GENEVA
C O L L E G E

APPLICATION FOR EMPLOYMENT

Date of Application _____

Geneva College does not discriminate in hiring or in terms and conditions of employment based on an individual's race, color, sex, age, disability or national origin. As a Christian college rooted in the evangelical and Reformed tradition and governed by the Reformed Presbyterian Church of North America, compliance with Geneva's Christian views is considered a bona fide occupational qualification under Sections 702 & 703 of Title VII of the 1964 Civil Rights Act as amended, and will have a direct impact on employment consideration.

GENEVA COLLEGE MISSION STATEMENT

Geneva College's mission is student-focused, emphasizing Christ, comprehensive education, and service to God and neighbor.

PERSONAL INFORMATION

Full Name (Print): _____
First Middle Last

Address: _____
Street City State Zip Code

How long have you lived at this address? _____ E-mail address: _____

Home Phone No. _____ Business Phone No. _____

With what Church and denomination are you affiliated? _____

_____

How long have you been a member?_____

Please respond on page 4 of this application with your personal statement of Faith, and explain how you can assist the College in fulfilling its missions

Are you currently authorized to work legally in the U.S.? Yes: _____ No: _____

Are you going to require a sponsorship in the future in order to work legally in the U.S.?
Yes: _____ No: _____

Position applying for: _____ Salary Desired: _____

Are you willing to work: ( ) Full time ( ) Part time ( ) Temp. ( ) School Term

Have you ever worked for Geneva? (Yes/No) _____When? _____

Supervisor's Name: _____

Have you ever been convicted of or plead guilty to a felony or misdemeanor (do not include minor traffic violations)? A conviction is not necessarily grounds for disqualification from employment. (Yes/No) _____ If yes, list the date of the conviction(s), the name/location of the court in which convicted, and a description of the nature of the crime. Attach additional pages if necessary. _____

_____

_____

EDUCATION HISTORY				
Type of School	Name and Location of School	Area of Study	Type of degree received upon graduation	Year of degree completion or years enrolled
High School (GED)	Name			
	City/State			
Junior College	Name			
	City/State			
College	Name			
	City/State			
Graduate School	Name			
	City/State			
Graduate School	Name			
	City/State			
Other	Name			
	City/State			

EMPLOYMENT HISTORY List employment starting with your most recent position. Account for any time during this period that you were unemployed. May we contact your present employer? ( ) Yes ( ) No					
Date Mo/Yr	Name and Address of Employer	Position Held	List Major Duties	Wages	Reason for Leaving
From:	Name:	Your Job Title		Starting:	
	Address:				
To:		Supervisor		Final:	
	Phone:				
From:	Name:	Your Job Title		Starting:	
	Address:				
To:		Supervisor		Final:	
	Phone:				
From:	Name:	Your Job Title		Starting:	
	Address:				
To:		Supervisor		Final:	
	Phone:				
Have you omitted any employer of the last 3 years? ( ) Yes ( ) No If yes, please explain on the last page, under the additional comments section.					

In order to verify education and employment records, Geneva College needs to know the name(s) you used while in school or employed. If you attended school or were employed under a different name than on this application, please list the name(s) and the relevant time period it was used.

_____ _____

Name Dates Name Dates

SKILLS/ SPECIAL TRAINING

Please list skills and special training applicable to the position applied for:

_____

_____

PERSONAL REFERENCES

(Two non-relatives and your Pastor, Please indicate daytime phone number.)

Name: _____ Phone# _____

Occupation: _____ Years Acquainted: _____

Name: _____ Phone# _____

Occupation: _____ Years Acquainted: _____

Name: _____ Phone# _____

Occupation: _____ Years Acquainted: _____

PLEASE READ THIS STATEMENT CAREFULLY

I hereby affirm that the information given by me on this application for employment is complete and accurate. I understand that any falsification or omission will be immediate grounds for dismissal or withdrawal of employment offer. I authorize a thorough investigation to be made in connection with this application concerning my character, general reputation, Christian commitment, employment and education background, and criminal record, whichever may be applicable. I understand what this investigation may include and I hereby authorize the release of documents and personal interviews with third parties, such as prior employers, business associates, friends, or others with whom I am acquainted. I further understand that I have the right to make a written request within reasonable period of time for a complete and accurate disclosure of the nature and scope of the investigation.

It is understood that, as a condition of initial or continued employment, I agree to submit to such lawful examinations, medical, substance abuse, or other, as may be required by Geneva. Geneva College will pay the reasonable cost of any such examination, which may be required.

*Any claim or dispute arising from or related to the application process or concerning the terms of employment with Geneva College shall be settled by biblically based mediation and, if necessary, legally binding arbitration in accordance with the Rules of Procedure for Christian Conciliation of the Institute for Christian Conciliation. Any arbitration judgment may be recorded in and enforced by the civil courts.

*Geneva College reserves the right to modify any and all terms and conditions of employment, including but not limited to work assignments, benefits, policies and procedures. Every effort will be made to communicate and discuss changes prior to implementation.
If you have any question regarding these statements, please ask before signing this application.

Signature: _____ Date: _____

Paragraph does not apply to a collective bargaining unit position if contrary to the language of the Collective Bargaining Agreement

STATEMENT OF FAITH

(As a minimum, please state your belief of who Jesus is, what He has done, why he had to do what He did, and what that personally means to you. Attach additional pages as necessary.)

ADDITIONAL INFORMATION

(Include any information you feel is pertinent to the consideration of your application, but is not found elsewhere in the document. Attach additional pages as necessary.)

Please return to the Office of Human Resources, Geneva College, 3200 College Ave, Beaver Falls, PA 15010 or fax to 724-847-6696