



ROBERTS WESLEYAN COLLEGE

APPLICATION FOR FACULTY POSITION

GENERAL

1. Name _____ Phone (____) _____
Prefix First M.I. Last

2a. Email Address _____

2b. Home Address _____
Street Apt. No. City State Zip Code

3. Position sought _____

4. How did you learn about the position at Roberts? _____

5. Present position and rank (if any) _____

6. Reason for leaving present position _____

7. With what religious tradition/denomination do you most closely affiliate? _____

PREPARATION

1. 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.

2. List in chronological order (beginning with the most recent) the educational institutions you have attended.

| Institution | Degree | Major | Time Period of Study (i.e.1994-1998) |
|-------------|--------|-------|---|
| _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ |

3. If pertinent, give license or certification information. _____

4. Identify other non-degree or post-graduate education pertinent to the position sought.

5. If you do not have a terminal degree in the area for which you are applying, indicate your plans or desires toward further graduate study. _____

6. 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. Include full- or part-time assistantships or fellowships and so indicate. Attach a separate sheet if additional space is needed.

| | | |
|---------------------------|---------------------|----------------------------------|
| _____ Institution Name | _____ Address | _____ Dates of Employment |
| _____ Position | _____ Department | _____ Supervisor Name/Phone # |

| | | |
|---------------------------|---------------------|----------------------------------|
| _____ Institution Name | _____ Address | _____ Dates of Employment |
| _____ Position | _____ Department | _____ Supervisor Name/Phone # |

| | | |
|---------------------------|---------------------|----------------------------------|
| _____ Institution Name | _____ Address | _____ Dates of Employment |
| _____ Position | _____ Department | _____ Supervisor Name/Phone # |

2. Identify any pertinent non-academic employment or experience 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. Please quote the salary figure you consider acceptable for a regular nine-month contract. \$ _____

7. Please quote the salary figure you consider acceptable for a twelve-month contract. \$ _____

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

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

10. Have you ever left an employer involuntarily? Yes No

If yes, please explain. _____

11. 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

Please share your responses to Questions 1 and 2 below. For Questions 3 - 6, attach your typed responses to this application. Please also respond, if applicable, to any additional question(s) the Department Chair presents to you.

1. Have you carefully read *The College Statement, An Exposition of the Christian Vision in the College Statement*, and the *Community Ethos Statement*, all of which are available on www.roberts.edu/employment? _____
(Please keep all of these documents for future reference.)

Continued on next page ...

2. Are the aforementioned (three) documents 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 faculty member at Roberts Wesleyan College? _____
3. It is expected that all faculty members at Roberts Wesleyan College contribute to the Mission of the College.
 - A. One aspect of that Mission includes being intentional in the spiritual formation of students. What in your background has prepared you for such a role? As you think about the possible ways in which spiritual formation could be carried out, how would you see yourself playing a part in that process—inside and outside the classroom?
 - B. A second aspect of the Mission includes the integration of a Christian worldview with the learning process. What in your background has prepared you to engage in this undertaking, and how do you envision carrying this out?
 - C. Being an effective Christian model in our tradition implies having a personal, dynamic faith that includes a relationship with God through Jesus Christ. How would you describe your faith journey and your relationship with God? Describe your involvement with your church.
4. “Enhancing the academic strength and reputation of the College” is an Institutional priority. From what you know about the College and the position you are applying for, how will you help meet this priority?
5. Another Institutional priority is to be a Christian community that affirms human diversity. What do you bring to this position, or what will you do in your role, to contribute to this priority?
6. Briefly describe your teaching philosophy.

I hereby authorize Roberts Wesleyan College to obtain information from my previous employer(s) and such other source(s) as the College determines to be reasonably necessary in connection with my pursuit of employment.

I hereby release those sources from liability in connection with these inquiries.

I hereby affirm that the information provided on this application (and accompanying documents) is true and complete to the best of my knowledge. I understand that falsified information or significant omission may disqualify me from further consideration in employment and/or constitutes a reason for dismissal.

Signature _____ Date _____

Roberts Wesleyan College complies with all applicable state and federal non-discrimination laws.

Please mail this application and accompanying addendums and documents to the School Dean listed in the position announcement, or to the below address.

ROBERTS WESLEYAN COLLEGE

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Rochester, NY 14624-1997
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