



**ROBERTS**  
WESLEYAN COLLEGE



Application for Staff Employment

2301 Westside Drive, Rochester, NY 14624-1997 • 585.594.6260

**Please note that all gray text boxes will expand as information is typed into them.**

**APPLICANT INFORMATION**

Date \_\_\_\_\_

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

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Preferred Phone \_\_\_\_\_ Email Address \_\_\_\_\_

POSITION DESIRED \_\_\_\_\_

How did you learn of this position? \_\_\_\_\_

Special Skills \_\_\_\_\_

Prefer:  Full-time  Part-time  Either

Earliest date you can begin \_\_\_\_\_

**EDUCATION**

	Years Completed	Name of School	Degree	Major
High School	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4	_____	_____	_____
College	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4	_____	_____	_____
Other	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4	_____	_____	_____

**WORK HISTORY**

List in order, starting with your current or most recent employment.

Dates of employment (month and year)

From \_\_\_\_\_ to \_\_\_\_\_

What was your title or position?

\_\_\_\_\_

Supervisor's name \_\_\_\_\_

Job responsibilities \_\_\_\_\_

Name and location of employer

\_\_\_\_\_

Full-time

Part-time

Phone \_\_\_\_\_

Reason for leaving \_\_\_\_\_

May we contact?  Yes  No

If no, explain \_\_\_\_\_

Dates of employment (month and year)

Name and location of employer

From \_\_\_\_\_ to \_\_\_\_\_

\_\_\_\_\_

What was your title or position?

Full-time

May we contact?  Yes  No

\_\_\_\_\_

Part-time

If no, explain \_\_\_\_\_

Supervisor's name \_\_\_\_\_

Phone \_\_\_\_\_

Reason for leaving \_\_\_\_\_

Job responsibilities \_\_\_\_\_

Dates of employment (month and year)

Name and location of employer

From \_\_\_\_\_ to \_\_\_\_\_

\_\_\_\_\_

What was your title or position?

Full-time

May we contact?  Yes  No

\_\_\_\_\_

Part-time

If no, explain \_\_\_\_\_

Supervisor's name \_\_\_\_\_

Phone \_\_\_\_\_

Reason for leaving \_\_\_\_\_

Job responsibilities \_\_\_\_\_

**REFERENCES**

Please give the names of three people, not related to you, whom you have known at least one year. **Two of these should be professional references, and one should be a pastoral/spiritual leader reference.**

1. Name

Occupation

Phone Number

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

E-mail \_\_\_\_\_

2. Name

Occupation

Phone Number

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

E-mail \_\_\_\_\_

3. Pastoral/Spiritual Leader

Title

Phone Number

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

E-mail \_\_\_\_\_

Are you authorized to work in the United States?

Yes  No

Have you ever worked for Roberts or Northeastern?

Yes  No

Are you less than 18 years of age?

Yes  No

If yes, do you have a work permit?

Yes  No

Do you have a relative currently working at RWC or NES?

Yes  No

If yes, name and relationship? \_\_\_\_\_

Do you know of any reason why you cannot perform the essential functions of the job for which you are applying, with or without reasonable accommodations?  Yes\*  No

If yes, please explain \_\_\_\_\_

*\*An affirmative answer to this question does not automatically preclude you from being considered for employment.*

## **PHILOSOPHY**

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Have you carefully read the **Community Ethos Statement, The College Statement, and An Exposition of the Christian Vision** which can be viewed on the Roberts Employment web page? \_\_\_\_\_ (Please keep for future reference.)

Are they clear to you and sufficiently compatible with your own philosophy and experience to lead you to the conclusion that you could support these Statements and work effectively and happily as a staff member at Roberts Wesleyan College or Northeastern Seminary? \_\_\_\_\_

**In a paragraph**, please express in writing your purpose for seeking a position at Roberts Wesleyan College or Northeastern Seminary and indicate how your personal views relate to the Mission of the College (located in the College Statement). \_\_\_\_\_

**In a paragraph**, describe how your life reflects a commitment to serve God and others. \_\_\_\_\_

**I hereby affirm that the information provided on this application (and accompanying resume, if any) is true and complete to the best of my knowledge. I also understand that falsified information or significant omission may disqualify me from further consideration in employment and constitute a reason for dismissal. I authorize Roberts Wesleyan College or Northeastern Seminary to obtain information from my present and previous employers and other such sources as the College/Seminary determines to be reasonably necessary in connection with my employment, unless I have previously noted otherwise.**

Signature \_\_\_\_\_

Date \_\_\_\_\_

*RWC and NES comply with all applicable non-discrimination laws and are committed to the enhancement of human dignity and workplace diversity.*

### **How to submit this application:**

Please save this document to a computer file, and then submit via email along with other requested documents, if applicable. Send via email to [humanresources@roberts.edu](mailto:humanresources@roberts.edu) or mail to the address below.

### **ROBERTS WESLEYAN COLLEGE NORTHEASTERN SEMINARY**

Office of Human Resources  
2301 Westside Drive  
Rochester, NY 14624-1997  
Telephone: 585.594.6260  
[www.roberts.edu](http://www.roberts.edu)