



# MESSIAH COLLEGE®

## Faculty Employment Application

(Please type or print all information on this form)

Teaching Field \_\_\_\_\_ Date \_\_\_\_\_

Full-Time Position

Part-Time Position

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

Present Address \_\_\_\_\_  
Street City State Zip

Home Phone (\_\_\_\_) \_\_\_\_\_ Office Phone (\_\_\_\_) \_\_\_\_\_ Until \_\_\_\_\_  
Date

Cell Phone (\_\_\_\_) \_\_\_\_\_ E-mail \_\_\_\_\_

Permanent or Forwarding Address \_\_\_\_\_  
Street City State Zip

Are you capable of performing the essential functions of the position for which you are applying?  Yes  No  
If "no," please explain: \_\_\_\_\_

Is there anything which would interfere with your attending work regularly?  Yes  No  
If "yes," please explain: \_\_\_\_\_

Are you legally eligible for employment in the U.S.?  Yes  No  
(Proof of U.S. immigration status will be required upon employment).

Have you been convicted of a felony or misdemeanor?  Yes  No  
If "yes," when and where did it occur? \_\_\_\_\_

What was the nature and disposition of the offense? \_\_\_\_\_  
(Such conviction may be relevant if job-related, but does not necessarily disqualify you from employment.)

**Note:** The following websites contain crime statistics for reported on-campus crimes and information regarding campus safety and security: <http://www.messiah.edu/offices/safety/report.shtm> and <http://ope.ed.gov/security/.instDetail.asp?UNITID=213996>.

**Messiah College, a Christian college of the liberal and applied arts and sciences, does not discriminate on the basis of age, color, ethnic/national origin, disability, race, gender or veteran status in its education programs, admissions or employment policies. Women and Minorities are encouraged to apply.**

Messiah College  
One College Avenue  
Grantham, PA 17027  
<http://www.messiah.edu>  
717-766-2511

## References

(List three references including one for each of these areas – teaching or other professional experience; scholastic ability; and character.)

Name	Address include zip code and phone number	Position
1.	( )	
	( )	
2.		
	( )	
3.		
	( )	

My educational credentials are on file at \_\_\_\_\_

## Applicant Information

If not included in your vitae, attach statements relative to the following categories (information contained in your vitae need not be repeated; you may exclude information which would reveal gender or ethnicity).

- Education
- Previous Employment History
- Scholarly and professional accomplishments (e.g., papers, publications, recitals, showings)
- Membership in scholarly, professional, or honor societies
- Awards and honors received

**Please forward copies of your College transcripts with your application (they may be unofficial).**

## Personal Statements

Attach a personal statement for each of the following three areas (approximately 250-300 words for each area):

### **Full-Time and Part-Time Faculty should complete the following personal statements:**

- Describe your personal faith beliefs and commitments and how they influence your life and work
- Describe your philosophy of teaching – how will you educate men and women toward maturity of intellect, character and Christian faith in preparation for lives of service, leadership, and reconciliation?

### **Full-Time Faculty should complete the following personal statement:**

- How will you combine teaching, scholarship, and service to help the College maintain its identity and fulfill its mission? (Applicants for part-time positions are not required to attach a statement for this area.)

## Statements of Faith

The College affirms two statements of faith. The Confession of Faith expresses the faith orientation of the College in a nonsectarian manner that highlights the specific emphases of the Anabaptist, Pietistic and Wesleyan traditions of the Christian faith. It is included frequently in campus worship services. As the oldest and most widely used statement of Christian faith, the Apostles' Creed expresses the essential core of Christian commitment at the College. Trustees, administrators, and College educators are expected to support the College Confession of Faith and affirm the Apostles' Creed.

### Apostles' Creed

I believe in God the Father almighty, Creator of heaven and earth.

I believe in Jesus Christ, God's only Son, our Lord,  
who was conceived by the Holy Spirit,  
born of the Virgin Mary  
suffered under Pontius Pilate,  
was crucified, died and was buried.  
He descended to the dead.  
On the third day he rose again,  
ascended into heaven  
and is seated at the right hand of the Father.  
He will come again to judge the living and the dead.

