



UNION BIBLE COLLEGE
P.O. Box 900, 434 South Union St.
Westfield, Indiana 46074
Phone: 317-896-9324
Fax: 317-867-0784
www.ubca.org

APPLICATION FOR EMPLOYMENT FOR COLLEGE STAFF

Personal Information:

Name: _____

Date: _____

Address: _____

City _____ **State** _____ **Zip** _____

Phone: (_____) - _____ - _____

Cell: (_____) - _____ - _____

Email: _____

How long at present address? _____

Former Address:

City _____ **State** _____ **Zip** _____

How long at former address? _____

Date of birth: _____ / _____ / _____

Place of birth: _____

Are you a U.S. Citizen or approved to work in the United States? **Yes** **No**

Marriage Status:

Single _____ **Married** _____ **Separated** _____ **Widowed** _____

Have you or your spouse ever been divorced? _____

Name of spouse, if married: _____

Name of Children and Ages:

- 1. _____ (Age) _____
- 2. _____ (Age) _____
- 3. _____ (Age) _____
- 4. _____ (Age) _____
- 5. _____ (Age) _____

(More than five, please add information to separate sheet and attach.)

Employment Information:

Present employment:

Name: _____

Address: _____

Dates of Employment

- 1. **Name:** _____
City/State: _____
Length of Employment: _____
Reason for leaving: _____
- 2. **Name:** _____
City/State: _____
Length of Employment: _____
Reason for leaving: _____
- 3. **Name:** _____
City/State: _____
Length of Employment: _____
Reason for leaving: _____
- 4. **Name:** _____
City/State: _____
Length of Employment: _____
Reason for leaving: _____

(More than four, please add information to separate sheet and attach.)

Educational Information:

Names of Degree (This should include Associates, Bachelors, Masters, & Doctorate degrees)

- 1. Degree: _____
Major: _____
Minors: _____
College: _____
City/State: _____
Year of Graduation: _____
- 2. Degree: _____
Major: _____
Minors: _____
College: _____
City/State: _____
Year of Graduation: _____
- 3. Degree: _____
Major: _____
Minors: _____
College: _____
City/State: _____
Year of Graduation: _____

(More than three, please add information to separate sheet and attach.)

Other Educational Training or Certificates:

- 1. Area of Study or Certificate: _____
College/School: _____
City/State: _____
- 2. Area of Study or Certificate: _____
College/School: _____
City/State: _____
- 3. Area of Study or Certificate: _____
College/School: _____

City/State: _____

4. Area of Study or Certificate: _____

College/School: _____

City/State: _____

(More than four, please add information to separate sheet and attach.)

What area or department are you interested in obtaining a job at Union Bible College?

1. _____

2. _____

3. _____

4. _____

Write a brief statement (2-3 paragraphs) expressing your philosophy of ministry and work ethic philosophy. Attach this sheet to the application.

If you have a resume, Transcripts, Certificate of Training, etc., you may wish to include copies of these with your application.

Church/Spiritual Information:

Are you a Born-again Christian? _____

How long? _____

Are you sanctified or seeking to be sanctified? _____

How long? _____

Church or Denominational Affiliation: _____

Church Attending: _____

How long? _____

Give a brief testimony of your spiritual experience

Character & Commitment Information:

Would you consider yourself:

- extremely sociable and outgoing
- friendly
- reserved but not backward
- rather shy

Would you describe your overall financial condition as being:

- excellent
- good
- fair
- poor

Would you describe your overall physical condition as being:

- excellent
- good
- fair
- poor

What do you consider your main calling in life?

Are you in agreement with UBC's Statement of Faith and lifestyle practices? If you are given employment, will you, and your family abide by these policies?

Will you make an honest effort to cooperate with your fellow workers and recognize the authority of those in supervisory positions?

Note:

Address: _____

Phone: (_____) - _____ - _____

Cell: (_____) - _____ - _____ As well, the relationship between you and Union Bible College is referred to as “employment at will.” This means that your employment can be terminated at any time for any reason, with or without cause, with or without notice, by you or the Union Bible College. No representative of Union Bible College has authority to enter into any agreement contrary to the foregoing “employment at will” relationship. You understand that your employment is “at will,” and that you acknowledge that no oral or written statements or representations regarding your employment can alter your at-will employment status, except for a written statement signed by you and either our President/ Vice-Presidents/ or Administrator. By signing this application, I agree to these terms.

While filling out and returning this application does not assure the applicant of employment, we do thank you for the interest expressed and will make a fair appraisal in light of our needs and let you know the results as soon as possible.

References:

Please give the names and addresses of two individuals who are not relatives that you would like to use as references.

Name: _____

Address: _____

Phone: (_____) - _____ - _____

Cell: (_____) - _____ - _____

Email: _____

Name: _____

Email: _____

I assert that the above statements are true according to my knowledge. In the event they are proven false, it will constitute grounds for dismissal.

Signed: _____ **Date:** _____

*A copy of our statement of faith and lifestyle practices will be included in the application packet.