

**BLUE MOUNTAIN COLLEGE**  
**Policy 3.01: Initial Appointment of Employees**

**Faculty Employment Application**

**Form 3.01.01F**

**I. PERSONAL INFORMATION**

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

\_\_\_\_\_ Address | City | State | Zip Code

Home Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_ E-mail \_\_\_\_\_

Are you 18 years of age or older?     Yes     No                      \_\_\_\_\_ Social Security Number

If hired, can you provide written evidence that you are authorized to work in the United States?     Yes     No

**II. EDUCATION**

High School: \_\_\_\_\_ Name and Location \_\_\_\_\_ Year Graduated \_\_\_\_\_

College(s): \_\_\_\_\_ Name and Location \_\_\_\_\_ Year Completed \_\_\_\_\_

1<sup>st</sup> Undergraduate Degree: \_\_\_\_\_ Name and Location \_\_\_\_\_ Year Completed \_\_\_\_\_

\_\_\_\_\_ Course of Study \_\_\_\_\_ Degree Conferred \_\_\_\_\_

2<sup>nd</sup> Undergraduate Degree \_\_\_\_\_ Name and Location \_\_\_\_\_ Year Completed \_\_\_\_\_

\_\_\_\_\_ Course of Study \_\_\_\_\_ Degree Conferred \_\_\_\_\_

1<sup>st</sup> Graduate Degree: \_\_\_\_\_ Name and Location \_\_\_\_\_ Year Completed \_\_\_\_\_

\_\_\_\_\_ Course of Study \_\_\_\_\_ Degree Conferred \_\_\_\_\_

2<sup>nd</sup> Graduate Degree: \_\_\_\_\_ Name and Location \_\_\_\_\_ Year Completed \_\_\_\_\_

\_\_\_\_\_ Course of Study \_\_\_\_\_ Degree Conferred \_\_\_\_\_

Additional Degree/Study: \_\_\_\_\_ Name and Location \_\_\_\_\_ Year Completed \_\_\_\_\_

\_\_\_\_\_ Course of Study \_\_\_\_\_ Degree Conferred \_\_\_\_\_

Additional Degree/Study: \_\_\_\_\_ Name and Location \_\_\_\_\_ Year Completed \_\_\_\_\_

\_\_\_\_\_ Course of Study \_\_\_\_\_ Degree Conferred \_\_\_\_\_

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**III. EMPLOYMENT RECORD**

<b>1.</b>		
	Company Name / Address	Dates of Employment
	Type of Work	Reason for Leaving
<b>2.</b>		
	Company Name / Address	Dates of Employment
	Type of Work	Reason for Leaving
<b>3.</b>		
	Company Name / Address	Dates of Employment
	Type of Work	Reason for Leaving
<b>4.</b>		
	Company Name / Address	Dates of Employment
	Type of Work	Reason for Leaving

**IV. MILITARY SERVICE**

Branch of Service: \_\_\_\_\_ from \_\_\_\_\_ to \_\_\_\_\_

Rank / Type of Service \_\_\_\_\_

Training / Experience Received \_\_\_\_\_

**V. NARRATIVE**

We at Blue Mountain College are interested in the selection of faculty who are all Christian men and women, experts in their chosen field of study and who fully support, without qualification, the College's purpose.

Please discuss your salvation experience, your Christian commitment, your view of the essential nature and mission of Christian higher education, your understanding of the relationship of your discipline to Christian higher education, and how your Christian beliefs relate to your work as a teacher and scholar.

***(If necessary, please respond on a separate sheet. PLEASE NOTE: Your application will not be considered without this narrative.)***

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**VI. REFERENCES**

Provide two references who can attest to your work and character. Do not include relatives.

**Reference 1**

Name \_\_\_\_\_

Occupation \_\_\_\_\_ Years Known \_\_\_\_\_

Address / City / State / Zip Code \_\_\_\_\_

Phone Number \_\_\_\_\_ Cell Phone \_\_\_\_\_ E-mail \_\_\_\_\_

**Reference 2**

Name \_\_\_\_\_

Occupation \_\_\_\_\_ Years Known \_\_\_\_\_

Address / City / State / Zip Code \_\_\_\_\_

Phone Number \_\_\_\_\_ Cell Phone \_\_\_\_\_ E-mail \_\_\_\_\_

**VII. FURTHER EMPLOYMENT INFORMATION**

Position desired \_\_\_\_\_ Expected salary \_\_\_\_\_

How were you referred to our College? \_\_\_\_\_

Do you have any relatives currently employed by this College?  Yes  No

If yes, please specify \_\_\_\_\_

Is there any information we would need about your name, or use of another name, for us to be able to check your work record?  
 Yes  No

If yes, please specify \_\_\_\_\_

Please list below any additional information that relates to your ability to perform the job for which you have applied such as licenses, or special certifications, professional memberships, hobbies, etc.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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**VIII. STATEMENT OF UNDERSTANDING**

**Form 3.01.01F**

I understand that this application is not a contract of employment. I understand that federal law prohibits the employment of unauthorized aliens; all persons hired must submit satisfactory proof of employment authorization and identity; failure to submit such proof will result in denial of employment.

I understand this application will be active for a period of one year; after that time, if I wish to be considered for employment, I must submit a new application.

I understand that the employer will thoroughly investigate my work and personal history and verify all data given on this application, on related papers, and in interviews. I authorize all individuals, schools, and firms named therein, except my current employer if so noted, to provide any information requested about me, and I release them from all liability for damage in providing this information.

I certify that all the statements herein are true and understand that any falsification or willful omission shall be sufficient cause for dismissal or refusal of employment.

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

**NON-DISCRIMINATION STATEMENT**

Blue Mountain College does not discriminate on the basis of sex, race, color, age, national origin, or ethnic group in the education programs and activities which it operates according to the Civil Rights Act of 1964, and Title IX of the Education Amendment of 1972, Public Law 92-318. Nor does the College discriminate against qualified handicapped persons, according to the requirements of Section 504 of the Rehabilitation Act of 1973, Public Law 93-112. This policy extends to both employment and admission to the College. Under Title VII of the Civil Rights Act of 1964 "religious organizations" and "religious educational institutions" are exempt from religious discrimination provisions. Blue Mountain College is both a "religious organization" and a "religious educational institution."