



3200 College Avenue  
Beaver Falls, PA 15010  
724-847-6560 –www.geneva.edu – fax-724-847-6696  
**Application for Employment**

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.

#### PERSONAL INFORMATION

Date of Application: \_\_\_\_\_ Position(s) applied for: 1) \_\_\_\_\_ 2) \_\_\_\_\_

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

Street \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

☐ Home Phone \_\_\_\_\_ ☐ Cell \_\_\_\_\_ ☐ Work \_\_\_\_\_

(Please check preferred phone contact)

Type of Employment: ☐ Full time ☐ Part time ☐ Seasonal ☐ On-Call ☐ Temporary

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

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

How did you hear about this position? \_\_\_\_\_

Have you ever been employed with Geneva College before? ☐ Yes ☐ No

If Yes, please note department, dates, and name of supervisor: \_\_\_\_\_

List friends and/or relatives working for us: \_\_\_\_\_

Are you legally permitted to work in the US? ☐ Yes ☐ No

Will you require a sponsorship in the future in order to work legally in the U.S.? ☐ Yes ☐ No

Are you employed now? ☐ Yes ☐ No If Yes, may we contact your current employer? ☐ Yes ☐ No

Can you travel if a job requires it? ☐ Yes ☐ No

Have you ever been convicted of or plead guilty to a felony or misdemeanor or admitted to facts during a legal proceeding that constitute a felony or misdemeanor, even as a minor? (Do not include minor traffic violations). Include any Accelerated Rehabilitative Disposition (ARD) or criminal charge resolution processes. A conviction is not necessarily grounds for disqualification from employment. (Yes/No) \_\_\_\_\_ If yes, list the date of the incident(s), the name/location of the court of the legal proceedings and a description of the nature of the offense. Attach additional pages if necessary

#### EDUCATION

##### HIGH SCHOOL

Name of school \_\_\_\_\_

Course of Study \_\_\_\_\_ ☐ Diploma ☐ GED

##### COLLEGE(S)

Name of Institution \_\_\_\_\_

Degree/Course of Study \_\_\_\_\_

Name of Institution \_\_\_\_\_

Degree/Course of Study \_\_\_\_\_

##### GRADUATE/PROFESSIONAL

Name of Institution \_\_\_\_\_

Degree/Course of Study \_\_\_\_\_

##### POST-GRADUATE WORK/OTHER

Describe fellowships, etc. \_\_\_\_\_

---

## EMPLOYMENT EXPERIENCE

List each job held beginning with your present or most recently held position

Employer \_\_\_\_\_ From/To \_\_\_\_\_  
Position Title \_\_\_\_\_  
Supervisor's Name \_\_\_\_\_ Supervisor's Phone #: \_\_\_\_\_  
Responsibilities \_\_\_\_\_  
Employer Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
Reason for Leaving \_\_\_\_\_ Starting/Ending salary \_\_\_\_\_

Employer \_\_\_\_\_ From/To \_\_\_\_\_  
Position Title \_\_\_\_\_  
Supervisor's Name \_\_\_\_\_ Supervisor's Phone #: \_\_\_\_\_  
Responsibilities \_\_\_\_\_  
Employer Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
Reason for Leaving \_\_\_\_\_ Starting/Ending salary \_\_\_\_\_

Employer \_\_\_\_\_ From/To \_\_\_\_\_  
Position Title \_\_\_\_\_  
Supervisor's Name \_\_\_\_\_ Supervisor's Phone #: \_\_\_\_\_  
Responsibilities \_\_\_\_\_  
Employer Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
Reason for Leaving \_\_\_\_\_ Starting/Ending salary \_\_\_\_\_

Employer \_\_\_\_\_ From/To \_\_\_\_\_  
Position Title \_\_\_\_\_  
Supervisor's Name \_\_\_\_\_ Supervisor's Phone #: \_\_\_\_\_  
Responsibilities \_\_\_\_\_  
Employer Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
Reason for Leaving \_\_\_\_\_ Starting/Ending salary \_\_\_\_\_

Have you omitted any employer of the last 3 years? Yes \_\_\_\_\_ No \_\_\_\_\_ If yes, please explain below, under the additional comments section.

Please attach a resume in addition to completing the above information.

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:

---

---

---

---

## Professional References

(List 2 non-relatives with whom you have worked in a professional or educational capacity and your Pastor. Please indicate a day time phone number. Current supervisors and former supervisors are preferred.)