I believe in the Holy Spirit,  
the holy catholic Church,  
the communion of saints,  
the forgiveness of sins,  
the resurrection of the body,  
and the life everlasting. Amen.

### Confession of Faith

We believe in the triune God – Father, Son and Holy Spirit – who created and sustains the universe, and who desires to redeem us and all creation.

God creates each of us in the very image of God to live in loving relationships: free, responsible and accountable to God and each other for our decisions and our actions.

God speaks to us in many different ways, times, and places but is uniquely revealed to all the world in Jesus of Nazareth who was fully human and fully divine.

God forgives our sins, renews our hearts and minds, and calls us to join in the work of reconciliation by grace through faith in the life, teachings, death and resurrection of Jesus Christ.

God bestows on us the Holy Spirit who leads us to repentance, instructs us in righteousness and empowers us to live joyfully as disciples of Christ, as servants of others and as caretakers of the created order.

God calls us to unite in the Church as a visible community of believers which celebrates God's grace in its worship and bears witness to the truth of the Gospel through its being, doing, and speaking.

God gives us the Bible as the inspired, trustworthy and authoritative Scripture to reveal God's ways and purposes, to nourish our minds and souls, and to instruct us in how we ought to think and to live.

God instructs us to pursue the kingdom of peace, righteousness and justice which ultimately will prevail with the return of Christ and assures us that those judged faithful will share resurrected life with God and all the saints forever.

We praise the one God – our Creator, Redeemer, and Sustainer – who has called us to personal faith and new life in Christ and to so order our lives that they may demonstrate the truth of our confession.

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- I understand that this application is not, and is not intended to be, a contract of employment.
  - After reading the Statements of Faith, I hereby express my essential agreement with the Confession of Faith and the Apostles' Creed and my willingness, should I become an employee of Messiah College, to abide by the Community Covenant whenever my life intersects with that of the College and to abide by other stated policies and procedures of the College.
  - I certify that the information I have provided on this application is complete and accurate. I understand that Messiah College reserves the right to revoke an offer of employment and that I may be discharged from employment in the event of misrepresentation in any phase of the application process.

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Applicant Name

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Date

## Consent for Pre-Employment Reference and Background Checks

I recognize that any offer of employment made to me by Messiah College is conditional upon reference and background checks which are acceptable to the College, and that information obtained during this process may result in my not being employed by Messiah College. I understand that Messiah College and/or its designated representatives will conduct pre-employment reference and background checks thoroughly and within the confines of all applicable state and federal laws.

I understand that Messiah College will maintain any information obtained as a result of my signing this Consent in a confidential file in the Human Resources Department.

I understand that a reference and background check is being performed as part of the process to evaluate me prior to any offer of employment, and is not conducted for any other purpose. I authorize Messiah College, or its designated representative presenting this consent or a photocopy thereof, to obtain the following records and information in connection with my application for employment with the College insofar as the records and information are relevant to the position for which I am applying:

- Criminal History and Convictions
- Motor Vehicle Operation
- Certification and Licensing
- Educational History and Credentials
- Employment Eligibility
- Prior Employment Information
- Personal or Professional References

If the position for which I am applying specifically requires a personal credit history acceptable to Messiah College, I understand that I will be required to sign a separate Fair Credit Reporting Act Consumer Report Disclosure authorizing Messiah College to obtain the same. No personal credit history will be obtained by Messiah College without this authorization.

I authorize all persons who are the custodians of these records, or who may have information relevant to my application for employment, to provide records or disclose such information to Messiah College and/or its designated representative.

I release Messiah College, its employees, designated representatives, agents, officers and trustees, as well as all persons or entities who provide records or disclose information, from any and all claims of liability or damage due to either the procurement or the true and accurate disclosure of such records or information.

Signature of Applicant \_\_\_\_\_ Date \_\_\_\_\_

Printed Name (First, Middle, Last) \_\_\_\_\_ (Maiden) \_\_\_\_\_

Home Telephone Number: \_\_\_\_\_

Home Address (Street, City, State, Zip)	Last Prior Address (Street, City, State, Zip)
_____	_____
_____	_____

*If any additional information relative to change of name or use of an assumed name or nickname is necessary to enable a check on your background, please explain below.*

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\_\_\_\_\_