



EMPLOYMENT APPLICATION

Arize Institute of the Five-Fold Ministry and Bible College makes employment opportunities available to all applicants and employees without regard to race, color, sex (except where sex is a bona fide occupational qualification), pregnancy, age, ancestry, national origin, disability, citizenship status, military status, genetic information, or any other legally protected category. Arize Institute of the Five-Fold Ministry and Bible College is a Christian religious-affiliated organization and, as such, is permitted religious exemptions.

(TO BE CONSIDERED FOR EMPLOYMENT ALL PAGES MUST BE COMPLETED AND A SPIRITUAL FORMATION LETTER ATTACHED)

Check whether vita is attached: Yes No

Check whether Philosophy of Teaching at a Christian Bible College is attached: Yes No

NAME: _____
 LAST FIRST MIDDLE/MAIDEN

ADDRESS: _____
 RESIDENT # STREET Address CITY STATE ZIP CODE

EMAIL _____

PHONE: _____ MOBILE: _____
 AREA CODE # AREA CODE #
 (WHICH NUMBER WOULD BE BEST TO REACH YOU?) **CHECK ONE** HOME PHONE MOBILE PHONE

Position(s) applied for: 1) _____ 2) _____
Check one

Type of Teaching: Residential Online

Type of Employment: Full time Part time

On what date will you be available for work? _____

Best time for an interview? _____

Are you single married divorced remarried separated – Please check all that apply.

Yes No Are you known to references by another name? If Yes, what name? (Please include maiden name) _____

How did you hear about this position?

Yes No Have you ever been employed with AFFMBC before? If Yes, please note department, dates, and name of supervisor: _____

Yes No Are you related to anyone currently employed at AFFMBC? (AFFMBC do not support visas.)

Name/relationship: _____

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

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

Yes No Can you travel if a job requires it?

Yes No Are you a veteran of the U.S. Military?

Branch _____

Yes No Are you an ordained minister? Ordained by Language proficiency other than English, specify: _____

Have you been convicted of a crime? Yes No If yes please state crime. _____

 (Do not include convictions that have been annulled, erased, expunged, vacated, set aside, sealed by a court, statutorily eradicated, impounded, pardoned, or referred to a diversion program.)

Note: Conviction of a crime will not necessarily disqualify you from employment. Factors such as how long ago the conviction occurred, seriousness and nature of the violation, rehabilitation, and duties of the position you are applying for will be considered when making employment decisions.

COLLEGE(S)

check here if college information is provided on attached vita; if not, please provide the information here.

Name of Institution _____

Degree/Course of Study _____ Date Completed _____

Name of Institution _____

Degree/Course of Study _____ Date Completed _____

Name of Institution _____

Degree/Course of Study _____ Date Completed _____

GRADUATE/PROFESSIONAL

check here if graduate information is provided on attached vita; if not, please provide the information here.

Name of Institution _____

Degree/Course of Study _____ Date Completed _____

Name of Institution _____

Degree/Course of Study _____ Date Completed _____

POST-GRADUATE WORK

check here if post-graduate information is provided on attached vita; if not, please provide the information here.

Describe your fellowships, etc.

Prior College Teaching Experience

List All post-secondary teaching experience.

Check here if the following post-secondary teaching experience is provided on an attached vita: if not, please provide the information here.

Name of Institution _____ Year(s) taught _____

Title of Position _____ Courses Taught _____

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Title of Position _____ Courses Taught _____

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Title of Position _____ Courses Taught _____

List the fields or disciplines in which you are qualified and prefer to teach:

Other Employment Experience

Employer _____ From/To _____

Phone # _____

May we contact the employer? Yes No

Position Title _____ Supervisor's Name _____

Responsibilities _____

Employer Address _____

City

State

Zip Code

Reason for Leaving _____

Employer _____ From/To _____

Phone # _____

May we contact the employer? Yes No

Position Title _____ Supervisor's Name _____

Responsibilities _____

Employer Address _____

City

State

Zip Code

Reason for Leaving _____

Employer _____ From/To _____
 Phone # _____
 May we contact the employer? Yes No
 Position Title _____ Supervisor's Name _____
 Responsibilities _____

 Employer Address _____
 _____ City _____ State _____ Zip Code _____
 Reason for Leaving _____

Employer _____ From/To _____
 Phone # _____
 May we contact the employer? Yes No
 Position Title _____ Supervisor's Name _____
 Responsibilities _____

 Employer Address _____
 _____ City _____ State _____ Zip Code _____
 Reason for Leaving _____

Profession Information

Provide additional information about professional experience related to your application to teach.

Names of professional associations or organizations of which you are a member:

List professional licenses, certifications, or credentials you currently hold:

List publications of other written scholarly work from the past ten years:

Names of Christian or service organization of which you are a member.

Christian Life

Present Church Attendance _____

Address _____

Phone _____ Pastor _____

Please provide a brief account of your decision to become a follower of Jesus Christ and how this commitment continues to impact your life.

Please give a brief description of your family’s involvement in and activities with your local church.

Arize Institute of the Five-Fold Ministry and Bible College considers itself an Christ-centered institution and is committed to the authority of scripture. Please provide a brief statement about what role you believe the Bible should serve in forming the conviction of Christ-followers.

Will you subscribe to the doctrinal statement/covenant of faith of Arize Institute of the Five-Fold Ministry and Bible College? Yes No – The Doctrinal Statement has been given to you along with this application, or it is on the website: www.arizefivefoldministry.info.

Please note any additional questions or concerns you have about the Doctrinal Statement.

References

Three written references will be required prior to the confirmation of employment of any Part-time of Full Time Positions at Arize Institute of the Five-Fold Ministry and Bible College. Applicants must have the appropriate reference forms completed and send them to the Associate Dean of Administration Affairs.

Employment Reference: One reference must be from past employers. Former immediate supervisors and/or HR departments qualify.

Spiritual Life Reference: One reference must be a spiritual life reference from a pastor, youth minister, small group leader, spiritual mentor, or other person in a position of spiritual leadership who knows you well. Relatives are not permitted to complete this particular reference form.

Personal Reference: One personal reference can be given, i.e., a co-worker, a friend, or family member.

Affirmative Action Survey

Qualified applicants are considered for all positions without regard to race, color, gender, national origin, age, marital status, handicap for which reasonable accommodations can be made, or any other legally protected status.

Gender

Male Female

Check all that apply.

- African American, Non-Hispanic
- American Indian or Alaskan Native
- Asian or Pacific Islander
- Hispanic
- White- Non-Hispanic
- Handicapped
- Veterans

Applicant Certification

I certify that statements made on the application, on the resume, attachments hereto, or other supplementary materials provided by me are full and complete statements of the facts. I understand that false, misleading, or omitted information can result in refusal of employment or termination in cases where erroneous information is discovered after employment has begun. I understand if I am offered employment and accepted, this employment application form becomes part of the terms and conditions of employment.

I understand and agree that any offer of employment with Arize Institute of the Five-Fold Ministry and Bible College may be contingent on successful completion a criminal background check.

Applicant Signature: _____ Date: _____