvement in society.*

*To develop in students a vision for God's redemptive work throughout the world and to formulate strategies that will lead to effective missions evangelism and discipleship.*

## OUR COMMUNITY LIFE

We affirm that the Scriptures of the Old and New Testaments are the ultimate guide for our values, attitudes and behaviors in all relationships.

We will seek to foster the development of spiritual maturity through maintaining a personal devotional life and through participating in community worship and prayer.

We will seek to encourage one another to mature in Christ-likeness through attempting to speak the truth in love in the classroom, in business affairs, in social relationships and in all other areas of our common life.

We will seek to encourage unity in families through responsible relationships.

We will seek to respect and encourage our uniqueness in Christ, which includes our diversity of denomination, race, culture, personality, experience, gifts and goals.

We will seek to become involved individually and corporately with the Church in ministering to spiritual and social needs within and beyond our own community.

We renounce attitudes such as greed, jealousy, false pride, lust, bitterness, hostility, an unforgiving spirit and prejudice such as that based on race, sex and academic or socio-economic status.

We renounce such behaviors such as distortion of God's Word, deception, falsehood, drunkenness, stealing and sexual immorality such as premarital intercourse, adultery and homosexual behavior.

We believe where conflict or sin occurs in the Gordon-Conwell community, a biblical process such as stated in Matthew 18:15-20 should be followed to seek correction, forgiveness, restitution and reconciliation.

We will seek to practice an attitude of mutual submission according to the mind of Christ, recognizing that at times our personal rights and preferences must be put aside for the sake of others' good conscience and the good of the community.

We will seek to encourage the cultivation of such spiritual attitudes as love, joy, peace, patience, kindness, goodness, faithfulness, gentleness and self-control.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_