

Employment History

List present and all past employment starting with most recent employer.

Dates	Name of Employer Address/Phone Number	Direct Supervisor	Position Held	Ending Salary
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/ - / month/year month/year	_____ _____	_____	_____	_____
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Description of Duties: _____

Reason for Leaving: _____

/ - / month/year month/year	_____ _____	_____	_____	_____
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Description of Duties: _____

Reason for Leaving: _____

/ - / month/year month/year	_____ _____	_____	_____	_____
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Description of Duties: _____

Reason for Leaving: _____

Education

High School or GED Equivalent	City/State	Highest Grade Completed
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_____	_____	_____
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College	Dates Attended	City/State	Degree/Major
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_____	_____	_____	_____
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_____	_____	_____	_____
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Employment References

List below three persons who have first-hand knowledge of your work performance within the last three years.

Name, Relationship	Address and Phone Number	Position
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_____	_____	_____
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_____	_____	_____
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Additional Comments: _____

Applicant's Statement

- I understand that this application is not, and is not intended to be, a contract of employment.
- I understand that an offer of employment may be conditional upon my passing a medical examination and I am willing to have such an examination.
- After reading the statements below, 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 adhere to the Community Covenant and 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.

Applicant Name

Date

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 and employees are expected to support the College Confession of Faith and affirm the Apostles' Creed.

STATEMENTS OF FAITH

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 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.



PO Box 3015, One College Avenue, Grantham, Pennsylvania 17027 (717) 766-2511

Website: <http://www.messiah.edu>

Human Resources (717) 796-5300

Human Resources Jobline (717) 796-1800 ext.1-5907

Human Resources FAX: (717) 796-5246

Human Resources Email: humanres@messiah.edu

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 (including academic and disciplinary records) 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 provide it here: