



**New Hope Christian College
APPLICATION FOR EMPLOYMENT**

We consider applicants for all positions without regard to race, color, gender, national origin or ancestry, age, disability, marital or veteran status, or any other legally protected status

APPLICANT INFORMATION										
PLEASE PROVIDE YOUR LEGAL NAME AS IT APPEARS ON A LEGAL DOCUMENT AUTHORIZING YOU TO BE HIRE IN THE UNITED STATES.										
LAST NAME:			FIRST NAME:			MIDDLE NAME:				
MAIDEN NAME (IF APPLICABLE):			OTHER KNOWN NAME (S):							
STREET ADDRESS, APT #			CITY, STATE				ZIP CODE:			
HOME TELEPHONE NUMBER:			MOBILE TELEPHONE NUMBER:							
PERSONAL E-MAIL ADDRESS:										
Are you presently legally authorized to work in the United States? <input type="checkbox"/> YES <input type="checkbox"/> NO NOTE: Proof of citizenship or immigration status will be required upon employment.										
If you are under 18 years of age, can you provide required proof of your eligibility to work? <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A										
Are you currently employed? <input type="checkbox"/> YES <input type="checkbox"/> NO										
If YES, may we contact your present employer? <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> SELF EMPLOYED										
POSITION APPLYING FOR?										
You are available to work:	<input type="checkbox"/> Full-time		<input type="checkbox"/> Part-time			<input type="checkbox"/> Work-Study <i>(for NHCC Students only)</i>				
	<input type="checkbox"/> Overtime <i>(if job requires it)</i>		<input type="checkbox"/> Temporary-Seasonal			<input type="checkbox"/> Volunteer				
DATE AVAILABLE TO BEGIN (MM/DD/YY):			Available Days to Work:		SU M T W TH F SA					
Minimum Annual Salary requirement?			\$ _____ /year							
Have you ever been convicted of a crime? <input type="checkbox"/> NO <input type="checkbox"/> YES, give details:										
Are there any felony charges pending against you? <input type="checkbox"/> NO <input type="checkbox"/> YES, give details: <small>NOTE: a "Yes" response does not automatically disqualify a job applicant from further consideration. Each application is evaluated individually, based on a number of factors including the nature of the offense, number of convictions, length of time since crime and/or release from incarceration occurred, whether a sufficient/satisfactory work record has been established since the crime and/or incarceration, and the criteria of the position for which application is being made.</small>										
EDUCATION										
	Name of degree	Dates From (MM/YY)	Dates To (MM/YY)	Graduated?		Major	GPA	School Name	City, State, Zip Code	
High School				<input type="checkbox"/> Yes	<input type="checkbox"/> No					
Trade/Tech School				<input type="checkbox"/> Yes	<input type="checkbox"/> No					
Undergraduate College				<input type="checkbox"/> Yes	<input type="checkbox"/> No					
Graduate School				<input type="checkbox"/> Yes	<input type="checkbox"/> No					
Graduate School				<input type="checkbox"/> Yes	<input type="checkbox"/> No					



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WORK EXPERIENCE		
Company or Organization Name:		Company Telephone Number: ()
Street Address, City, State, Zip Code		Employed From (MM/YY) / To (MM/YY) /
Department:		Pay Start \$ Last \$
Supervisor's Name:	May we contact this person? <input type="checkbox"/> YES <input type="checkbox"/> NO	Reasons for leaving
Job Title:		
Brief Description of duties:		
Company or Organization Name		Company Telephone Number: ()
Street Address, City, State, Zip Code		Employed From (MM/YY) / To (MM/YY) /
Department:		Pay Start \$ Last \$
Supervisor's Name:	May we contact this person? <input type="checkbox"/> YES <input type="checkbox"/> NO	Reasons for leaving
Job Title:		
Brief Description of duties:		
Company or Organization Name:		Company Telephone Number: ()
Street Address, City, State, Zip Code		Employed From (MM/YY) / To (MM/YY) /
Department:		Pay Start \$ Last \$
Supervisor's Name:	May we contact this person? <input type="checkbox"/> YES <input type="checkbox"/> NO	Reasons for leaving
Job Title:		
Brief Description of duties:		

REFERENCES (DEPARTMENT HEAD TO CONTACT)			
1. Name:		Phone:	
Position:		Company or Organization:	
2. Name:		Phone:	
Position:		Company or Organization:	
3. Name:		Phone:	
Position:		Company or Organization:	

I certify that answers on this document are true and complete to the best of my knowledge. I realize that all the information furnished by me is important and that New Hope Christian College will rely on such information in making a decision as to whether or not to engage me in employment.

Applicant's Signature: _____ Date: _____



CONFIDENTIAL

Background & DMV Check Authorization

The information contained in this application is correct to the best of my knowledge.

I hereby authorize New Hope Christian College and its designated agents and representatives to conduct a comprehensive review of my background causing a consumer report and/or an investigative consumer report to be generated for employment and/or volunteer purposes. I understand that the scope of the consumer report/ investigative consumer report may include, but is not limited to the following areas: verification of social security number; credit reports, current and previous residences; employment history, education background, character references; drug testing, civil and criminal history records from any criminal justice agency in any or all federal, state, county jurisdictions; driving records, birth records, and any other public records.

I further authorize any individual, company, firm, corporation, or public agency to divulge any and all information, verbal or written, pertaining to me, to or its agents. I further authorize the complete release of any records or data pertaining to me which the individual, company, firm, corporation, or public agency may have, to include information or data received from other sources and its designated agents and representatives shall maintain all information received from this authorization in a confidential manner in order to protect the applicants personal information, including, but not limited to, addresses, social security numbers, and dates of birth.

