



ROBERTS WESLEYAN COLLEGE

APPLICATION FOR ADJUNCT FACULTY POSITION

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

GENERAL

- Name: _____ Phone (____)____
Prefix First M.I. Last
- Address: _____ Apt. No. _____
Street City State Zip Code
- Email address: _____
- Position sought: _____
- How did you learn about the position at Roberts? _____
- Present position and rank (if any): _____
- With what religious tradition/denomination do you most closely affiliate? _____

PREPARATION

- Is a placement file or record of credentials available? Yes No If yes, please forward. Official college and graduate study transcripts must precede or be presented during an interview.
- List in chronological order (beginning with the most recent) the educational institutions you have attended.

Time Period	Institution	Degree	Major of Study
_____	_____	_____	_____
_____	_____	_____	_____
- Identify other non-degree or post-graduate education pertinent to the position sought. _____
- If pertinent, provide license or certification information. _____
- Are you a veteran of the Armed Forces? Yes No If yes, what type of training or education did you receive while in the military? _____

EXPERIENCE AND ADDITIONAL INFORMATION

1. List in chronological order (beginning with the most recent) all teaching, administrative, and/or professionally related positions held. Attach a separate sheet if additional space is needed.

Employer

Address

Dates of Employment

Position

Name of Supervisor

Telephone Number

Employer

Address

Dates of Employment

Position

Name of Supervisor

Telephone Number

Employer

Address

Dates of Employment

Position

Name of Supervisor

Telephone Number

2. Identify any other pertinent employment or experience(s) you have had during the past ten years.

3. List memberships in professional societies. _____

4. Attach a list of articles you have published in educational or professional journals and/or books you have published.

5. List one each of the following reference types: 1) Former Employer, 2) Professional, and 3) Character

Former Employer Reference:

Name

Address

Position

Telephone

Professional Reference:

Name

Address

Position

Telephone

Character Reference:

Name

Address

Position

Telephone

6. Are you authorized to work in the United States? Yes No

7. Have you ever worked for Roberts Wesleyan College or Northeastern Seminary? Yes No

8. Have you ever left an employer involuntarily?* Yes No

If yes, please explain _____

9. Do you know of any reason why you cannot perform the essential functions of the job for which you are applying with or without a reasonable accommodation(s)?* Yes No

If yes, please explain _____

**An affirmative answer to this question(s) does not automatically preclude you from being considered for this position.*

PHILOSOPHY

The **Roberts Wesleyan College mission statement** is:

As a community of learners committed to historic Christianity, Roberts Wesleyan College seeks to prepare thoughtful, spiritually mature, service-oriented people who will help transform society.

The mission focuses on three major goals:

Scholarship: *learning through discovery, interdisciplinary integration, application, and effective methods of teaching and learning*

Spiritual Formation: *nurturing people’s relationship with God through Christ through scripture, the historic Christian tradition, and experience*

Service: *addressing the world’s needs through vocation, service learning, global perspectives, and social responsibility*

10. In your teaching at Roberts Wesleyan College, how will you promote the mission of the College? As part of this response, please describe your faith, your relationship with God, and your involvement with your church. _____

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 may constitute a reason for dismissal.

In addition, I understand that neither the completion of this application nor any other part of my consideration for employment establishes any obligation for Roberts Wesleyan College and Northeastern Seminary (“The College”) to hire me. I understand that no representative of The College has the authority to make any assurance to the contrary.

I authorize The College to contact my present and previous employers and other such sources, including references, unless I have noted otherwise. I understand that any offer of employment by RWC or NES (“The College”) is contingent on a successful background check, and I hereby authorize The College to conduct this background check.

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 to the designated contact person along with the other requested documents that can be submitted electronically. Email addresses are noted on the position job posting on the internet. Additionally, your application must be printed, signed, and sent with other requested documents that cannot be submitted electronically to: Name of Department Chair/Program Director, Department/Program Name, Roberts Wesleyan College, 2301 Westside Drive, Rochester, NY 14624.

ROBERTS WESLEYAN COLLEGE
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