



ROBERTS WESLEYAN COLLEGE and NORTHEASTERN SEMINARY
Application for TAR (Time As Reported) 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)	Name and location of employer	
From _____ to _____	_____	
What was your title or position?	<input type="checkbox"/> Full-time	May we contact? <input type="checkbox"/> Yes <input type="checkbox"/> No
_____	<input type="checkbox"/> Part-time	If no, explain _____
Supervisor's name _____	Phone _____	

Reason for leaving _____

Job responsibilities _____

Dates of employment (month and year)

From _____ to _____

What was your title or position?

Supervisor's name _____

Reason for leaving _____

Job responsibilities _____

Name and location of employer

Full-time

Part-time

Phone _____

May we contact? Yes No

If no, explain _____

Dates of employment (month and year)

From _____ to _____

What was your title or position?

Supervisor's name _____

Reason for leaving _____

Job responsibilities _____

Name and location of employer

Full-time

Part-time

Phone _____

May we contact? Yes No

If no, explain _____

REFERENCES

Please give the names of three persons, 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

_____ Email Address _____

2. Name Occupation Phone Number

_____ Email Address _____

Spiritual Reference:

3. Name Occupation Phone Number

_____ Email Address _____

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 _____

Have you ever been convicted of a crime? Yes* No

If yes, please describe in full.* _____

**An affirmative answer to these questions does not automatically preclude you from being considered for employment.*

PHILOSOPHY

Have you carefully read **The College Statement** and the **Community Ethos Statement** which can be viewed on the Roberts Employment web page? _____ (Please keep both 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 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