My signature below also indicates that I have received a Summary of Rights in accordance with the Fair Credit Reporting Act.

Applicant's Signature _____

Print Name _____ Date _____

Other Names Used _____

Social Security Number _____ / _____ / _____ Date of Birth _____

Driver's License # _____ State _____

Current Address _____

City/Town _____ State _____ Zip _____

Previous address _____

City/Town _____ State _____ Zip _____



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I further authorize any individual, company, firm, corporation, or public agency to divulge any and all information, verbal or written, pertaining to me, to or its agents. I further authorize the complete release of any records or data pertaining to me which the individual, company, firm, corporation, or public agency may have, to include information or data received from other sources and its designated agents and representatives shall maintain all information received from this authorization in a confidential manner in order to protect the applicants personal information, including, but not limited to, addresses, social security numbers, and dates of birth.

My signature below also indicates that I have received a Summary of Rights in accordance with the Fair Credit Reporting Act.

Applicant's Signature _____

Print Name _____ Date _____

Email _____

Other Names Used _____

Social Security Number _____ / _____ / _____ Date of Birth _____

Driver's License # _____ State _____

Current Address _____

City/Town _____ State _____ Zip _____

Previous address _____

City/Town _____ State _____ Zip _____

Release Your Dreams

New Hope Christian College | 2155 Bailey Hill Road | Eugene, OR 97405 | 541-485-1780 | www.newhope.edu



STATEMENT OF FAITH

We believe that:

BIBLE

- The Bible is the inspired Word of God and “is useful for teaching, rebuking, correcting and training in righteousness, so that the servant of God may be thoroughly equipped for every good work” (2 Timothy 3:16-17, NIV).

GOD

- God, the personal Creator of the universe, eternally exists in three Persons: Father, Son, and Holy Spirit.

THE FALL

- Humanity, divinely created in the image of God, willfully transgressed God’s law and incurred death as a result. Henceforth, all persons are born with a sinful nature and are subject to the same penalty.

CHRIST’S WORK

- The Lord Jesus Christ submitted Himself as a substitutionary sacrifice for the sins of all people.
- The Lord arose from the dead, ascended into heaven and is interceding for believers as High Priest and Advocate in His present life.

SALVATION

- Since people are unable to save themselves, salvation comes by grace alone received through faith in Christ as Savior on the basis of godly repentance.

KINGDOM OF GOD

- The present ministry of the kingdom of God includes God’s reign affording people salvation, healing, transformation and deliverance. This is accomplished both through process and miracle, including the present working of the manifestations of the Spirit (1 Corinthians 12).

SECOND COMING

- The second coming of Jesus Christ will be personal and visible, ushering in the fullness of the kingdom of God. All persons will be resurrected bodily: the redeemed to eternal happiness and security with God, and the unredeemed to everlasting punishment in hell.



THE MINISTRY OF THE HOLY SPIRIT

- The Holy Spirit is present to bring individuals to a saving faith in Jesus Christ and to work in and through believers. His presence in individuals constitutes their justification, this presence then works to sanctify, guide, teach, convict and enable believers to actively participate in God's mission. We embrace, but do not require all to adhere to, the baptism in the Holy Spirit as a definite experience distinct from salvation, given to endue believers with power from God to offer an inspired witness for Christ, to lead believers in lives of holiness, and to equip them for a Spirit-filled life of service. Consistent with biblical accounts, believers should anticipate Spirit-baptism to be accompanied by speaking in tongues and other biblical manifestations.

GREAT COMMISSION

- The Great Commission of Christ is literal and imperative today. "Making disciples" is both the duty and supreme privilege of the Church.

I confirm that I have read and agree to the above NHCC Statement of Faith as stated above.

Print Employee Name: _____

Signature: _____ Date: _____

Employee HR File



CODE OF ETHICS

Following is the Code of Ethics of NHCC that all vendors, contractors, and employees are held accountable to understand, follow and champion.

- Understands and is committed to the Mission Statement of NHCC
- Models Christ-like maturity for students through commitment to Jesus Christ, through living a Christ-like life-style and through involvement in a local church
- Actively seeks to influence students and formally/informally disciples students within their sphere of influence
- Embraces the responsibilities of their assignment as a ministry calling rather than a job
- Is a team player and seeks to actively work together with other members of their immediate NHCC team and the leadership of NHCC
- Understands and acts within channels of authority at NHCC and does not take unauthorized actions, demonstrating the general attitude of "servant leadership"
- Actively supports morning devotions at least once a week; weekly chapels and Summons; and Faculty/Staff meetings. Also participates in NHCC extra-curricular activities as able.
- Treats other faculty/staff, students and volunteers with love and respect, including safeguarding the privacy and confidentiality of students, vendors, contractors, and employees and abiding by the Sexual Harassment policies of the College (see Handbook).
- Understands and follows NHCC standards and policies
- Supports and encourages a "culture of positive change" and progressive thinking, approaching change at NHCC with a consistently positive attitude and without cynicism
- Is committed to self-improvement and development as it pertains to their ministry assignment
- Gives thought to the entire NHCC community and our outside relationships when making decisions
- Manages a proper balance of work and ministry with their personal, emotional, physical, family and spiritual needs
- Clearly understands and embraces all aspects of their Ministry Description
- Demonstrates a strong work ethic and seeks to manage their time, NHCC's financial resources and other resources well
- Endeavors to always provide students and fellow vendors, contractors, and employees with well thought out solutions to inquiries...doing so in a timely manner
- Seeks to prioritize ministry assignment responsibilities with their supervisor and keeps their supervisor well informed of ministry responsibilities and the status of pending projects

I confirm that I have read and agree to the NHCC Code of Conduct as stated above.

Print Employee Name: _____

Employee Signature: _____ Date: _____