Name: \_\_\_\_\_ Phone# \_\_\_\_\_

Occupation: \_\_\_\_\_ Years Acquainted: \_\_\_\_\_

Name: \_\_\_\_\_ Phone# \_\_\_\_\_

Occupation: \_\_\_\_\_ Years Acquainted: \_\_\_\_\_

Pastor's Name: \_\_\_\_\_ Phone# \_\_\_\_\_

Church: \_\_\_\_\_ Years Acquainted: \_\_\_\_\_

## 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.)

---

## Standards of Conduct

Geneva College offers Christian higher education designed for the whole life of the whole person. In light of the Foundational Concepts of Christian Education and our Mission Statement, we are committed to a set of corporate convictions in the educational process and we hold our students, faculty and staff accountable to God for their implementation. Consequently, we desire that our faculty and staff accept the teaching of the Bible as authoritative for personal lifestyle and all professional responsibilities and interactions.

Since the Bible establishes basic principles that should guide and foster the development of Christian character, thought and behavior, it is essential that we provide examples of certain behavioral patterns for community living. While it is difficult to legislate many of these matters, the College does have the responsibility for maintaining standards which promote righteousness and uphold the laws of the Civil Magistrate. Therefore, Geneva's behavioral policies are based on biblical principles, the appropriate civil laws and prudential policies.

Practices that are known to be contrary to biblical teaching are not acceptable for members of the Geneva College Community. Specific acts such as drunkenness, stealing, the use of slanderous or profane language, all forms of dishonesty, involvement in or depiction of occult or satanic activity, possession, sale or use of illegal drugs, harassment, vandalism, sexual sins (e.g. sexual harassment, premarital sex, cohabitation with a member of the opposite sex outside of marriage, rape, adultery, homosexual behavior, abortion), and the use or display of obscene and/or pornographic material will not be tolerated. Violations of civil or criminal law may be subject to review and appropriate action by the College, in addition to the action taken by the civil authorities. The College recognizes that, while the Scriptures do not provide specific teaching regarding all social practices, they do advocate self-restraint in that which is harmful or offensive to others. The College has chosen, therefore, to adopt certain prudential policies that will contribute to creating an environment consistent with the aims and goals of the College. Some of the behaviors prohibited on campus are: use of alcoholic beverages or tobacco, extreme public displays of affection and illegal possession or use of weapons of any kind on campus. (This includes College sponsored events and College-sponsored trips.)

In addition, Scripture condemns such attitudes as greed, jealousy, pride, lust, bitterness, needless anger, an unforgiving spirit, and harmful discrimination and prejudice. While these attitudes may be difficult to measure, they are as subject to the judgment of God as are outward forms of disobedience to Him. The College Community is obliged to challenge inappropriate behavior and practices that stem from such attitudes and, when evidenced, assist the offender in seeking God's forgiveness and help, in order that she/he might grow in grace and righteousness. (The above biblical principles are based on the following Scriptures: Exodus 20:1-17; Romans 1:18-32; Galatians 5:19-21; Ephesians 4:28; Ephesians 5:18; Colossians 3:5-9; 1 Thessalonians 4:3-5; Hebrews 13:4-5).

**Furthermore, we are exhorted by Paul in Galatians 5:16-26 to "Live by the Spirit".**

<sup>16</sup> So I say, live by the Spirit, and you will not gratify the desires of the sinful nature. <sup>17</sup> For the sinful nature desires what is contrary to the Spirit, and the Spirit what is contrary to the sinful nature. They are in conflict with each other, so that you do not do what you want. <sup>18</sup> But if you are led by the Spirit, you are not under law.

<sup>19</sup> The acts of the sinful nature are obvious: sexual immorality, impurity and debauchery; <sup>20</sup> idolatry and witchcraft; hatred, discord, jealousy, fits of rage, selfish ambition, dissensions, factions <sup>21</sup> and envy; drunkenness, orgies, and the like. I warn you, as I did before, that those who live like this will not inherit the kingdom of God.

<sup>22</sup> But the fruit of the Spirit is love, joy, peace, patience, kindness, goodness, faithfulness, <sup>23</sup> gentleness and self-control. Against such things there is no law. <sup>24</sup> Those who belong to Christ Jesus have crucified the sinful nature with its passions and desires. <sup>25</sup> Since we live by the Spirit, let us keep in step with the Spirit. <sup>26</sup> Let us not become conceited, provoking and envying each other."

### **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 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 have carefully read the Geneva College Standards of Conduct and I understand its affirmations and that these affirmations express my own convictions and I will gladly join in fulfilling its responsibilities if I am employed by Geneva College. (Please explain any questions, reservations or disagreements in an attached statement.)

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 with 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 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 questions regarding these statements, please ask before signing the 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 & CHURCH INVOLVEMENT

With what Church and denomination are you affiliate? \_\_\_\_\_

How long have you been a member? \_\_\_\_\_

(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.)

Please return to the  
Office of Human Resources  
Geneva College  
3200 College Avenue  
Beaver Falls, PA 15010

[employment@geneva.edu](mailto:employment@geneva.edu) or fax: 724-847-6696